



**City Council  
December 8, 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 November 10, 2025.
  2. Resolution No. 29-2025: Providing for Charges Relating to the Numbering of Buildings and Naming and Renaming of Streets.
  3. Resolution No. 30-2025: Designating Polling Places, Poll Hours and Form of Ballot for the March 10, 2026, General Municipal Election.
  4. 4th Quarter 2025 Financial Summary.
  5. Fund Balance Designations FY 2025.
  6. Piggyback Agreement: Electrical Energy Power Generation Equipment with Related Parts, Supplies and Services, Cummins, Inc.
  7. Wastewater Generator Replacements: Tradewinds Power Corp.
  8. Florida Division of Emergency Management (FDEM) Hazard Mitigation Grant Program: City Hall Grant Withdrawal.
  9. Project Agreement for Professional Consultant Services for Water Treatment Plant 6 Improvements Project: Wright-Pierce, Inc.
  10. Project Agreement for Professional Consultant Services for Utilities Instrumentation and Controls Master Plan Project: Wright-Pierce, Inc.
  11. Project Agreement for Professional Engineering Services for Lift Station 13 and Force Main Replacement Project: Burgess & Niple.
  12. Water Utility Easement Agreement: City of Casselberry.
  13. Indemnification and Hold Harmless Agreement: 420 Central Avenue.
  14. Stormwater Pipe Replacements: Cathcart Construction Company, LLC.
  15. Replacement Purchase of Pierce Enforcer Aerial Fire & Rescue Apparatus: Ten-8 Fire & Safety, LLC.

This agenda has been republished to include an additional item and update Consent Agenda Item #3, consistent with §286.011, F.S., requiring reasonable notice of matters before the Council.

16. Collective Bargaining Agreement FY 2025-2027: Maitland Professional Firefighters, Local 3590, IAFF, Battalion Chief Unit.

VI. Public Period

VII. Decisions

1. Second Reading: Ordinance No. 1452 Amending the Land Development Code Article 5, Section 5.15 Building Numbering and Street Naming, establishing criteria for street renaming requests.
2. First Reading: Ordinance No. 1453 Planned Development Rezoning Amendment AZPD(2025)-0002 Maitland Concourse North Lot 3 601 Trelago Way.
3. Performance Evaluation Results and Council Discretionary Compensation Determination: City Clerk.
4. Performance Evaluation Results and Council Discretionary Compensation Determination: City Manager.

VIII. Discussion

1. Fort Maitland Historical Marker.

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.**

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|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------|
| MEETING DATE                                                                                                               |  | AGENDA                  |
| December 8, 2025                                                                                                           |                                                                                   | Section: Consent Agenda |
| Department/Office : City Clerk                                                                                             | AGENDA REPORT                                                                     | Item #: 1.              |
| <b>Subject:</b><br>City Council Meeting Minutes of November 10, 2025.                                                      |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve the City Council Meeting Minutes of November 10, 2025, as presented. |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b>                                                                               |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>N/A                                                                                               |                                                                                   |                         |
| <b>Exhibits:</b><br>1. CC Draft Minutes November 10 2025                                                                   |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                      |                                                                                   |                         |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                           |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   | Section: Consent Agenda |
| Department/Office :<br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AGENDA REPORT                                                                     | Item #: 2.              |
| <b>Subject:</b><br>Resolution No. 29-2025: Providing for Charges Relating to the Numbering of Buildings and Naming and Renaming of Streets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve Resolution No. 29-2025 providing for charges related to the numbering of buildings and naming and renaming of streets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>Article 5, Section 5.15 of the Maitland Land Development Code (LDC) provides the process for building numbering, street naming, and street renaming. It also provides for the adoption of a fee schedule by resolution of the City Council. Resolution 29-2025 amends the most recent fee schedule adopted by Resolution No. 3-2015 on January 12, 2015. The proposed fee schedule increases the address assignment for commercial and residential properties from \$20 to \$40; the address assignment for suites, units, and apartments from \$10 to \$20; and address verification from \$12 to \$24. The cost for street name petitions, both new and renaming, remains at \$300; however, under the LDC, the applicant is also responsible for the direct costs of street signage replacements, public notices, and other ancillary costs associated with a street renaming.<br><br>City staff believes the fees reflect the level of effort and costs associated with providing the services and recommends adoption of Resolution No. 29-2025. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Unknown - Fees are paid by the applicant as requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Resolution No. 29-2025 Street Numbering and Naming (DAS rev 110525)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Contact Person:</b> Shannon Lewis 407-539-6221                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   | Section: Consent Agenda |
| Department/Office : City Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AGENDA REPORT                                                                     | Item #: 3.              |
| <p><b>Subject:</b><br/>Resolution No. 30-2025: Designating Polling Places, Poll Hours and Form of Ballot for the March 10, 2026, General Municipal Election.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <p><b>Requested Action or Motion:</b><br/>Move to adopt Resolution No. 30-2025 designating polling locations, opening and closing of polls and form of ballot for the Maitland General Municipal Election to be held on Tuesday, March 10, 2026, as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <p><b>Summary Explanation &amp; Background:</b><br/>Section 8.04 of the Maitland City Charter allows any person who has been a resident of the City for a minimum of six months and who possesses the qualifications of an elector to become a candidate for nomination to a City Council seat. To do so, a prospective candidate must file with the City Clerk a signed and subscribed Candidate Oath (Nonpartisan Office) and submit a petition containing not fewer than 50 signatures of qualified electors of the City.</p> <p>The petition filing period began at 12:00 p.m. on Monday, November 17, 2025, and ended at 12:00 p.m. on Friday, November 21, 2025. Each candidate whose residency, elector status, and minimum number of petition signatures were verified by the Orange County Supervisor of Elections (SOE) became eligible to qualify for election. Three candidates received a Candidate Petition Certification from the SOE confirming at least 50 verified petition signatures and were therefore deemed eligible to qualify.</p> <p>The candidate qualifying period for City Council Seat #2 and Seat #4 began at 8:00 a.m. on Monday, December 1, 2025, and concluded at 5:00 p.m. on Thursday, December 4, 2025.</p> <p><b>Seat #2</b><br/>Two individuals, Keith Givens and Alexander Trauger, qualified for City Council, Seat #2 on December 4, 2025. When two or more candidates qualify for a council seat, their names must be placed on the regular election ballot in alphabetical order under that specific council seat. Council seats must appear on the ballot in numerical order, pursuant to Section 8.05 of the Maitland City Charter.</p> <p><b>Seat #4</b><br/>One individual, Bill Randolph, qualified on December 1, 2025. Pursuant to Section 8.03(a) of the Maitland City Charter, when only one person qualifies as a candidate for a designated council seat, that candidate is declared elected without the necessity of being placed on the ballot. Accordingly, Mr. Randolph is deemed elected to City Council, Seat #4, and will assume office in accordance with the Charter.</p> <p>Section 14-3 of the Maitland Code of Ordinances requires the City Council to designate, by resolution, the polling places, the opening and closing of the polls, and the form of the ballot for all City elections. Resolution 30-2025, designating polling locations, poll hours, and the form of the ballot for the March 10, 2026 General Municipal Election, is attached for City Council review, consideration, and adoption.</p> |                                                                                   |                         |

