

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 13, 2023
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of February 13, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS - None

7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

A. Approval of Legal Services Invoices

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 96714 - \$24,962.36

B. Resolution 23-3351 - Update to the Casselberry Memorial Park Bench Program

Approval of Resolution 23-3351 updating the Casselberry Memorial Park Bench Program to raise the participation donation required to \$3,500 due to rising costs is requested.

C. Resolution 23-3352 - Temporary Construction Easement for the 17/92 Water Main Looping Project

Approval of Resolution 23-3352 providing for a Temporary Construction Easement Agreement at the Lowes Access Road with RJB Fern Park LLC for the 17/92 Water Main Looping Project is requested.

- D. **Cooperative Purchase of Replacement Generator for Lift Station #62 Lake of the Woods and Related Budget Amendment #23-038**
Approval to purchase and install a replacement generator for Lift Station #62 Lake of the Woods from Tradewinds Power Corp for a total amount of \$74,313 utilizing the Florida Sheriffs Association Cooperative Purchasing Program Contract #FSA22-VEH30.0 and related Budget Amendment #23-038 is requested.
- E. **Award of Bid for RFP-2023-0976 and Agreement with Premier Lawn Maintenance LLC for Miscellaneous Grounds Maintenance Services**
Approval to award RFP-2023-0976 and execute a Maintenance Agreement with Premier Lawn Maintenance LLC in the amount not to exceed \$75,000 annually for three years (March 13, 2023 - March 12, 2026) is requested.
- F. **Agreement with Duke Energy for Lighting Along Lake Kathryn Circle and Related Budget Amendment #23-026**
Approval of an Agreement with Duke Energy to install and maintain decorative lighting along Lake Kathryn Circle in the upfront amount of \$25,887.82 and ongoing monthly amount of \$808.08 and related Budget Amendment #23-026 is requested.
- G. **Change Order No.1 to Agreement with Cathcart Construction Company for the Windward Square Service Line Replacement Project and Related Budget Amendment #23-032**
Approval of Change Order No. 1 to the agreement with Cathcart Construction Company for additional work related to the construction of the Windward Square Service Line Replacement Project in the amount of \$231,000 to be paid for out of remaining budget contingency and approval of related Budget Amendment #23-032 in the amount of \$48,170 to further fund the change order is requested.
- H. **Piggyback Agreement with Axon Enterprise, Inc., for an Interview Camera System for the New Police Department Headquarters and Related Budget Amendment #23-033**
Approval to piggyback the Sourcewell Contract 010720-AXN with Axon Enterprise, Inc., for the lease purchase of interview cameras and related software and equipment in the amount of \$57,643 for the New Police Department Headquarters and related Budget Amendment #23-033 is requested.
- I. **Budget Amendment #23-035 Recognition of Revenue for a Memorial Park Bench**
Approval of Budget Amendment #23-035 to recognize contributions totaling \$2,500 for the purchase and installation of a memorial park bench is requested.
- J. **Amendment No. 1 to Agreement with Dyer, Riddle, Mills & Precourt, Inc for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**
Approval of Amendment No. 1 to the Agreement with Dyer, Riddle, Mills & Precourt, Inc for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract for one year to March 25, 2024 and increase the contract wage rates is requested.
- K. **Acceptance of FY2021 Edward Byrne Memorial County Justice Assistance Grant and Related Budget Amendment #23-034**
Acceptance of grant funds from the FY 2021 Edward Byrne Memorial Assistance County Grant #15PBJA-21-GG-00241-MUMU in the amount of \$15,620 that has been awarded to the City of Casselberry and related Budget Amendment #23-034 is requested.
- L. **Amendment No. 1 to Agreement with Southeastern Surveying and Mapping Corporation (SSMC) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**
Approval of Amendment No. 1 to the Agreement with Southeastern Surveying and Mapping Corporation for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract to March 25, 2024 and increase the contract wage rates is requested.
- M. **Reorganization of the Community Development Department**
Approval of the reorganization of the Community Development Department to replace the Community Development Coordinator (131) position with a Building and Permitting Manager (202) position is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS - None

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

12. OTHER ITEMS

A. Approval of the Fiscal Year 2023 Neighborhood Improvement Grant Applications

The City's Review Committee for the Neighborhood Improvement Grant Program recommends eight (8) applications which would award a total of \$16,172.50 for Fiscal Year 2023.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Minutes of February 13, 2023 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the February 13, 2023 Regular Meeting for approval.



