CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, April 24, 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 - None

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing the Retirement of Gary Priske**
Mayor David Henson will present a proclamation in recognition of Gary Priske's retirement from the City of Casselberry with 34 years of dedicated public service, retiring as a Lift Station Superintendent in the Public Works & Utilities Department.

B. **Proclamation: Monarch Butterfly Week - April 23 - 29, 2023**
Mayor David Henson will present to the City's Natural Resources Officer Nick Cooper a Proclamation declaring April 23 - April 29, 2023 as Monarch Butterfly Week in the City of Casselberry. (A related Resolution regarding Monarch City USA follows on the Consent Agenda.)

C. **Proclamation: Municipal Clerks Week - April 30 - May 6, 2023**
Mayor David Henson will present City Clerk Donna Gardner with a Proclamation declaring April 30 - May 6, 2023 as Municipal Clerks Week in the City of Casselberry.

7. CONSENT AGENDA
The action proposed to be taken it 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**

- Fisher Phillips LLP, Invoice No. 1783831 - $265.50
- Office of the State Attorney, Invoice No. CA033123 - $200.00

B. **Resolution 23-3564 - Utility Easement Agreement with Joan Carroll for Parcel ID: 34-21-30-519-0000-0900 (2498 Barbados Drive)**

Approval of Resolution 23-3564 authorizing a Utility Easement Agreement with Joan Carroll for utilities located on Parcel ID: 34-21-30-519-0000-0900 (2498 Barbados Drive) is requested.

C. **Resolution 23-3565 - Utility Easement Agreement with Teresa Sheffer for Parcel ID: 34-21-30-519-0000-0320 (2417 Antilles Drive)**

Approval of Resolution 23-3565 authorizing a Utility Easement Agreement with Teresa Sheffer for utilities located on Parcel ID: 34-21-30-519-0000-0320 (2417 Antilles Drive) is requested.

D. **Resolution 23-3566 Approving and Authorizing the City of Casselberry to Join Monarch City USA**

Approval of Resolution 23-3566 authorizing the City of Casselberry to register for and become designated as a Monarch City through the Monarch City USA program is requested.

E. **Resolution 23-3567 - Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program**

Approval of Resolution 23-3567 authorizing execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas program is requested. As a Subrecipient, it provides for reimbursement to the City for any overtime costs incurred.

F. **Resolution 23-3568 - Utility Easement Agreement with MC Gravity LLC for Parcel ID: 34-21-30-525-0000-2710 (2333 Antilles Drive)**

Approval of Resolution 23-3568 authorizing a Utility Easement Agreement with MC Gravity LLC for utilities located on Parcel ID: 34-21-30-525-0000-2710 (2333 Antilles Drive) is requested.

G. **Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services - Rights-of-Way**

Consideration to award and execute an agreement for Ground Maintenance Services for Rights-of-Way with BrightView Landscape Services, LLC in the amount not to exceed $236,607.95 annually for up to three years is requested.

H. **Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services - Medians**

Consideration to award and execute an agreement for Ground Maintenance Services for Medians with BrightView Landscape Services, LLC in the amount not to exceed $161,294.17 annually for up to three years with options to renew is requested.

I. **Agreement with Yellowstone for Ground Maintenance Services - Parks**

Consideration to award and execute an agreement for Ground Maintenance Services for Parks with Yellowstone Landscape, LLC in the amount not to exceed $390,434 annually for up to three years with options to renew is requested.

J. **Amendment No. 3 to the Agreement with Inliner Solutions, LLC for Sanitary Sewer, Manhole, and Lift Station Wet Well Rehabilitation**

Approval of Amendment No. 3 to the Agreement with Inliner Solutions, LLC to extend the term one year and revise the pricing schedule for sanitary sewer, manhole, and lift station wet well rehabilitation, on an as-needed basis, for an amount not to exceed $1,000,000 annually, is requested.

K. **Use of Federal Forfeiture Funds Proceeds for the Purchase of Traffic Safety Cones and Related Budget Amendment #23-044**

Approval for the use Federal Forfeiture Funds Proceeds for the purchase of traffic safety cones to support City events for roadway closures and modification of traffic lanes in the amount of $3,293 and related Budget Amendment #23-044 is requested

L. **Purchase of Replacement Railing for the Recreation Center Patio and Related Budget Amendment #23-049**

Approval of the capital purchase of replacement railing for the Recreation Center patio at Secret Lake Park from Datson Fence in the amount of $9,850 and related Budget Amendment #23-049 is requested.

M. **Task Authorization No. 1 with Cathcart Construction Company for the Water Reclamation Facility Plant #2 Air Line Replacement Project and Related Budget Amendment #23-048**

Approval of Task Authorization No. 1 with Cathcart Construction Company for the Water Reclamation Facility Plant #2 Aeration Line Replacement Project in the amount of $157,795 and related Budget Amendment #23-048 is requested.

N. **Donation from State Law Enforcement Trust Funds to Seminole County Boy Scout Golden Eagle Event and Related Budget Amendment #23-042**

Approval to donate $2,000 from State Law Enforcement Trust Funds to the Seminole County Boy Scout Golden Eagle Event and related Budget Amendment #23-042 is requested.

O. **Piggyback Agreement with SHI International Corp. for the Purchase of Network Infrastructure for the new Police Department Headquarters and Related Budget Amendment #23-043**

Approval to piggyback Omnia Partners - IT Solutions Contract #2018011-02 with SHI International Corp. for the purchase of network infrastructure for the new Police Department Headquarters in the amount of $65,345.57 and related Budget Amendment #23-043 is requested.