**Fiscal Impact:**

To Be Determined. Maitland is one of twelve municipalities that contract election services with the Orange County Supervisor of Elections; the cost is shared based upon the number of municipalities that have an election in March. The City Clerk budgeted \$27,000 (01191519/534905) for election expenses.

**Exhibits:**

1. Resolution 30-2025 Maitland General Municipal Election

**Commission/Board:** City Council

**Contact Person:** Lori Hollingsworth 407-539-6219

Reviewed by City Attorney  
Cliff Shepard

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| MEETING DATE                                                                                                                       |  | AGENDA                  |
| December 8, 2025                                                                                                                   |                                                                                   | Section: Consent Agenda |
| Department/Office : Finance<br>Department                                                                                          | AGENDA REPORT                                                                     | Item #: 4.              |
| <b>Subject:</b><br>4th Quarter 2025 Financial Summary.                                                                             |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to receive the 4th Quarter 2024 Financial Summary and Investment Schedule as presented. |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>See attached 4th Quarter 2024 Financial Summary and Investment Schedule.           |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>NA                                                                                                        |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Q4 2025 Financial Summary                                                                                   |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                              |                                                                                   |                         |
| <b>Contact Person:</b> Jerry Gray 407-539-6201                                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>NA                                                                                                    |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   | Section: Consent Agenda |
| Department/Office : Finance<br>Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AGENDA REPORT                                                                     | Item #: 5.              |
| <b>Subject:</b><br>Fund Balance Designations FY 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve the allocation of FY 2025 Fund Balance effective September 30, 2025, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>During the budget process, staff presented recommendations to increase fund balance designations to better prepare for future expenditures such as vehicle replacements, information technology needs, and emergencies and disasters.</p> <p>The vehicle replacement fund is used to plan for near term large capital purchases, such as emergency vehicles for both police and fire departments. City Council approved the early purchase of six police vehicles for 2026 (still to be delivered) funded from the carry forward vehicle designation. With the current year's carry forward funds, the City is proposing to purchase a 2026 replacement fire truck without having to utilize funds from the fund balance vehicle designation.</p> <p>To properly maintain the City's technology infrastructure and for radio replacements for first responders, \$267,000 is being placed in the Radios/IT designation. The Emergency Disaster designation is funded in a manner that maintains a consistent ratio to the overall operating budget and ensures adequate funding is in place to respond to the increasing frequency and intensity of seasonal weather events such as hurricanes.</p> <p>City Council approved utilizing \$454,000 to pay costs associated with Hurricane Milton. With funds available in FY 2025, the City is able to add \$150,000 to the emergency designation.</p> <p>The Council approved union negotiations with the fire union in 2025 and a fund balance appropriation of \$250,000. City Council also approved pay increases for the Police Department, resulting in an additional \$350,000 drawn from fund balance. The majority of that funding (\$543,000) was approved by Council to fund the City's pension obligation. As with the City's other designations, the intent is to take a conservative approach to long-term budgeting and avoid a large budgetary impact within any single year.</p> <p>The year-end close and audit are still underway; however, the overall fund balance is projected to decrease by \$368,000. This amount was funded from planned Council Capital for the design of the Library in the amount of \$160,000 and other planned funding requirements previously detailed. Taking the planned fund balance expenditures into consideration, there is an operational increase in fund balance of \$438,000 primarily due to favorable ad valorem taxes of \$345,000 and operating savings.</p> <p>The following chart provides a summary of the recommended allocations:</p> |                                                                                   |                         |