CITY MANAGER M E M O R A N D U M

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice from the City Attorney is requested.

Background: Pursuant to Resolution 16-2815, invoice information for attorney fees and legal services must be submitted to the City Commission for approval prior to payment.

Discussion: The following invoice has been reviewed by the affected departments and is being presented for approval:

Garganese, Weiss, D'Agresta & Salzman, P.A.

- City Attorney Services - February 2023 - Invoice No. 96714 - \$24,962.36

Budget Impact: Funds for the City Attorney's invoice are available in FY 2023 Budget Account No. 001-0140-514-31.01.

Recommendation: The City Manager and staff recommend approval of the legal services invoice as submitted.

Prepared by: Linda Sundvall, Deputy City Clerk

Attachments:

1. Invoice No. 96714



CITY MANAGER M E M O R A N D U M

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Resolution 23-3351 - Update to the Casselberry Memorial Park Bench Program

Introduction: Approval of Resolution 23-3351 updating the Casselberry Memorial Park Bench Program to raise the participation donation required to \$3,500 due to rising costs is requested.

Background: In February 2019, via Resolution 19-3080, the City Commission approved a Memorial Park Bench Program that allowed for the purchase of Victor Stanley Classic Series 6-foot black benches at \$2,500 per bench. Several members in the community have purchased park benches to honor the memory of a loved one as part of the Casselberry Memorial Park Bench Program. Purchases under this program assist with the replacement of old benches throughout the City. These benches are currently used throughout Lake Concord Park, Promenade at Lake Concord Park, and Secret Lake Park. The style is traditional and timeless and the material used is ductile-iron casting with a 10-year warranty against breakage. To continue with uniformity in design standards currently used in the parks, this model is the only one that is recommended to be made available for purchase.

Discussion: Since the Memorial Bench Program was implemented in 2019, the cost per bench has substantially increased. To date, the City has had to utilize available budgeted operating funds to cover procurement shortfalls. Consequently, an update to the Memorial Bench Program is being requested that will result in an increase in the cost per bench from \$2,500 to \$3,500. This increase will cover the purchase of a bench, a commemorative plaque, freight/shipping, concrete pad, and installation. City staff will continue to work with all applicants to identify available park bench locations throughout the City. The applicant will provide the funds to the City, in advance, and the City will facilitate the purchase of the bench. A budget amendment will be processed to recognize the donors and donations.

Budget Impact: There is no budget impact associated with this update to the program.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of Resolution 23-3351.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Resolution 23-3351



CITY MANAGER M E M O R A N D U M

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Resolution 23-3352 - Temporary Construction Easement for the 17/92 Water Main Looping Project

Introduction: Resolution 23-3352 provides for a Temporary Construction Easement Agreement at the Lowes Access Road with RJB Fern Park LLC for the 17/92 Water Main Looping Project.

Background: The City of Casselberry supplies treated potable water through over 200 miles of pipe in the water distribution system. The Potable Water Master Plan identified locations within the distribution system that should be looped in order to improve water quality, address isolation issues caused by dead-end points of service, and reduce the risk of loss of service to customers being served by a single main. The 17/92 Water Main Looping project from SR 436 to Ridge Road was identified and prioritized by this plan.

On August 27, 2018, City Commission approved Task Authorization #2 with Tetra Tech, which provided for design and limited construction administration services for the 17/92 Water Main Looping (SR 436 to Ridge Road) Project. The scope of this project includes the installation of approximately 4,400 feet of 12-inch water main to connect the distribution system from Lake of the Woods Boulevard to East Altamonte Drive.

On January 10, 2022, City Commission approved Task Authorization #1 with Wright-Pierce, Inc. for full-time Construction Engineering Inspection services for the 17/92 Water Main Looping Project. The scope includes attending progress and field meetings, assisting the Engineer of Record with review of shop drawings, change orders, as-builts, requests for information, and on-site field inspection.

Also on January 10, 2022, City Commission approved an agreement with DBE Management LLC dba DBE Utility Services for the construction of the 17/92 Water Main Looping Project. The agreement consists of furnishing all labor, equipment, and materials necessary to install 4,400 feet of 12-inch water main.