P. **Budget Amendment #23-052 - Purchase of Ground Penetrating Radar Equipment from Vermeer Southeast Sales & Service, Inc.**

Approval of Budget Amendment #23-052 to provide funding in the amount of $25,685 for the purchase of ground penetrating radar equipment from Vermeer Southeast Sales & Service, Inc. is requested. This will serve to equip a newly authorized utility line locator employee.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 23-3569- Agreement with Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project and Related Budget Amendment #23-051**

Resolution 23-3569 and related Budget Amendment #23-051 provide for a Cooperative Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for erosion control improvements to Howell Creek and an outfall near Carriage Hill, consisting of up to grant $362,418.75 in federal funding with a required local match of $106,593.75.

10. OTHER ITEMS

A. **Task Authorization No. 5 with CPH Consulting, LLC for PW 2317 Howell Creek and Carriage Hill Erosion Control**

Approval of Task Authorization No. 5 with CPH Consulting, LLC for the survey, permitting and design services for project PW 2317 Howell Creek and Carriage Hill Erosion Control in an amount not to exceed $146,095 is requested.

B. **Board Appointment - Planning and Zoning Commission**

11. FIRST READING OF ORDINANCES - None

12. PUBLIC HEARINGS

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.)

A. **Public Hearing: Second Reading of Ordinance 23-1581 - Amending the Official Zoning Designation for Property Located at 5803 S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement (ZB 22-08)**

Adoption of Ordinance 23-1581 on second reading amending the official zoning designation of one (1) parcel located at 5803 S. U.S. Hwy. 17-92 from PMX-H (Planned Mixed-Use: High Intensity) to PMX-HIGH (Planned Mixed-Use: High Rise) and the associated PUD (Planned Unit Development) Agreement is requested.

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

A. **Procurement Information Report for the Period March 1, 2023 through March 31, 2023**

The March 2023 Procurement Information Report is provided for review.

B. **Notification of Emergency Purchase Authorization**

Notification is provided that the City Manager has authorized the emergency purchase of a variable frequency drive for a high service pump for the South Water Treatment Plant in the amount of $9,346.24.

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: April 24, 2023

Subject: Proclamation: Recognizing the Retirement of Gary Priske

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Introduction: Mayor David Henson will present a proclamation in recognition of Gary Priske's retirement from the City of Casselberry with 34 years of dedicated public service, retiring as a Lift Station Superintendent in the Public Works & Utilities Department.

6.B.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Proclamation: Monarch Butterfly Week - April 23 - 29, 2023

Introduction: Mayor David Henson will present to the City's Natural Resources Officer Nick Cooper a Proclamation declaring April 23 - April 29, 2023 as Monarch Butterfly Week in the City of Casselberry. (A related Resolution regarding Monarch City USA follows on the Consent Agenda.)

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Proclamation: Municipal Clerks Week - April 30 - May 6, 2023

Introduction: Mayor David Henson will present City Clerk Donna Gardner with a Proclamation declaring April 30 - May 6, 2023 as Municipal Clerks Week in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Labor Attorney and the Office of the State of 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 invoices have been reviewed by the affected departments and are being presented for approval:

Fisher Phillips LLP
-City Labor Attorney Services - March 2023 - Invoice No. 1783831 - $265.50

Office of the State Attorney, 18th Judicial Circuit
- Prosecution of City Ordinances - 01/01/23 - 03/31/23 - Invoice No. CA033123 - $200.00

Budget Impact: Funds for the City Labor Attorney's invoice are available in FY 2023 Budget Account No. 001-0140-514-31.02. Funds for the State Attorney's invoice are available in FY 2023 Budget Account No. 001-0140-514-31.05.

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

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Invoice No. 1783831
2. Invoice No. CA033123

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Resolution 23-3564 - Utility Easement Agreement with Joan Carroll for Parcel ID: 34-21-30-519-0000-0900 (2498 Barbados Drive)

Introduction: Resolution 23-3564 provides for a Utility Easement Agreement with Joan Carroll for utilities located on Parcel ID: 34-21-30-519-0000-0900 (2498 Barbados Drive).

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. One of these projects includes the replacement of approximately 13,500 linear feet of water main in the Windward Square subdivision due to its age and pipe material. The water mains were built in 1974 and are made up of asbestos cement pipe which the City has been proactively removing from the system. The Windward Square Subdivision is made up of private roadways which are owned by Windward Square Homeowners Association, Inc. At the time the utility lines and subdivision were built, utility easements were developed and dedicated to the City of Casselberry for the operation and maintenance of the distribution and collection systems located throughout this community.

On October 14, 2019, City Commission approved Task Authorization No. 2 with Hazen and Sawyer for the design of the Windward Square Water Main Replacement Project. On the same date, City Commission approved Task Authorization No. 3 with Southeastern Surveying and Mapping for utility surveying services associated with this project. After surveying was performed, it was determined that the majority of the existing water lines are outside of the previously recorded easements. On March 28, 2022, City Commission approved Resolution 22-3301 for the Utility Easement Agreement with Windward Square Homeowners Association (HOA), Inc. for the Windward Square Subdivision, which includes a blanket easement to the City through the Windward Square Subdivision for the construction, installation, operation, maintenance and repair of public water and sewer utility lines, mains, pipes, pumps, valves, wires, structures, electrical controls, cables and similar appurtences. This Utility Easement Agreement allowed the City to continue the design of the Windward Square Water Main Replacement. Through the surveying and design process, it was determined that additional water lines are located outside of the designated utility easements and outside the executed Utility Easement Agreement with Windward Square Homeowners Association.