|                       | <b>Beginning</b>     | <b>Change</b>       | <b>Ending</b>        |
|-----------------------|----------------------|---------------------|----------------------|
| Operating Contingency | \$ 3,828,000         | \$ (600,000)        | \$ 3,228,000         |
| Vehicle Replacement   | 4,534,000            | 0                   | 4,534,000            |
| Matching Grants       | 350,000              | 0                   | 350,000              |
| Council Capital       | 6,077,183            | (160,000)           | 5,917,183            |
| Building Code         | (107,419)            | (138,382)           | (245,801)            |
| IT / Radios           | 420,000              | 267,000             | 687,000              |
| Space Needs           | 1,232,000            | 0                   | 1,232,000            |
| Emergency Disasters   | 6,100,000            | 150,000             | 6,250,000            |
| *Undesignated         | 9,181,389            | 43,120              | * 9,224,509          |
| <b>TOTAL</b>          | <b>\$ 31,615,153</b> | <b>\$ (438,262)</b> | <b>\$ 31,176,891</b> |

\*2025 Ending is an estimated amount; actual amount may vary depending on actual 2025 expenditures and revenues still to be entered for ACFR.

**Fiscal Impact:**

N/A

**Exhibits:**

**Commission/Board:** City Council

**Contact Person:** Jerry Gray 407-539-6201

Reviewed by City Attorney

N/A

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AGENDA REPORT                                                                     | Item #: 6.              |
| <b>Subject:</b><br>Piggyback Agreement: Electrical Energy Power Generation Equipment with Related Parts, Supplies and Services, Cummins, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the City Manager to execute a contract with Cummins, Inc. for generator maintenance services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>Each year, Public Works staff budgets funds for annual citywide maintenance and repairs of the generators. This maintenance includes an annual maintenance service, load bank test, and minor maintenance inspection per unit. Beyond the annual scheduled service, additional maintenance, repairs, and service may be required.</p> <p>While some maintenance and repair services needed are generic in nature and can be performed by general technicians, other services, such as programming, are proprietary and can only be performed by the manufacturer or authorized representative. Due to the technical expertise required, and necessary equipment needed to perform these services, Public Works recommends hiring a contractor to perform these tasks. After research and review of available piggyback options with qualified contractors in the area, the Public Works Department is proposing to contract with Cummins, Inc. to perform the work utilizing the Sourcewell Contract RFP #092222 Electrical Energy Power Generation Equipment with Related Parts, Supplies, and Services, dated November 17, 2022. The amount to be expended will exceed the City Manager's purchasing threshold and will be paid from available funds budgeted in the Wastewater and Facilities operating funds.</p> <p>Staff recommends City Council authorize the City Manager to execute a piggyback contract utilizing the Sourcewell Contract RFP #092222 Electrical Energy Power Generation Equipment with Related Parts, Supplies, and Services, for a term of four (4) years, with an optional one (1) year extension and authorize the City Manager to expend associated funding throughout the life of the contract..</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funding is available in accounts 01414519-533400 Facilities Contractual Services and 4135135-533400 Wastewater Contractual Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Cummins-Maitland Piggyback Agreement Final                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |



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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | AGENDA REPORT                                                                     | Item #: 7.              |
| <b>Subject:</b><br>Wastewater Generator Replacements: Tradewinds Power Corp.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the purchase and installation of two (2) permanent generators and appurtenances for Lift Stations 9 and 11, and purchase of two portable generator replacements in the amount of \$350,628 from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>Public Works has developed a generator replacement program that includes all permanent lift station generators, portable generators, and building generators. The useful life of a generator is typically from 10 to 30 years depending on its type, quality, frequency of use, and level of maintenance. Portable generators typically last 10–15 years, while standby units can last 20–30 years. The Wastewater Division has scheduled replacement of the following generators in FY 2026:<br><br>Lift Station 9 (at Lake Lily Park) replacing a 1997 20 kW unit with a 30kW generator: \$91,765<br>Lift Station 11 (located behind the Birds of Prey Center) replacing a 1998 20kW unit with a 20kW generator: \$86,246<br>Replacing a 1982 15 kW portable generator with a 20 kW portable unit: \$61,543<br>Replacing a 1988 60kW portable generator with a 60 kW portable unit: \$111,074<br><br>Costs are based on Tradewinds pricing under the Florida Sheriff's Cooperative Purchasing Contract FSA23-EQU21.1, Spec #162 and #185 for the total amount of \$350,628. Funds are available in the Wastewater Operating Budget.<br><br>Staff recommends authorizing the purchase and installation of two (2) permanent generators and appurtenances for Lift Stations 9 and 11, and purchase of two portable generator replacements in the total amount of \$350,628 from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.1 |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in the Facilities Operating Budget #01414519-534630-CF001 Repairs to 01414519-566400 (capital) Machinery & Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Exhibits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |



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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AGENDA REPORT                                                                     | Item #: 8.              |
| <p><b>Subject:</b><br/>Florida Division of Emergency Management (FDEM) Hazard Mitigation Grant Program: City Hall Grant Withdrawal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <p><b>Requested Action or Motion:</b><br/>Move to approve the withdrawal of FDEM Hazard Mitigation Grant Program Project # 4337-057-R for the City Hall Back-up Generator.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <p><b>Summary Explanation &amp; Background:</b><br/>In 2018, City Council approved a grant submittal to the Florida Division of Emergency Management (FDEM) Hazard Mitigation Grant Program for upgrading the existing 200 kW generator at Fire Station 45. In 2019, a grant was awarded to purchase and install a permanent 350 kW generator to provide emergency power to City Hall during power outages in order to keep the building operational during and after major storm events. The project was estimated to cost \$193,102 and the grant award was awarded for up to 75% reimbursement of this estimated budget (\$144,826).</p> <p>The design of the generator began in 2020 but was put on hold during the FY21 and FY22 budget years, as there was consideration given to the expansion of Fire Station 45. This resulted in a design change to the generator from the proposed 350 kW to 600 kW to accommodate future expansion along with the revised calculation that accounted for the full operating load of City Hall. A guaranteed maximum price (GMP) for the construction and renovation of the project was provided by one of the City's current Construction Manager at Risk (CMAR) contractors in the amount of \$556,100. The CMAR contractor also informed staff that City Hall and FD 45 power would have to be shut down to install a temporary power system. The temporary power would need to be in place for up to one week during the installation of the new generator, which could negatively affect City Hall and FD 45 operations.</p> <p>Alternative solutions for emergency power supply for both City Hall and Fire Station 45 continue to be explored, including temporary electrical connections that could provide not only increased emergency power but also add redundancy to the existing generator. Options are being tested in the marketplace for rental generators that include hybrid and battery-powered generators that reduce noise and emissions, providing a more sustainable temporary alternative. The temporary electrical connection to allow for a portable generator to be used when needed is estimated to be less than \$10,000, which is a significantly lower cost alternative. The project cost, logistical challenges, and challenging grant deadlines, have led to staff's recommendation to cancel the generator upgrade project and withdraw from the grant.</p> <p>FDEM is aware that the project is no longer feasible for the City to pursue but is requiring the grant to be officially withdrawn by City Council; therefore, staff requests City Council approve withdrawing from FDEM Hazard Mitigation Grant Program Project No. 4337-057-R for the City Hall Backup Generator.</p> |                                                                                   |                         |

**Fiscal Impact:**

The City will forfeit \$144,826 of potential FEMA grant funding in the General Fund.