Discussion: The 17/92 Water Main Looping Project is located within three different right-of-ways (ROWs): City of Casselberry, Seminole County, and the Florida Department of Transportation (FDOT). Tetra Tech's design of the 17/92 Water Main Looping Project included a jack and bore pit for the new 12-inch water main to cross beneath US Highway 17/92 from Lowes Access Road to Prairie Lake Drive. Although the new 12-inch water main will be located within the ROW, an area of private property is needed to install the pipe, which requires a Temporary Construction Easement.

RJB Fern Park LLC, the owner of the Lowes Access Road, has executed a Temporary Construction Easement Agreement in favor of the City to perform the needed work. The agreement grants and conveys a Temporary Easement to enter and perform construction at the entrance to Lowes Access road for the duration of the 17/92 Water Main Looping (SR 436 to Ridge Road) Project. Resolution 23-3352 provides for approval of the agreement.

For tracking purposes, this item is associated with PW 1807 Highway 17/92 Water Main Looping (SR 436 to Ridge Road).

Budget Impact: There is no impact to the City Budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3352.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 23-3352
2. Exhibit A



CITY MANAGER M E M O R A N D U M

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Cooperative Purchase of Replacement Generator for Lift Station #62 Lake of the Woods and Related Budget Amendment #23-038

Introduction: Approval to purchase and install a replacement generator for Lift Station #62 Lake of the Woods from Tradewinds Power Corp for a total amount of \$74,313 utilizing the Florida Sheriffs Association Cooperative Purchasing Program Contract #FSA22-VEH30.0 and related Budget Amendment #23-038 is requested. (Ref: PBA-2023-0988 and RFP-2018-0338)

Background: On September 28, 2022, Hurricane Ian began hitting the City of Casselberry. During the course of this storm, an average of 17 inches of rainfall occurred throughout the City. This resulted in widespread flooding which occurred throughout the City's utility system, causing several lift stations to be submerged by water. Lift Station #62 Lake of the Woods located at 103 Carolwood Boulevard was one of the sites that was flooded. Unfortunately, the permanent generator located at this lift station was also partially submerged by water at some point. Water entered the oil reservoir causing water to be pushed through the motor, causing the generator to become inoperable and unreparable. A sanitary sewer overflow then occurred on site since the lift station lost power and temporary power was not immediately available.

Discussion: A replacement permanent generator needs to be purchased and installed at Lift Station #62 Lake of the Woods in order to prevent sanitary sewer overflows and ensure that the lift station runs during power outage events. The new generator will be installed on a higher concrete pedestal in order to prevent flood waters from damaging it in the future. The cost of the replacement generator, including installation, is \$74,313. This generator can be purchased from Tradewinds Power Corp. utilizing the Florida Sheriffs Association Cooperative Purchasing Program Contract #FSA22-VEH30.0. The installation services will be provided by Alternative Power Solution (RFP-2018-0338).

Budget Impact: Budget Amendment #23-038 will increase the Renewal and Replacement Lift Stations Other Improvements account #402-0752-535.67-35 and decrease the Water and Sewer Fund Non-Departmental Contingency Reserves Account #401-0190-536.58-00 in the amount of \$74,313. The City will seek reimbursement from FEMA for this project.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to purchase and install a replacement generator for Lift Station #62 Lake of the

Woods from Tradewinds Power Corp in the amount of \$74,313 and related Budget Amendment #23-038.

Prepared by: Tara Lamoureux, Utility Divisions Director

Attachments:

1. Quote
2. Budget Amendment #23-038



CITY MANAGER M E M O R A N D U M

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Award of Bid for RFP-2023-0976 and Agreement with Premier Lawn Maintenance LLC for Miscellaneous Grounds Maintenance Services

Introduction: Approval to award RFP-2023-0976 and execute a Maintenance Agreement with Premier Lawn Maintenance LLC in the amount not to exceed \$75,000 annually for three years (March 13, 2023 - March 12, 2026) is requested. (Ref: RFP-2023-0976)

Background: The City of Casselberry depends on contracted services for miscellaneous grounds maintenance, including but not limited to planting, sod, tree installation and removal, tree trimming, demolition of plant materials, and mulching services for various areas within the City.