Discussion: Through surveying, a City water line was found at the property of 2498 Barbados Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded. Joan Carroll, the owner of 2498 Barbados Drive, has executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2498 Barbados Drive for the installation and maintenance of water infrastructure located within the property.

Resolution 23-3564 provides for approval of the easement agreement.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3564 approving the Utility Easement Agreement with the owner of 2498 Barbados Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 23-3564
2. Utility Easement Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Resolution 23-3565 - Utility Easement Agreement with Teresa Sheffer for Parcel ID: 34-21-30-519-0000-0320 (2417 Antilles Drive)

Introduction: Resolution 23-3565 provides for a Utility Easement Agreement with Teresa Sheffer for utilities located on Parcel ID: 34-21-30-519-0000-0320 (2417 Antilles Drive).

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. One of these projects includes the replacement of approximately 13,500 linear feet of water main in the Windward Square subdivision due to its age and pipe material. The water mains were built in 1974 and are made up of asbestos cement pipe which the City has been proactively removing from the system. The Windward Square Subdivision is made up of private roadways which are owned by Windward Square Homeowners Association, Inc. At the time the utility lines and subdivision were built, utility easements were developed and dedicated to the City of Casselberry for the operation and maintenance of the distribution and collection systems located throughout this community.

On October 14, 2019, City Commission approved Task Authorization No. 2 with Hazen and Sawyer for the design of the Windward Square Water Main Replacement Project. On the same date, City Commission approved Task Authorization No. 3 with Southeastern Surveying and Mapping for utility surveying services associated with this project. After surveying was performed, it was determined that the majority of the existing water lines are outside of the previously recorded easements. On March 28, 2022, City Commission approved Resolution 22-3301 for the Utility Easement Agreement with Windward Square Homeowners Association (HOA), Inc. for the Windward Square Subdivision, which includes a blanket easement to the City through the Windward Square Subdivision for the construction, installation, operation, maintenance and repair of public water and sewer utility lines, mains, pipes, pumps, valves, wires, structures, electrical controls, cables and similar appurtences. This Utility Easement Agreement allowed the City to continue the design of the Windward Square Water Main Replacement. Through the surveying and design process, it was determined that additional water lines are located outside of the designated utility easements and outside the executed Utility Easement Agreement with Windward Square Homeowners Association.

Discussion: Through surveying, a City water line was found at the property of 2417 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded. Teresa Sheffer, the owner of 2417 Antilles Drive, has executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2417 Antilles for the installation and maintenance of water infrastructure located within the property.

Resolution 23-3565 provides for approval of the utility easement agreement.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3565 approving the Utility Easement Agreement with the owner of 2417 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 23-3565
2. Utility Easement Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Resolution 23-3566 Approving and Authorizing the City of Casselberry to Join Monarch City USA

Introduction: Resolution 23-3566 provides for approval and authorization for the City of Casselberry to register for and become designated as a Monarch City through the Monarch City USA program.

Background: Monarch City USA is a program that was created in 2015 in Maple Valley, Washington. It is a non-profit organization under the Washington State Department of Revenue that encourages municipalities across the United States to help monarch butterfly populations recover through the planting of native milkweed and nectar plants within their jurisdiction. Monarch butterflies are extremely beneficial pollinators for flowers and fruits. They are considered an indicator species for ecological health and can also make the City a more enjoyable, scenic, peaceful, and joyful place to live. The goal of this program is to help monarch butterfly populations recover since it was listed as an endangered species by the International Union of Conservation of Nature in July of 2022. The program encourages municipalities to provide habitat and nectar sources for numerous other butterfly species and pollinators through the planting of pollinator gardens. These gardens can also be used as an educational tool for schools and the general public.

In late August 2022, the City's Lake Management Division, along with the help of the Parks Maintenance Division, revamped the butterfly garden located at Crystal Bowl Park (near Casselberry Elementary). Over twenty different native plant species were planted in the garden, including three different Florida native milkweed species. In total, over 200 Florida native plants were installed. The City is also in the process of identifying potential future locations for additional pollinator gardens. At this time, the Secret Lake Conservation Area near the multipurpose sports field has been viewed as a potential site.

Discussion: To join this program and initiative, the City Commission needs to authorize the registration with Monarch City USA. Registration includes a $50 lifetime fee and purchase of one or more signs. Signs cost $150 each. Program registration and sign purchases are made through the Monarch City USA website. The first program commitment will require the help of the City's Mayor and/or Commissioners to publicly proclaim the City of Casselberry's commitment to helping monarch butterflies. (This first commitment is being accomplished by a related Proclamation on this same agenda.)

Other program commitments include: encouraging citizens to plant private milkweed and nectar gardens throughout the City; working with gardening, landscaping, and/or arboretum clubs in the City; supporting the national movement to support monarch butterfly habitat development by purchasing and placing Monarch City USA signs at appropriate sites; converting abandoned lands to monarch butterfly habitat; re-establishing native milkweed and nectar plants where possible; if possible, hosting an annual monarch butterfly festival; integrating monarch butterfly conservation into the City's future land use planning efforts; working with the local K-12 school system and educators to promote a better understanding of land use conservation and investigating possible Monarch Butterfly Sanctuary sites.