**Exhibits:**

1. 4337-057-R withdrawal Request Letter

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney  
N/A

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AGENDA REPORT                                                                     | Item #: 9.              |
| <b>Subject:</b><br>Project Agreement for Professional Consultant Services for Water Treatment Plant 6 Improvements<br>Project: Wright-Pierce, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and authorize the City Manager to execute the agreement for the Water Treatment Plant (WTP) 6 improvements project with Wright-Pierce, Inc. in the amount of \$387,581, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>Water Treatment Plant (WTP) 6 is located at the Public Works Yard and has an allowable maximum daily capacity of 3.60 million gallons of water per day (MGD). The plant was originally constructed circa 1984 and subsequently upgraded to add another tank in 2003. The plant consists of two groundwater wells and pumps, two 750,000 gallon storage tanks with tray aerators, a control building containing high service pumps, an electrical room, a chlorine storage and feed system, and a fluoride storage/feed system (no longer in use). There is also a stand-by diesel-driven emergency generator that is dedicated to the plant.</p> <p>Due to the age of the plant and its components, it is in need of renovation, including replacement of the existing high-service pumps and motors with variable frequency drives and motor control centers. New instrumentation component upgrades include flow meters, level indicators, and monitoring to operate the plant. Staff requested a scope of services from one of the city's continuing engineering consultants, Wright-Pierce, to provide design, permitting and bidding services for the project. Wright-Pierce has provided a proposal in the amount of \$387,581.</p> <p>Staff recommends the agreement for Water Treatment Plant 6 Improvements Project Design with Wright-Pierce, Inc. in the amount of \$387,581.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available 41303533-566300 WA201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Continuing Services- CCNA Project Agreement - WTP 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AGENDA REPORT                                                                     | Item #: 10.             |
| <b>Subject:</b><br>Project Agreement for Professional Consultant Services for Utilities Instrumentation and Controls Master Plan Project: Wright-Pierce, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and authorize the City Manager to execute the agreement for the Utilities Instrumentation and Controls Master Plan with Wright-Pierce, Inc. in the amount of \$112,950.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City of Maitland owns, operates, and maintains three water treatment plants as part of the drinking water distribution system, and a wastewater collection system to serve the City residents. The water treatment plants use SCADAPack™ units as the form of control and remote telemetry for the water facilities. For the lift stations, the City utilizes the MultiSmart™ systems. Both the MultiSmart™ and SCADAPack™ 300 series and older units will be discontinued and no longer supported in the near future. As a result, the City needs to provide a robust, secure, and uniform monitoring and control system for the City's water and wastewater utility infrastructure.</p> <p>The intent of this project is to develop a singular Instrumentation and Controls Master Plan which will establish a comprehensive framework for future system and control improvements; standardize hardware/software across facilities; establish a standardized naming convention for tags, computers, network devices, and control panels; and propose process monitoring and control optimization and enhancements. Staff requested a scope of services from one of the city's continuing engineering consultants, Wright-Pierce, to provide design, permitting and bidding services for the project. Wright-Pierce has provided a proposal in the amount of \$112,950.</p> <p>Staff recommends the agreement for Instrumentation and Controls Master Plan Report with Wright-Pierce, Inc. in the amount of \$112,950.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in the Water Professional Services budget line item 41303533-533100-WA001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Continuing Services- CCNA Project Agreement - Utilities I&C Master Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AGENDA REPORT                                                                     | Item #: 11.             |
| <b>Subject:</b><br>Project Agreement for Professional Engineering Services for Lift Station 13 and Force Main Replacement Project: Burgess & Niple.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and authorize the City Manager to execute the Professional Engineering Services Project Agreement for the design and permitting of the Lift Station No. 13 and Force Main Replacement Project with Burgess & Niple, Inc., in the amount of \$229,583.88.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>Lift Station 13 is located on the city-owned property at 580 Lake Avenue on the north side of Park Lake. The existing wastewater lift station is a duplex submersible design, with a 4-inch discharge force main traveling approximately 600 feet northeast to a manhole at the intersection of Lake Avenue and Cottontail Lane. The existing lift station wet well does not meet industry design standards, with the invert (bottom elevation) of the sewer main discharging to the lift station, near the bottom of the wet well. This provides minimal working volume for the station and causes the pumps to cycle more frequently than the optimum design.</p> <p>Additionally, Lift Station 13 serves as a re-pump station for Lift Station 13A; however, Lift Station 13 has a lower pumping capacity due to the 4-inch force main and can therefore be overwhelmed by Lift Station 13A during periods of high flow. The City has requested one of the continuing engineering consultants, Burgess &amp; Niple provide a proposal for design services related to the installation of a new lift station and the replacement of a larger discharge force main. B&amp;N has provided a scope of services to include project management, preliminary engineering, field investigation, final design, and permitting for the project in the amount of \$229,583.88.</p> <p>Staff recommends authorizing the City Manager to execute a project agreement with Burgess &amp; Niple, Inc. for the design and permitting of the Lift Station No.13 Project in the amount of \$229,583.88.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds available in 41351535-566300-WW603                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Exhibits:</b><br>1. BN_LS13 and FM Replacement - CCNA Project Agreement 20251118                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AGENDA REPORT                                                                     | Item #: 12.             |
| <b>Subject:</b><br>Water Utility Easement Agreement: City of Casselberry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve Water Utility Easement Agreement granting an easement to the City of Casselberry within Maitland Community Park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City of Casselberry implemented a project called Northgate Phase 1 Water Main Replacement Project, which consists of the installation of new 6" and 8" PVC watermain, grouting and abandoning the existing asbestos cement pipe, and restoration work located partially in Seminole County and in the northern portion of Maitland Community Park, adjacent to the unimproved Ellington Drive right-of-way. Casselberry applied for a City of Maitland site permit for the work within Maitland Community Park. The City of Casselberry has asked for a non-exclusive water utility easement to construct, install, operate, maintain and repair the existing and future water mains as shown on the easement exhibit. Most of the existing water main will be abandoned in place and the new water main will be installed north of the existing water main. The easement stipulates that the City of Casselberry will use its best efforts to remove as few trees as possible and tree or vegetation replacement may be required. The City of Maitland does not have any water mains in this location.</p> <p>Staff has worked with the City of Casselberry on an agreed-upon easement and the document has been reviewed by the City Attorney's Office. Staff recommends City Council grant a non-exclusive water utility easement within Maitland Community Park to the City of Casselberry as presented.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Exhibits:</b> <ol style="list-style-type: none"> <li>1. Water Utility Easement Agreement (ref Res.25-3547)</li> <li>2. Resolution 25-3547</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   | Section: Consent Agenda |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AGENDA REPORT                                                                     | Item #: 13.             |
| <b>Subject:</b><br>Indemnification and Hold Harmless Agreement: 420 Central Avenue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and authorize the City Manager to execute the Indemnification and Hold Harmless Agreement with Dustin and Leslie Perkins for right-of-way encroachments at 420 Central Avenue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>The City is reviewing a permit application for modification and update of a carriage house that is nearly 100 years old, at 420 Central Avenue. The carriage house sits virtually on the property line, with a portion of the eaves overhanging the right-of-way of Central Avenue by approximately two feet. The proposed renovation includes a roof replacement and resulting eave overhang into the right-of-way. Additional encroachments into the right-of-way as part of the renovation include: <ul style="list-style-type: none"> <li>• Face of the West Elevation wall – inches</li> <li>• Roof overhang/eave – 2' +</li> <li>• New wall footer (UG) – 4" +</li> <li>• Flex drain at footer(UG) – 6"-1'</li> </ul> The Indemnification and Hold Harmless Agreement was prepared to enable the carriage house to be renovated and remain in its current location while providing protection for the city relating to the items that project into the right-of-way. City staff do not believe that the encroachments will impair the function of the right-of-way; however, if it is determined in the future that the encroachments present a safety hazard or impair the function of the right-of-way, the owners will be required to remove them. Execution of the Indemnification and Hold Harmless Agreement will allow the right-of-way encroachments as noted above in a manner consistent with the approved right-of-way permit. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Exhibits:</b> <ol style="list-style-type: none"> <li>1. Existing Carriage House</li> <li>2. 420 Central Avenue Survey</li> <li>3. Carriage house site plan</li> <li>4. 420 central revised hold harmless agreement</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Contact Person:</b> Michael Daniels 407-539-6211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AGENDA REPORT                                                                     | Item #: 14.             |