On September 20, 2022, the City posted solicitation RFP-2022-0961 Miscellaneous Grounds Maintenance Services. Due to the lack of submissions, the City re-posted the solicitation on October 27, 2022. At that time, bids were received from Premier Lawn Maintenance LLC and Bolling Forest Products. On December 15, 2022, firms were evaluated based on qualifications and experience, similar projects/past performance, project approach/work plan, and pricing.

Bolling Forest Products was disqualified as they could not meet the minimum qualifications and experience as required in the RFP; therefore, the Evaluation Committee moved forward to Phase II of the evaluation process. On February 7, 2023, the committee recommended awarding the bid to Premier Lawn Maintenance LLC.

Discussion: RFP-2023-0976 provides for a term agreement with Premier Lawn Maintenance LLC to provide Miscellaneous Grounds Maintenance services throughout the City. The initial term is for a period of three (3) years, from March 13, 2023 through March 12, 2026, with the opportunity for two (2) additional one (1) year term renewals when in the best interest of the City.

The estimated not-to-exceed amount is \$75,000 annually for a total of \$225,000 for the term of the agreement.

Budget Impact: There is no impact to the Fiscal Year 2023 Budget associated with the award of this agreement.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of the agreement with Premier Lawn Maintenance LLC to provide Miscellaneous Grounds Maintenance services throughout the City in the amount not to exceed \$75,000 annually for three years (March 13, 2023 - March 12, 2026) with options to renew.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Agreement



CITY MANAGER M E M O R A N D U M

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Agreement with Duke Energy for Lighting Along Lake Kathryn Circle and Related Budget Amendment #23-026

Introduction: Approval of an Agreement with Duke Energy to install and maintain decorative lighting along Lake Kathryn Circle in the upfront amount of \$25,887.82 and ongoing monthly amount of \$808.08 and related Budget Amendment #23-026 is requested.

Background: The vast majority of street lighting on City-owned streets (and some County-owned streets) in Casselberry is provided as a service by Duke Energy (Duke). The cost to add service consists of both an upfront cost to assist Duke with the installation (known as a CIAC - contribution in aid of construction) and ongoing monthly billing to cover rental, maintenance, and power for each street light installed. These costs are typically covered by the City's dedicated Street Light Fund.

Part of the City's adopted Multimodal Transportation Master Plan, construction of Lake Kathryn Circle Complete Street Improvements (project PW 1805) is currently underway and anticipated to wrap up in the first half of 2023. Partially funded by the third generation sales tax, this project includes sidewalk, roadway, landscaping, and utility improvements to Lake Kathryn Circle.

Discussion: Decorative lighting was envisioned as part of this project, and installation of conduit for it has been completed by the City's contractor. Duke has now finalized the street lighting plan, consisting of 24 decorative streetlights. This will be the first City of Casselberry project to use a new open acorn fixture with a warmer (3000K) color temperature. This fixture is similar in style to previous City installations, but it is a cutoff fixture without a globe, making it more consistent with City Code requirements and resulting in less glare and light pollution than conventional acorn lights.

Duke has provided the City a proposal/agreement for the lighting installation. The agreement (attached) is for an upfront (CIAC) cost of \$25,887.82 and an ongoing monthly cost of \$808.08. The contract is for ten years from the date of initiation of service, after which the lights can be changed or removed (if the City so desires) without penalty from Duke.

While sufficient funding is available in Fiscal Year 2023 in the Street Light Fund to cover the upfront cost, staff recommends using sales tax funding for this instead, which is proposed in Budget Amendment #23-026. Recurring monthly charges will be covered by the Street Light Fund.