Resolution 23-3566 provides for approval for the City to register and become designated as a Monarch City through the Monarch City USA program.

Budget Impact: There is no budget impact associated with this item. Budgeted operating funds will be used for the one time $50 fee and purchase of signage.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3566 approving and authorizing the City of Casselberry to join Monarch City USA.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 23-3566

7.E.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Resolution 23-3567 - Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program

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Introduction: Resolution 23-3567 provides for execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program related to HITDA Grant # G23CF0008A.

Background: The Casselberry Police Department has been a participating member of the Seminole County Sheriff's Office (SCSO) City/County Investigative Bureau (CCIB) since 1999. CCIB investigates many aspects of crime to include drug enforcement and is a part of the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program. HITDA Grant #G22CF0008A was previously awarded to the Seminole County Sheriff's Office to provide funding for participation in the HIDTA program. A Subrecipient Agreement with the Seminole County Sheriff's Office related to Grant #G22CF0008A has provided funding to the City for its participation.

Discussion: On March 6, 2023, the Executive Office of the President, Office of National Drug Control Policy awarded Grant # G23CF0008A to the SCSO for the HIDTA program with a performance period of January 1, 2023 through December 31, 2024.

Police Department participation in CCIB allows the Department to be involved in cases that require special resources, more time and in-depth investigations, thus improving the quality of service the Casselberry Police Department can provide to the community. The SCSO Subrecipient Agreement for HIDTA Grant #G23CF0008A provides funding for several things, one of which is overtime reimbursement. As a result, approval of the Subrecipient Agreement related to Grant #G23CF0008A will allow the Department to continue its participation in the HIDTA program and provide better quality services to its citizens without a great financial impact to the City of Casselberry and its tax-paying citizens.

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

Recommendation: The City Manager and the Police Chief recommend approval of Resolution 23-3567 and the Subrecipient Agreement with the Seminole County Sheriff's Office related to HIDTA Grant #G23CF0008A.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 23-3567
2. Subrecipient Agreement Cover Letter
3. Subrecipient Agreement
4. Grants Conditions

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: April 24, 2023

Subject: Resolution 23-3568 - Utility Easement Agreement with MC Gravity LLC for Parcel ID: 34-21-30-525-0000-2710 (2333 Antilles Drive)

Introduction: Resolution 23-3568 provides for a Utility Easement Agreement with MC Gravity LLC for utilities located on Parcel ID: 34-21-30-525-0000-2710 (2333 Antilles Drive).

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. One of these projects includes the replacement of approximately 13,500 linear feet of water main in the Windward Square subdivision due to its age and pipe material. The water mains were built in 1974 and are made up of asbestos cement pipe which the City has been proactively removing from the system. The Windward Square Subdivision is made up of private roadways which are owned by Windward Square Homeowners Association, Inc. At the time the utility lines and subdivision were built, utility easements were developed and dedicated to the City of Casselberry for the operation and maintenance of the distribution and collection systems located throughout this community.

On October 14, 2019, City Commission approved Task Authorization No. 2 with Hazen and Sawyer for the design of the Windward Square Water Main Replacement Project. On the same date, City Commission approved Task Authorization No. 3 with Southeastern Surveying and Mapping for utility surveying services associated with this project. After surveying was performed, it was determined that the majority of the existing water lines are outside of the previously recorded easements. On March 28, 2022, City Commission approved Resolution 22-3301 for the Utility Easement Agreement with Windward Square Homeowners Association (HOA), Inc. for the Windward Square Subdivision, which includes a blanket easement to the City through the Windward Square Subdivision for the construction, installation, operation, maintenance and repair of public water and sewer utility lines, mains, pipes, pumps, valves, wires, structures, electrical controls, cables and similar appurtences. This Utility Easement Agreement allowed the City to continue the design of the Windward Square Water Main Replacement. Through the surveying and design process, it was determined that additional water lines are located outside of the designated utility easements and outside the executed Utility Easement Agreement with Windward Square Homeowners Association.

Discussion: Through surveying, a City water line was found at the property of 2333 Antilles Drive. In order to maintain and replace the water main, a Utility Easement

Agreement is required to be recorded. MC Gravity LLC, the owner of 2333 Antilles Drive, has executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2333 Antilles for the installation and maintenance of water infrastructure located within the property.

Resolution 23-3568 provides for approval of the utility easement agreement.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3568 approving the Utility Easement Agreement with the owner of 2333 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 23-3568
2. Utility Easement Agreement

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: April 24, 2023

Subject: Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services - Rights-of-Way

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Introduction: Consideration to award and execute an agreement for Ground Maintenance Services for Rights-of-Way with BrightView Landscape Services, LLC in the amount not to exceed $236,607.95 annually for up to three years is requested. (Ref: RFP-2023-1006)

Background: The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians and parks. Previously, the scope of services for Ground Maintenance Services was divided up into medians/rights-of-way and parks with two different contractors. The City had difficulties maintaining the standard set for these contracts, since the medians and rights-of-way are extensive. Based on experience, the City decided to split these contracts into three separate solicitations; Rights-of-Way, Medians, and Parks.