| <b>Subject:</b><br>Stormwater Pipe Replacements: Cathcart Construction Company, LLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize three pipe repair work orders with Cathcart Construction in the total amount of \$244,240, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>In April 2023, City Council authorized a piggyback contract with Cathcart Construction Company utilizing the City of Altamonte Springs contract AB23009A/B for Citywide Infrastructure Potable, Sanitary, Reclaimed, &amp; Stormwater with Site Restoration for a term of one (1) year, with potential two (2) renewals of two (2) year periods each. The contract is in the first two-year renewal period and has been extended until April 17, 2026. The funds to cover these services are budgeted annually within the Public Works Division Budgets.</p> <p>Staff has identified three separate pipe repairs to be performed under Cathcart's contract, adjacent to the following locations: 2406 Tuscarora Trail, 2404 Tuscarora Trail, and 430 Packwood Avenue. The projects total \$244,240 (\$79,095, \$73,935, and \$91,210 respectively). This amount exceeds the City Manager's spending threshold and therefore requires City Council approval.</p> <p>Staff recommends authorizing the pipe repair work orders to Cathcart Construction for a total amount of \$244,240.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funding is available Stormwater Fund 32371537-534600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Exhibits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   | Section: Consent Agenda |
| Department/Office : Fire/Rescue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AGENDA REPORT                                                                     | Item #: 15.             |
| <b>Subject:</b><br>Replacement Purchase of Pierce Enforcer Aerial Fire & Rescue Apparatus: Ten-8 Fire & Safety, LLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve the purchase of a Pierce Enforcer Aerial Fire & Rescue apparatus from Ten-8 Fire & Safety, LLC., utilizing the National Purchasing Partners Government Cooperative Purchasing Program (NPPGov), Contract PS20240, in the amount of \$1,767,270.00.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City's Vehicle Replacement Plan includes the proposed replacement of a 2017 E-One aerial apparatus in FY2028. When considering the replacement of vehicles, the age and condition of the vehicle is evaluated. This type of vehicle is planned to be replaced on a ten-year cycle and is to remain in the fleet as a back-up vehicle for an additional 5 years.</p> <p>While contacting vendors to obtain updated pricing for budget purposes, staff was informed that production time for fire apparatus has increased substantially throughout the country and is currently estimated to be 2 to 3 years from the order date until delivery. Given the extensive lead time to receive the aerial apparatus, the Fire Department requests approval to initiate the purchase of this apparatus in FY26 with an estimated delivery in 2027-2028. In order to expedite the purchase, a Vehicle Purchase Committee (VPC) was established to identify the most appropriate replacement vehicle for the department. The VPC evaluated aerial apparatus in the following categories: reliability, construction, service/maintenance, operational versatility, and cost. The VPC evaluated the purchase in accordance with the City Council's sustainability resolution and there are currently no alternative fuel options available.</p> <p>Staff recommends approval to purchase a Pierce Enforcer Aerial for \$1,767,270.00 utilizing the National Purchasing Partners Government Cooperative Purchasing Program (NPPGov) Contract PS20240.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>01221521-566430-VE001 via transfer from 01420519-566430-VE001 (fleet vehicle replacements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Exhibits:</b><br>1. BID1143_A<br>2. Justification for Purchase of a Replacement Aerial Apparatus memo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Contact Person:</b> Chris Morton 407-539-0774                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| Reviewed by City Attorney<br>NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | AGENDA                  |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   | Section: Consent Agenda |
| Department/Office : Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AGENDA REPORT                                                                     | Item #: 16.             |
| <p><b>Subject:</b><br/>Collective Bargaining Agreement FY 2025-2027: Maitland Professional Firefighters, Local 3590, IAFF, Battalion Chief Unit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <p><b>Requested Action or Motion:</b><br/>Move to ratify and accept the Collective Bargaining Agreement (CBA) between the Professional Firefighters, Local 3590, IAFF, Battalion Chief Unit and City of Maitland, authorizing Mayor and City Manager to execute CBA, as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <p><b>Summary Explanation &amp; Background:</b><br/>On May 20, 2025, the City and the Maitland Professional Firefighters, Local 3590 began negotiations for the first collective bargaining agreement (CBA) for the Battalion Chiefs, which covers fiscal years 2025, 2026, and 2027. During the negotiations, the parties were able to reach agreement on all articles of the CBA except for seven that related primarily to the issue of arbitration over disciplinary matters. Local 3590 declared an impasse in negotiations regarding these articles on July 18, 2025.</p> <p>On December 3, 2025, the City received an email from Union President Dustin Moore advising the City Manager of Local 3590's intent to withdraw from the impasse process. Subsequently, the contract was ratified by Local 3590 and provided to the City on December 4, 2025.</p> <p>Staff recommends approval of the collective bargaining agreement as presented.</p> |                                                                                   |                         |
| <p><b>Fiscal Impact:</b><br/>Approximately \$65,000 in personal services for the remainder of FY 2026; funding was incorporated into the personal services portion of the FY26 budget in anticipation of these costs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <p><b>Exhibits:</b><br/>1. BC Contract - signed by Local 3590</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                         |
| <p><b>Commission/Board:</b> City Council</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| <p><b>Contact Person:</b> Liberty Gondar, Shannon Lewis 407-539-6255, 407-539-6221</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <p>Reviewed by City Attorney<br/>J. Mandel</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   | Section: Decisions |
| Department/Office :<br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AGENDA REPORT                                                                     | Item #: 1.         |
| <p><b>Subject:</b><br/>Second Reading: Ordinance No. 1452 Amending the Land Development Code Article 5, Section 5.15 Building Numbering and Street Naming, establishing criteria for street renaming requests.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                    |
| <p><b>Requested Action or Motion:</b><br/>Move to approve Ordinance No. 1452 amending the Land Development Code Article 5, Section 5.15 Building Numbering and Street Naming, establishing street renaming criteria and process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                    |
| <p><b>Summary Explanation &amp; Background:</b><br/>On January 12, 2015, the City Council adopted Ordinance No. 1268 establishing the method for assigning and displaying building numbers and naming streets. Additionally, the ordinance authorized the City Manager to delegate coordination activities to the fire department, provided an appeal process, and authorized adoption of a fee schedule by resolution.</p> <p>City staff is recommending adoption of Ordinance No. 1452 amending Article 5, Section 15 of the Land Development Code to add a procedure for street renaming requests. Section 5.15.9 specifies the requirements that any person or entity wishing to change the name of an existing street must address, including:</p> <ul style="list-style-type: none"> <li>• Completion of application and submittal of application fee;</li> <li>• Understanding that all costs for approved name changes are the responsibility of the applicant;</li> <li>• Selection of a name meeting the listed criteria; and</li> <li>• Submittal of street renaming petitions documenting consent of at least 80% of the owners of all parcels with a mailing address on the street that is the subject of the proposed name change.</li> </ul> <p>Following a complete application, including the renaming petitions, the request will be scheduled for City Council consideration at a public hearing. Courtesy notices will be mailed to the owners of record of any parcel with a mailing address on the street proposed to be changed. They will also be mailed to owners of property abutting the street proposed to be renamed and, in commercial districts, to affected tenants whose addresses are available. The courtesy notices will advise that a street renaming application has been submitted, identify the proposed name of the street, and provide the date, time, and location of the public hearing. The ordinance specifies that approval or denial of a street name change is at the sole and absolute discretion of the City Council. Fees are adopted separately by resolution; however, the existing application fee for a street name change is \$300.</p> <p>City Council introduced the proposed ordinance at first reading on November 10, 2025.</p> |                                                                                   |                    |