Budget Impact: Budget Amendment #23-026 will increase both Infrastructure Sales Surtax Fund account 114-0000-389.90-00 (Other Non-operating Source) and 114-0710-541.63-40 (Infrastructure) each by \$25,888 in order to sufficiently fund the upfront cost of this item.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the Agreement with Duke Energy for lighting along Lake Kathryn Circle and approval of related Budget Amendment #23-026.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Agreement
2. Budget Amendment #23-026



CITY MANAGER M E M O R A N D U M

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Change Order No.1 to Agreement with Cathcart Construction Company for the Windward Square Service Line Replacement Project and Related Budget Amendment #23-032

Introduction: Approval of Change Order No. 1 to the agreement with Cathcart Construction Company for additional work related to the construction of the Windward Square Service Line Replacement Project in the amount of \$231,000 and approval of related Budget Amendment #23-032 in the amount of \$48,170 is requested. (Ref: RFP-2022-0912)

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and different sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. Due to the age and pipe material, the water mains and service lines within the Windward Square Subdivision were identified in this plan as being in need of replacement. The water mains are made up of asbestos cement pipe while the service lines are copper. The City has been proactively removing these pipe materials from the system due to its increased failure rate. City staff decided to break the pipe replacement work within this subdivision into two separate projects: PW 2220 Windward Square Service Line Replacement Project and PW 1808 Windward Square Water Main Replacement Project. PW1808 Windward Square Water Main Replacement will be addressed at a later date as it is currently under design.

The PW 2220 Windward Square Service Line Replacement Project was designed in-house by City staff. The scope of work includes the installation of new service lines for 46 buildings within the Windward Square Subdivision, which includes new service line piping, new valving, relocation of meter boxes, maintenance of traffic, coordination with the Homeowners Association (HOA), erosion control, restoration, replacement of sidewalks, and connection of new service lines to the existing water mains. On September 12, 2022, the City Commission approved an agreement with Cathcart Construction for construction of the Windward Square Service Line Replacement Project.

Discussion: Construction of the Windward Square Service Line Replacement Project has achieved two-thirds completion. Based on current progress, additional concrete sidewalks will be needed; the amount of concrete driveways can be reduced; and an existing stormwater grate (previously provided by the City) will need to be removed and replaced. Cathcart Construction has submitted Change Order No. 1, in the amount of \$231,000, which encapsulates these changes and is itemized as follows:

- Additional 2,626 SY (square yards) of Concrete Sidewalk - \$328,250

- Deduction of 750 SY of Concrete Driveway - (\$101,250.00)
- Furnishment, Removal, & Replacement of Stormwater Grate - \$4,000

Remaining contingency funds in the amount of \$182,830 are available in the FY 2023 budget for this project. However, Budget Amendment #23-032 is necessary to provide an additional \$48,170 in order to fully fund Change Order No. 1.

For tracking purposes, this item is associated with Project PW 2220 Windward Square Service Line Replacement.

Budget Impact: Budget Amendment #23-032 will increase the Renewal/Replacement Distribution and Collection Infrastructure Account #402-0751-536.63-40 and decrease the Water and Sewer Fund Non-Departmental Contingency Reserves Account #401-0190-536.58-00 by \$48,170.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 1 to the agreement with Cathcart Construction for the Windward Square Service Line Replacement Project in the amount of \$231,000 and related Budget Amendment #23-032.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No.1
2. Budget Amendment #23-032



CITY MANAGER M E M O R A N D U M

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Piggyback Agreement with Axon Enterprise, Inc., for an Interview Camera System for the New Police Department Headquarters and Related Budget Amendment #23-033

Introduction: Approval to piggyback the Sourcewell Contract 010720-AXN with Axon Enterprise, Inc., for the lease purchase of interview cameras and related software and equipment in the amount of \$57,643 for the New Police Department Headquarters (Ref: PBA-2023-1003) and related Budget Amendment #23-033 is requested.

Background: In 2022, the City of Casselberry entered into a contract with Axon Enterprise, Inc. to provide tasers, body cameras, vehicle cameras, cloud storage, and software to the Police Department and its officers. This multifunctional camera system allowed the department to consolidate most of its video evidence onto a single platform which provided simplicity and ease of use for managing video evidence while maintaining proper compliance and security controls. The remaining video evidence left unmanaged by the Axon camera system, is captured by a separate interview camera system used mainly by the Detective's Bureau. This interview camera system is no longer supported by the manufacturer and will need to be replaced.

Discussion: Axon Enterprises, Inc. has proposed a five-year lease purchase agreement with the City for the purchase of their interview camera system, which includes cameras, microphones, local video storage, a touch panel, and additional software licenses. Both the hardware and software would be an expansion to the City's existing video cloud platform, Evidence.com, provided by Axon Enterprises, Inc. With this purchase, the Police Department will have all of its video evidence unified onto a single platform. The term of the Agreement is from June 15, 2023 through June 22, 2028.