On February 3, 2023, the City posted solicitation RFP-2023-1006 Grounds Maintenance Services - Rights-of-Way. The City held a Mandatory Pre-Proposal Meeting on February 8, 2023. The City received three responsive and responsible bids from the firms that attended the mandatory pre-proposal meeting. Submittals were obtained from the following companies:

Aero Groundtek, LLC
BrightView Landscape Services, LLC
J Fletcher Enterprises, Inc., DBA Trimac Outdoor

On March 14, 2023, the contractors were evaluated on qualifications and experience, similar projects and past performances, project approach, and pricing. The Evaluation Committee reviewed the submittals including references and openly discussed the contractors' strengths and weaknesses. The Evaluation Committee agreed not to move forward to Phase 2 Interviews and recommended award to BrightView Landscape Services, LLC.

Discussion: The term agreement with BrightView Landscape Services, LLC provides for ground maintenance services for rights of way. The initial term is for a period of three (3) years from May 1, 2023 through April 30, 2026, with the opportunity for two (2) 1-year renewals when in the best interest of the City. The not-to-exceed amount is $236,607.95 annually for a total of $709,823.85 for the term of the agreement.

Budget Impact: Sufficient funding is budgeted and available in the Street Maintenance Repairs and Maintenance account #001-0720-540.46-16 and in the Local Option Gas Tax Repairs and Maintenance account #109-0710-541.46-00.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of the agreement with BrightView Landscape Services, LLC to provide ground maintenance services for rights-of-way throughout the City in the amount not to exceed $236,607.95 annually for three years (May 1, 2023 - April 30, 2026) with options to renew for two (2) 1-year extensions.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Agreement with BrightView Landscape Services, LLC for Ground Maintenance Services - Medians

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Introduction: Consideration to award and execute an agreement for Ground Maintenance Services for Medians with BrightView Landscape Services, LLC in the amount not to exceed $161,294.17 annually for up to three years with options to renew is requested. (Ref: RFP-2023-1007)

Background: The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. Previously, the scope of services for Ground Maintenance Services was divided up into medians/rights-of-way and parks with two different contractors. The City had difficulties maintaining the standard set for these contracts, since the medians and rights-of-way are extensive. Based on experience, the City decided to split these contracts into three separate solicitations: Rights-of-Way, Medians, and Parks.

On February 3, 2023, the City posted solicitation RFP-2023-1007 Grounds Maintenance Services - Medians. The City held a Mandatory Pre-Proposal Meeting on February 8, 2023. The City received three responsive and responsible bids from the firms that attended the mandatory pre-proposal meeting. Submittals were obtained from the following companies:

Aero Groundtek, LLC
BrightView Landscape Services, LLC
J Fletcher Enterprises, Inc., DBA Trimac Outdoor

On March 14, 2023, the contractors were evaluated on qualifications and experience, similar projects and past performances, project approach, and pricing. The Evaluation Committee reviewed the submittals, including references, and later openly discussed the contractors' strengths and weaknesses. Of the submittals chosen to move forward to Phase 2 interviews, BrightView Landscape Services, LLC was selected and is being recommended for approval to perform ground maintenance services for the City's medians.

Discussion: The term agreement with BrightView Landscape Services, LLC provides for ground maintenance services for medians for an initial term of three (3) years, from May 1, 2023 through April 30, 2026, with the opportunity for two (2) 1-year renewals when in the best interest of the City. The not-to-exceed amount is $161,294.17 annually for a total of $483,882.51 for the term of the agreement.

Budget Impact: There is no impact to the City's budget. Sufficient funding is budgeted and available in the Street Maintenance Repairs and Maintenance account #001-0720-540.46-16 and in the Local Option Gas Tax Repairs and Maintenance account #109-0710-541.46-00.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of the agreement with BrightView Landscape Services, LLC to provide ground maintenance services for medians throughout the City in the amount not to exceed $161,294.17 annually for three years (May 1, 2023-April 30, 2026) with options to renew for two 1-year extensions.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Agreement with Yellowstone for Ground Maintenance Services - Parks

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Introduction: Consideration to award and execute an agreement for Ground Maintenance Services for Parks with Yellowstone Landscape, LLC in the amount not to exceed $390,434 annually for up to three years with options to renew is requested. (Ref: RFP-2023-1008)

Background: The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include right-of-ways, medians, and parks. Previously, the scope of services for Ground Maintenance Services was divided up into medians/right-of-ways and parks with two different contractors. The City had difficulties maintaining the standard set for these contracts, since the medians and right-of-ways are extensive. Based on experience, the City decided to split these contracts into three separate solicitations: Right-of-ways, Medians, and Parks.

On February 3, 2023, the City posted solicitation RFP-2023-1008 Grounds Maintenance Services - Parks. The City held a Mandatory Pre-Proposal Meeting on February 8, 2023. The City received five responsive and responsible bids from the firms that attended the mandatory pre-proposal meeting. Submittals were obtained from the following companies:

Aero Groundtek, LLC
BrightView Landscape Services, LLC
Creative Walls and Landscaping, LLC
J Fletcher Enterprises, Inc., DBA Trimac Outdoor
Yellowstone Landscape, LLC

On March 14, 2023, the contractors were evaluated on qualifications and experience, similar projects and past performances, project approach, and pricing. The Evaluation Committee reviewed the submittals, including references, and later openly discussed the contractors' strengths and weaknesses. Of the submittals chosen to move forward to Phase 2 interviews, Yellowstone Landscape, LLC was selected and is being recommended for approval to perform ground maintenance services for the City's parks.