Staff recommends that City Council approve Ordinance No. 1452 amending the Land Development Code Article 5, Section 5.15 Building Numbering and Street Naming, as presented.

**Fiscal Impact:**

Costs will be covered by the applicant.

**Exhibits:**

1. Ord 1452 Amending LDC SECTION 5.15. BUILDING\_NUMBERING\_AND\_STREET\_NAMING (DAS 102425) edited

**Commission/Board:** City Council

**Contact Person:** Shannon Lewis 407-539-6221

Reviewed by City Attorney  
D. Smith

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   | Section: Decisions |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AGENDA REPORT                                                                     | Item #: 2.         |
| <b>Subject:</b><br>First Reading: Ordinance No. 1453 Planned Development Rezoning Amendment AZPD(2025)-0002 Maitland Concourse North Lot 3 601 Trelago Way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to approve, on first reading, Ordinance No. 1453, Planned Development Rezoning Amendment AZPD(2025)-0002 for Maitland Concourse North Lot 3, 601 Trelago Way, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br>The subject property is designated as Lot 3 of the Maitland Concourse North Planned Development final development plan, which was initially approved in February 2016 by Maitland City Council Ordinance number 1303. The current zoning is Planned Development and the Future Land Use Designation is Corridor District; Maitland Concourse North Area of Special Consideration. Lot 3 was designated for office, residential or retail uses, but no building layout or site plan was approved with the original PD or subsequent to the initial approval. Under the requirements of the PD zoning for this site, a PD amendment is required prior to development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                    |
| <u>Proposal</u><br>The applicant proposes to develop the site with two commercial buildings consisting of 12,500 SF and 5,300 SF (+/-) and off-street vehicular parking to serve the development. The proposed development is intended to be consistent with the parameters established in the 2016 Maitland Concourse North development plan, including the criteria that the building be developed with a residential scale and character. This includes architectural elements characteristic of residential structures with consideration given to size and shape of the building, roof pitch, types of building materials used and building fenestration. The parking lot along Maitland Blvd includes a main pedestrian pathway connecting to the building's entrance, landscape hedges and a mix of canopy and understory trees are shown along Maitland Blvd and within the landscape islands and landscape strips. There are also two proposed trellised shade structures in the parking lot that will serve to break up the expanse of the parking area. Landscape hedging and trees are shown in the rear of the site to screen the truck loading area from the adjacent properties to the north. |                                                                                   |                    |
| <u>Analysis and Recommendation</u><br>The Development Review Committee (DRC) met on October 22, 2025, to consider the application for Planned Development. Based on the review standards in Section 2.5.1(f)(3) of the Maitland Land Development Code, the Development Review Committee voted to recommend approval of the application with conditions as stated in the DRC staff report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                    |
| On November 6, 2025, the Planning and Zoning Commission voted unanimously to recommend that the City Council approve the application for planned development amendment based on the review standards in Section 2.5.1(f)(3) of the Maitland Land Development Code and the findings described in the DRC staff report dated October 22, 2025, and also direct staff to continue working with applicant to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                    |