Budget Impact: Budget Amendment #23-033 provides funding for the five-year lease purchase of the interview camera system.

Recommendation: The City Manager and Police Chief recommend approval of the agreement with Axon Enterprise, Inc. for the purchase of the interview camera system in the amount of \$57,643 and related Budget Amendment #23-033.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. Agreement
2. Budget Amendment #23-033



CITY MANAGER M E M O R A N D U M

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Budget Amendment #23-035 Recognition of Revenue for a Memorial Park Bench

Introduction: Approval of Budget Amendment #23-035 to recognize contributions totaling \$2,500 for the purchase and installation of a memorial park bench is requested.

Background: In February 2019, via Resolution 19-3080, the City Commission approved a Memorial Park Bench Program. This program allows residents to purchase standardized park benches in honor of loved ones and/or special occasions for installation at available locations in the City. The fee as established by the current policy is \$2,500, which intends to cover the cost of the bench itself, a commemorative plaque, freight/delivery, concrete pad, and installation.

Discussion: The City has received a contribution of \$2,500 from Wharton-Smith, Inc. for the purchase and installation of a memorial park bench dedicated to Bill Wharton and George Smith, the founders of Wharton-Smith, Inc.

A budget amendment is necessary to recognize this revenue and properly allocate it towards the associated expenses.

Budget Impact: Budget Amendment #23-035 will increase the Private Sources/Memorial Benches account #001-0000-366.91-03 and Parks Maintenance Division Small Tools and Minor Equipment/Memorial Benches account #001-0410-572.56-01 by \$2,500 each.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-035 to recognize contributions totaling \$2,500 for the purchase and installation of a memorial park bench.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Budget Amendment #23-035



CITY MANAGER M E M O R A N D U M

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Amendment No. 1 to Agreement with Dyer, Riddle, Mills & Precourt, Inc for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management

Introduction: Approval of Amendment No. 1 to the Agreement with Dyer, Riddle, Mills & Precourt, Inc (DRMP) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract and increase the contract rates is requested. (Ref. SOQ-2018-0273)

Background: The City of Casselberry depends on contracted surveying, geographic information system (GIS), and infrastructure asset management services to assist the City in completing tasks related to these areas. In 2018, the City solicited (SOQ-2018-0273) for such services. On March 26, 2018, the City Commission awarded a contract to Dyer, Riddle, Mills & Precourt, Inc. The term of the contract, which expires March 25, 2023, was for an initial five years with the opportunity for two (2) additional one-year renewals with a not-to-exceed amount of \$500,000 for the term of the contract, with a task authorization limit not-to-exceed \$200,000 per project / assignment, as subject to available budget and statutory limits.

Discussion: Due to economic inflation, Dyer, Riddle, Mills & Precourt, Inc. requested to increase the contract wage rates, which have not been increased since the original contract agreement was approved on March 26, 2018. Amendment No. 1 to SOQ-2018-0273 Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management with Dyer, Riddle, Mills & Precourt, Inc. provides for the first of two (2) one-year renewals and authorizes price adjustments to the original contract. However, Amendment No. 1 does not change the total contract compensation. For all future task authorizations, City staff will continue to review scopes of services prior to issuing a task authorization in order to ensure all contract provisions are met.

Routine GIS and survey services have been budgeted in Fiscal Year 2023 in the General Fund / Engineering Professional Services account #001-0710-539.31-00. Approval of future Task Authorizations under this contract is subject to the availability of funds.

Budget Impact: There is no impact to the City Budget at this time.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment No. 1 to the Agreement with Dyer, Riddle, Mills & Precourt, Inc.

(Ref. SOQ-2018-0273) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management to change contract wage rates and extend the term of the contract to March 25, 2024.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Amendment No. 1



CITY MANAGER M E M O R A N D U M

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Acceptance of FY2021 Edward Byrne Memorial County Justice Assistance Grant and Related Budget Amendment #23-034

Introduction: Budget Amendment #23-034 is provided to accept grant funds from the Edward Byrne Memorial Assistance County Grant #15PBJA-21-GG-00241-MUMU in the amount of \$15,620 that has been awarded to the City of Casselberry.