Discussion: The term agreement with Yellowstone Landscape, LLC provides for ground maintenance services for parks for an initial term of three (3) years, from May 1, 2023 through April 30, 2026, with the opportunity for two (2) 1-year renewals when in the best interest of the City. The not-to-exceed amount is $390,434 annually for a total of $1,171,302 for the term of the agreement.

Budget Impact: Funds to cover costs associated with this work were budgeted (and sufficient funds are currently available) in the Fiscal Year 2023 General Fund Parks Repair & Maintenance account #001-0410-572.46-00. Future expenditures are subject to funding availability as approved by the City Commission.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of the agreement with Yellowstone Landscape, LLC to provide grounds maintenance services for parks throughout the City in the amount not to exceed $390,434 annually for three (3) years (May 1, 2023 - April 30, 2026) with options to renew for two 1-year extensions.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:
1. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Amendment No. 3 to the Agreement with Inliner Solutions, LLC for Sanitary Sewer, Manhole, and Lift Station Wet Well Rehabilitation

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Introduction: Approval of Amendment No. 3 to the Agreement with Inliner Solutions, LLC to extend the term and revise the pricing schedule for sanitary sewer, manhole, and lift station wet well rehabilitation, on an as-needed basis, for an amount not to exceed $1,000,000 annually, is requested. (Ref: RFP-2019-0467)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, manholes, and lift stations. Public Works & Utilities staff have inspected and identified areas of the gravity sewer collection system that may suffer from inflow and infiltration problems and require rehabilitation. The gravity sewer pipe within the identified areas is older vitrified clay pipe (VCP) and can often suffer from breaks, intrusion, and leaks. For over a decade, the gravity sewer system has been rehabilitated using cured-in-place-pipe (CIPP) liner. Many of the gravity sewer manholes in the City's collection system are built from bricks and mortar and can often suffer from breaks, intrusion, and leaks. Spray-on epoxy liners have been used to rehabilitate the manholes over the last several years. The City's lift station wet wells can also suffer from infiltration and have historically been rehabilitated with injection grouting and spray-on epoxy liners.

RFP-2019-0467 was issued on April 4, 2019, requesting proposals from qualified firms for a Continuing Services Agreement for Sanitary Sewer, Manhole, and Lift Station Wet Well Rehabilitation. An evaluation committee made up of Public Works & Utilities staff met on May 16, 2019 and Granite Inliner, LLC was chosen as the most qualified candidate to perform these services. City Commission approved the agreement with Granite Inliner for sanitary sewer, manhole, and lift station wet well rehabilitation services on June 10, 2019 through June 9, 2022, with the option to renew for two additional one-year periods, for an amount not to exceed $1,000,000 annually for the term of the agreement. On March 1, 2022, the City's Procurement Manager authorized Amendment #1 to the agreement with Granite Inliner extending the agreement one year to June 9, 2023. Amendment #2 was executed on August 2, 2022 by the City Manager in order to change the legal name of the firm from Granite Inliner, LLC to Inliner Solutions, LLC.

Discussion: Amendment #3 to the agreement with Inliner Solutions, LLC extends the term and revises the pricing scheduled of the agreement with Inliner Solutions, LLC for sanitary sewer, manhole, and lift station wet well rehabilitation services. The agreement extension is for one year from June 10, 2023 through June 9, 2024 and is the final renewal available with this agreement. Inliner Solutions submitted a request to revise the original pricing schedule. The updated pricing schedule is incorporated into Amendment #3. It should be noted that there is no change to the total annual compensation not-to-exceed amount of $1,000,000.

It should be noted that the not-to-exceed amount is established as a means to provide the maximum authorization. However, this amount does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. Task authorizations will be issued as work is identified. In addition, appropriations beyond Fiscal Year 2023 are subject to future City Commission approval.

Budget Impact: Funding is available in the FY 2023 Water and Sewer Utility Fund and Renewal/Replacement Distribution and Collection accounts:

- Repair and Maintenance/Sewer account #401-0751-536.46-03 - $50,000 for manhole lining
- Repair and Maintenance/Emergency account #401-0751-536.46-05 - $75,000 for emergency lining
- Renewal/Replacement account #402-0751-536.63-12 - $400,000 for various gravity sewer lining

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment #3 to the agreement to extend the term and revise the price schedule with Inliner Solutions, LLC for sanitary sewer, manhole, and lift station wet well rehabilitation, on an as-needed basis, in an amount not to exceed $1,000,000 annually, and to simultaneously authorize the City Manager to approve all task authorizations within the scope of the contract, subject to available funding.

Prepared by: Tara Lamoureux, Utility Divisions Director

Attachments:

1. Amendment No. 3

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: April 24, 2023

Subject: Use of Federal Forfeiture Funds Proceeds for the Purchase of Traffic Safety Cones and Related Budget Amendment #23-044

Introduction: Approval for the use of federal forfeiture funds proceeds for the purchase of traffic safety cones in the amount of $3,293 and Related Budget Amendment #23-044 is requested.

Background: The federal asset forfeiture fund is a powerful tool that provides valuable resources to state and local law enforcement that may not have otherwise been available. Equitably shared funds must be used in accordance with the Federal Guide to Equitable Sharing for law enforcement purposes that directly fit specified criteria, one of which is law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. The agency seeks to spend funds in the total amount of $3,293.