address any additional ways to break up the parking area consistent with large parking lot guidelines the city has adopted.

Next Steps

If the planned development amendment is approved, the applicant would next apply for Site Plan review and subsequently, site construction and building permitting.

**Fiscal Impact:**

NA

**Exhibits:**

1. Ord 1453 Maitland Concourse North Lot 3 AZPD\_ (DAS rev 111125)
2. Signed Final DRC Report Lot 3
3. Site Plan and Elevations
4. 2025-11-25\_Lot 3 Maitland FL\_Revised Perspective Views
5. Ordinance 1303-2016 Amendment to Official Zoning Map 511 Maitland Blvd Maitland Concourse 02-22-2016

**Commission/Board:** City Council

**Contact Person:** Michael Daniels 407-539-6211

Reviewed by City Attorney  
Drew Smith

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| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   | Section: Decisions |
| Department/Office : Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AGENDA REPORT                                                                     | Item #: 3.         |
| <b>Subject:</b><br>Performance Evaluation Results and Council Discretionary Compensation Determination: City Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to authorize, in the sole discretion of the City Council, a salary increase of XX% for the City Clerk, effective January 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>On an annual basis, employees are evaluated by their supervisors and merit increases are awarded at that time. The evaluation and compensation of the City Clerk rests solely with the City Council.</p> <p>Evaluation forms were circulated to the City Council, and the completed performance evaluations received by the time of agenda publication have been compiled and include any narrative comments submitted by Council members. The City Clerk received an average performance evaluation rating of 4.9 on a five-point scale.</p> <p>The evaluation tally sheet is attached. Based on the compiled results and at the sole discretion of the City Council, Council will discuss and determine whether to grant a salary increase for the City Clerk. While the evaluation score provides helpful context, any adjustment is made independently of the City's pay-for-performance system and is authorized solely by Council.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b><br>Funding available in the FY26 budget approved for merit adjustments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                    |
| <b>Exhibits:</b><br>1. 2025 EVALUATION TALLY SHEET City Clerk 12-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                    |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |
| <b>Contact Person:</b> Liberty Gondar 407-539-6255                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                    |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                    |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | AGENDA             |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   | Section: Decisions |
| Department/Office : Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AGENDA REPORT                                                                     | Item #: 4.         |
| <b>Subject:</b><br>Performance Evaluation Results and Council Discretionary Compensation Determination: City Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to authorize, in the sole discretion of the City Council, a salary increase of XX% for the City Manager, effective January 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>On an annual basis, employees are evaluated by their supervisors and merit increases are awarded at that time. The evaluation and compensation of the City Manager rests solely with the City Council.</p> <p>Evaluation forms were circulated to the City Council, and the completed performance evaluations received by the time of agenda publication have been compiled and include any narrative comments submitted by Council members. The City Manager received an average performance evaluation rating of 4.9 on a five-point scale.</p> <p>The evaluation tally sheet is attached. Based on the compiled results and at the sole discretion of the City Council, Council will discuss and determine whether to grant a salary increase for the City Manager. While the evaluation score provides helpful context, any adjustment is made independently of the City's pay-for-performance system and is authorized solely by Council.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b><br>Funding available in the FY26 budget approved for merit adjustments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |
| <b>Exhibits:</b><br>1. 2025 EVALUATION TALLY SHEET City Manager 12-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Contact Person:</b> Liberty Gondar 407-539-6255                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                    |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | AGENDA              |
| December 8, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   | Section: Discussion |
| Department/Office : City Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AGENDA REPORT                                                                     | Item #: 1.          |
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| <b>Subject:</b><br>Fort Maitland Historical Marker.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                     |
| <b>Requested Action or Motion:</b><br>Discussion only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                     |
| <b>Summary Explanation &amp; Background:</b><br>At the November 10, 2025 City Council meeting, the Council discussed applying to the Florida Division of Historic Resources for a replacement marker at Fort Maitland Park recognizing the former location of the fort and life of William Maitland. The intent is to replace the marker that was formerly located in the park. Due to degradation over the decades, it was determined to be unsalvagable when the park was upgraded. Based upon the support expressed for this project, the Mayor has requested that additional discussion take place regarding next steps to accomplish this goal.<br><br>The Mayor has provided draft language for review. |                                                                                   |                     |
| <b>Fiscal Impact:</b><br>None at this time. Marker cost is approximately \$3,500.00.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                     |
| <b>Exhibits:</b><br>1. FORT MAITLAND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                     |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                     |
| <b>Contact Person:</b> Mark Reggentin 407-539-6220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                     |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                     |