Background: The Edward Byrne Memorial Assistance County Grant is a formula grant opportunity that provides agencies within Seminole County with funding for a variety of projects. The request to apply was approved at the August 22, 2022 Commission meeting. The application was submitted and notification was provided to the grants coordinator on February 15, 2023 that the full amount of \$15,620 was approved by the Edward Byrne Memorial Assistance County Grant Funds.

Discussion: Budget Amendment #23-034 accepts the grant funds of \$15,620 into the fiscal year 2023 budget so that it may be used for approved purchases. It also budgets \$15,620 in revenue to be collected.

Budget Impact: Approval of Budget Amendment #23-034 will increase the Small Tools & Minor Equipment account #001-0610-521.56-19 by \$15,620. It will also budget \$15,620 in revenue account #001-000-331.22-19.

Recommendation: The City Manager and the Police Chief recommend acceptance of the FY2021 Edward Byrne Memorial County Justice Assistance Grant and related Budget Amendment #23-034.

Prepared by: Carolyn DeGraff, Accreditation and Grants Coordinator

Attachments:

1. Agreement
2. Budget Amendment #23-034



CITY MANAGER M E M O R A N D U M

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Amendment No. 1 to Agreement with Southeastern Surveying and Mapping Corporation (SSMC) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management

Introduction: Approval of Amendment No. 1 to the Agreement with Southeastern Surveying and Mapping Corporation for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract and increase the contract rates is requested. (Ref. SOQ-2018-0273)

Background: The City of Casselberry depends on contracted surveying, geographic information system (GIS), and infrastructure asset management services to assist the City in completing tasks related to these areas. In 2018, the City solicited (SOQ-2018-0273) for such services. On March 26, 2018, the City Commission awarded a contract to Southeastern Surveying and Mapping Corporation. The term of the contract, which expires March 25, 2023, was for an initial five years with the opportunity for two (2) additional one-year renewals with a not-to-exceed amount of \$500,000 for the term of the contract, with a task authorization limit not-to-exceed \$200,000 per project / assignment, as subject to available budget and statutory limits.

Discussion: Due to economic inflation, Southeastern Surveying and Mapping Corporation requested to increase the contract wage rates, which have not been increased since the original contract agreement was approved on March 26, 2018. Amendment No. 1 to SOQ-2018-0273 Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management with Southeastern Surveying and Mapping Corporation provides for the first of two (2) one-year renewals and authorizes price adjustments to the original contract. However, Amendment No. 1 does not change the total contract compensation. For all future task authorizations, City staff will continue to review scopes of services prior to issuing a task authorization in order to ensure all contract provisions are met.

Routine GIS and survey services have been budgeted in Fiscal Year 2023 in the General Fund / Engineering Professional Services account #001-0710-539.31-00. Future Task Authorizations under this contract is subject to the availability of funds.

Budget Impact: There is no impact to the City Budget at this time.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment No. 1 to the Agreement with Southeastern Surveying and Mapping Corporation (Ref. SOQ-2018-0273) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management to change contract wage rates and extend the term of the contract to March 25, 2024.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Amendment No. 1



CITY MANAGER M E M O R A N D U M

7.M.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Reorganization of the Community Development Department

Introduction: Consideration of the reorganization of the Community Development Department to replace the Community Development Coordinator with a Building and Permitting Manager is requested.

Background: The Community Development Department is organized into four organizational divisions: Planning; Code Compliance; Economic Development; and Building Safety. The Community Development Department has oversight of the Community Redevelopment Agency (CRA) and its mission to improve the Community Redevelopment District (CRD) along US Hwy 17-92. The Building Safety Division was formerly completely outsourced to a contractor, M.T. Causley. However, in 2021, the City created and hired a Building Official and in 2023, the City hired one building inspector. The intent is to bring Building Safety in house while relying less on contracted services. A review of Building Safety services revealed an opportunity for improvement in oversight of daily operations. Due to the internal growth of the department, there currently is no one close to the operation who can provide managerial oversight, possess administrative fluency over its operation and assure smooth transition in the event of future service delivery changes. With the implementation of Citizenserve software, the department anticipates expanding these services to provide for online applications and processing of business tax receipts and development permits.