Discussion: The Police Department supports large-scale city events such as 5k races, music festivals, and so on. These types of events require the use of safety cones for roadway closure and the modification of traffic lanes. With the approval of this request, the department will continue to properly and safely support these events.

The Chief of Police certifies that this request is in accordance with the Federal Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies.

Budget Impact: Budget Amendment #23-044 will increase the Other Non-Operating Sources account #122-0000-389.90-00 and the Operating Supplies account #122-0610-521.52-00, each by $3,293 to cover the purchase of traffic safety cones.

Recommendation: The City Manager and Police Chief recommend approval of the purchase of traffic safety cones in the amount of $3,293 and Related Budget Amendment #23-044

Prepared by: Michael Schaefer, Captain

Attachments:
1. Budget Amendment #23-044
2. Quotation

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Purchase of Replacement Railing for the Recreation Center Patio and Related Budget Amendment #23-049

Introduction: Approval of the capital purchase of replacement railing for the Recreation Center patio at Secret Lake Park from Datson Fence in the amount of $9,850 and related Budget Amendment #23-049 is requested.

Background: Secret Lake Park is the City's largest park and home to the Recreation Center. The park recently received significant improvements as part of project PW 1907 Secret Lake Park Improvements, which was largely funded by parks bonds approved by Casselberry voters through a parks bond referendum in March 2020. Among the improvements were a shade structure and furnishings for the patio area behind the Recreation Center.

Discussion: During the closeout processes of project PW 1907, an ADA (Americans with Disabilities Act) accessibility issue was identified regarding the patio, which was outside of the scope of the project to rectify. To correct the deficiency, in-house staff constructed a new sidewalk access connecting to the west side of the patio. While assessing and addressing this issue, staff noted that the railing surrounding the patio is in poor condition and needs to be replaced (in addition to needing a new opening for access to the new sidewalk).

Staff obtained two quotes to replace the rail ranging from $9,850 to $24,250. The quotes are attached for reference. (Note only item A from the Seminole Fence quote applies to this railing.) The lowest quote is from Datson Fence in the amount of $9,850. As this quote exceeds $5,000 and this is a replacement item, it is considered a capital purchase. As there is currently no capital budget established for this railing, a Budget Amendment is necessary.

Budget Impact: Budget Amendment #23-049 will provide sufficient funding for the capital purchase of railing by increasing the FY 23 General Fund Facilities Improvements Other account #001-0722-519.63-24 and decreasing the Parks Maintenance Repair and Maintenance account #001-0410-572.46-00 each by $9,850.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the purchase of replacement railing for the Recreation Center patio at Secret Lake Park from Datson Fence in the amount of $9,850 and related Budget Amendment #23-049.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Quote Datson Fence
2. Quote Seminole Fence
3. Budget Amendment #23-049

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Task Authorization No. 1 with Cathcart Construction Company for the Water Reclamation Facility Plant #2 Air Line Replacement Project and Related Budget Amendment #23-048

Introduction: Approval of Task Authorization No. 1 with Cathcart Construction Company provides for the Water Reclamation Facility Plant #2 Air Line Replacement Project in the amount of $157,795 and related Budget Amendment #23-048 is requested. (Ref: PBA-2021-0813)

Background: The City of Casselberry owns and operates the Water Reclamation Facility (WRF), which treats wastewater and distributes reclaimed water for irrigation. The WRF consists of two biological secondary treatment plant systems (referred to as Plant #1 and Plant #2) for nutrient reduction, aeration and clarification. Aeration requires air to be fed into the wastewater during the treatment process to maintain biological function. Blowers, located in the WRF generator room, push air to Plant #1 and Plant #2 via two individual 12-inch ductile iron air lines that were installed over 30 years ago. Plant #1 air line runs above ground while Plant #2 has an underground air line.

On October 12, 2022, Public Works & Utilities staff noticed air coming out of the ground indicating that there was a hole in the Plant #2 air line piping. Plant #2 was taken offline until repairs could be made. After further investigation, staff determined that several locations on the Plant #2 air line were severely corroded. Once the extent of the degradation was determined, it was decided to replace the entire in-ground portion of the air line for Plant #2. City staff have spent the last couple months attempting to find a contractor willing to replace the 12-inch ductile iron, in kind. For redundancy purposes, it is important to have Plant #2 fully functional prior to the start of hurricane season.

Discussion: On January 10, 2022, the City of Casselberry entered into a Professional Agreement with Cathcart Construction Company for Utility Infrastructure Repairs and Site Restoration Construction Services (PBA-2021-0813). Public Works & Utilities staff requested Cathcart Construction provide a proposal to replace the WRF Plant #2 air line, which is incorporated into Task Authorization No. 1. The work includes installing 230 feet of 12-inch ductile iron pipe, grouting the existing air line piping, performing connections, and restoration. The total cost of $157,795 is consistent with the pricing in the current agreement.

Budget Amendment #23-048 provides for funding for the WRF Plant #2 Air Line Replacement, in the amount of $157,795, by transferring funds from the Water

Reclamation's Repair and Maintenance account.

For tracking purposes, this item is associated with project PW 2322 Water Reclamation Facility Plant #2 Airline Replacement.