Discussion: Building Permit issuance and inspections, Business Tax Receipt reviews, and Development permit review are important permitting services within the Community Development Department. Greater organizational efficiency could be achieved by combining these functions under the direction of a single manager. It is requested that the position of Community Development Coordinator (131) be replaced with a Building and Permitting Manager. The Building and Permitting Manager (202) would be responsible for all the Building and Permitting Services functions described above, including managerial oversight of related staff and contractors. The Building and Permitting Manager would serve under the direction of the Community Development Director.

Budget Impact: The budget impact associated with this staff change would be an increase in salary and benefits estimated at about \$10,000 for this fiscal year. Sufficient funds are budgeted and available within the Community Development Personal Services budget due to vacancies. The Building and Permitting Manager would have 75% of related salaries and wages charged to the Building Safety Fund. The current Community Development Coordinator has 100% of the related salary and wages charged to the General Fund.

Recommendation: The City Manager and Community Development Director recommend the approval of the reorganization of the Community Development Department to replace the position of Community Development Coordinator with the position of a Building and Permitting Manager.

Prepared by: Christopher Schmidt, Community Development Director

Attachments: None



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Future Agenda Items

Introduction: The opportunity to discuss items for placement on future City Commission agendas is provided.



CITY MANAGER M E M O R A N D U M

12.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 13, 2023
Subject: Approval of the Fiscal Year 2023 Neighborhood Improvement Grant Applications

Introduction: The Fiscal Year 2023 Neighborhood Improvement Grant Applications are provided for approval.

Background: The City of Casselberry's Housing Task Force was established by Resolution 12-2369 to review and consider options to help improve the City's housing stock. Based on the recommendations from the Housing Task Force and the City Commission's 2013 Strategic Planning Workshop, parameters were established for a City-wide Housing Improvement Grant Program. The City Commission subsequently adopted the Casselberry Neighborhood Improvement Grant Program (NIGP) through Resolution 13-2551.

The goal of the NIGP is to encourage the exterior rehabilitation, renovation, and overall neighborhood beautification of existing owner-occupied single-family homes and qualifying neighborhood organizations in the City by empowering citizens through government partnership to elevate the quality of the neighborhoods. There are two types of grant applications within the NIGP: Homeowner Improvement Grant and Neighborhood Beautification Grant. The Homeowner Improvement Grant provides project funding to eligible homeowners, whereas the Neighborhood Beautification Grant provides funding to qualified Contractual Homeowners' Associations for eligible common area improvements. The City Commission provided \$25,000 in the Fiscal Year 2022-2023 Annual Budget to fund the NIGP. Interested residents and neighborhood organizations were asked to submit applications with the Community Development Department between October 12, 2022 and December 15, 2022.

Discussion: A total of eleven (11) completed applications were submitted. Of these applications, ten (10) were for the Homeowner Improvement Grant and one (1) was for the Neighborhood Beautification Grant. A review committee comprised of City staff evaluated and scored the eleven (11) applications based on the criteria categories of aesthetics, project design and quality, business cooperation, maintenance, and project viability. Following evaluation of the submissions, the review committee recommended funding eight (8) of the applications, all of which were for the Homeowner Improvement Grant. The projects included the following improvements: one (1) reroof, one (1) fence, one (1) window replacement, one (1) garage door replacement, two (2) professional exterior paint work, and two (2) driveway renovations. The other three (3) applications were not recommended for funding because the projects did not meet the intent of the NIGP.

The total project cost to fund the eight (8) applications is \$16,172.50. These improvements increase the appearance of each neighborhood, add curb appeal, lower maintenance costs, and may increase land values over time. Grant recipients are required to sign a separate agreement outlining the responsibilities, duties, and the payment process for the NIGP. Applicants will have until August 24, 2023, to complete the approved improvement projects and submit the required documentation for grant reimbursement.

Budget Impact: The total cost of the approved applications is \$16,172.50. Funds are available in the Planning Division's Aids to Private Organizations Account #001-0210-515.82-00.

Recommendation: The City Manager and Community Development Director recommend approval of the grant application recommendations provided by the review committee.

Prepared by: Christina Hyson, Chief Planner

Attachments:

1. Summary of Amounts Requested
2. Homeowner Improvement Grant Application
3. Neighborhood Beautification Grant Application