Budget Impact: Budget Amendment #23-048 will increase the Water Reclamation Infrastructure Account #401-0753-535.63-40 and decrease the Repair & Maintenance Water Reclamation Account #401-0753-535.46-00 by $157,795.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 1 with Cathcart Construction Company for the Water Reclamation Facility Plant #2 Air Line Replacement Project in the amount of $157,795 and related Budget Amendment #23-048.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Task Authorization No. 1
2. Budget Amendment #23-048

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Donation from State Law Enforcement Trust Funds to Seminole County Boy Scout Golden Eagle Event and Related Budget Amendment #23-042

Introduction: Approval to donate $2,000 from State Law Enforcement Trust Funds to the Seminole County Boy Scout Golden Eagle Event and related Budget Amendment #23-042 is requested.

Background: According to Florida State Statute 932.7055, "Any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds."

The Casselberry Police Department received approximately $9,321 in funds in fiscal year 22-23, thus bringing the State Law Enforcement Trust Fund account to approximately $135,938. Although the statutory threshold has not been met regarding a mandatory donation yet, the police department desires to financially assist entities that have beneficial programs to better serve our community.

Discussion: A donation request was received from the Central Florida Council, Boy Scouts of America, whose mission is to prepare young people in our communities to make ethical and moral choices over their lifetimes. The Golden Eagle Event brings together Central Florida's top corporate and community leaders each year to honor an outstanding member of our community who embodies that spirit. The Golden Eagle Event will be held on April 13, 2023. All proceeds will benefit the Central Florida Council, Boy Scouts of America, in support of their mission. This event will honor Dr. Georgia Lorenz, President, Seminole State College and Jay Zembower, Commissioner, Seminole County for their lifelong contributions and commitment to our youth and our future leaders. There will be no budget impact on the General Fund. The approval of this donation will result in the reduction of $2,000 from the State Law Enforcement Trust fund account.

The Chief of Police certifies that this request complies with the provisions of Florida State Statute 932.7055 5 (b).

Budget Impact: Budget Amendment #23-042 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private

Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0000-389.90-00 by $2,000.

<u>Recommendation</u>: The City Manager and Police Chief recommend Commission approval of the $2,000 donation to the Seminole County Boy Scout Golden Eagle Event and related Budget Amendment #23-042.

<u>Prepared by</u>: Brandy Ramirez, Administrative Services Coordinator

<u>Attachments</u>:

1. Budget Amendment #23-042
2. 2023 Invitation

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

7.O.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Piggyback Agreement with SHI International Corp. for the Purchase of Network Infrastructure for the new Police Department Headquarters and Related Budget Amendment #23-043

Introduction: Approval to piggyback Omnia Partners - IT Solutions Contract #2018011-02 with SHI International Corp. for the purchase of network infrastructure for the new Police Department Headquarters in the amount of $65,345.57 and related Budget Amendment #23-043 is requested. (Ref. PBA-2023-1046)

Background: During the summer of 2022, the City began construction of a new Police Department Headquarters located on Wilshire Blvd. During the construction meetings, it was discovered that there was an opportunity to use excess wages due to vacancies to upgrade the network infrastructure of the new building. Budget Amendment #23-043 provides for the purchase of a new network security appliance, network switches for connectivity, Wi-Fi access points and security cameras from SHI International Corp. using funds from salaries and wages in the amount of $65,345.

Discussion: The network infrastructure being proposed for purchase through this budget amendment will enhance cyber security defenses of the police department network, expand the network via wifi, improve network routing capabilities, and improve physical security controls by adding additional security cameras to the facility. All of the proposed products integrate with the City's overall network infrastructure so that monitoring and management fall in line with the IT division's current monitoring procedures.

Budget Impact: Approval of Budget Amendment #23-043 will decrease account #001-0610-521.12-01 Police Salaries and Wages in the amount of $65,345 and increase account #001-0151-516.56-00 IT Small Tools and Minor Equipment in the amount of $29,713; increase account #001-0151-516.46-00 IT Repair and Maintenance in the amount of $17,514; and increase account #001-0151-516.67-35 Equipment Other in the amount of $18,118.

Recommendation: The City Manager and Police Chief recommend approval of the purchase of network infrastructure for the new Police Department Headquarters from SHI International Corp. in the amount of $65,345 and related Budget Amendment #23-043.

Prepared by: Ed DeJesus, Information Technology Manager

<u>Attachments</u>:

1. Budget Amendment #23-043
2. Quotation

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Budget Amendment #23-052 - Purchase of Ground Penetrating Radar Equipment from Vermeer Southeast Sales & Service, Inc.

Introduction: Approval of Budget Amendment #23-052 to provide funding in the amount of $25,685 for the purchase of ground penetrating radar equipment from Vermeer Southeast Sales & Service, Inc. is requested. (Ref: RFQ-2023-1047)

Background: Sunshine 811 is an organization designed to provide essential information on safe digging to anyone performing construction related activities in order to prevent damage to underground facilities in Florida. Underground facility owners and operators are required by law to be members of Sunshine 811 and fund its operations. Florida's law requires anyone planning to dig to contact Sunshine 811 at least two business days prior to breaking ground. When Sunshine 811 receives a locate request, it notifies the member entities with underground facilities in the general area of the request so they can mark the location of their utilities prior to the commencement of digging. Preventing underground utility damage allows member utilities to continue to provide reliable service to their customers by preventing breaks that would cause potential outages.

The City's Public Works & Utilities Department includes the Distribution & Collection Division, which operates and maintains the potable distribution, wastewater collection and reclaimed irrigation systems. These systems provide clean drinking water to approximately 50,000 customers inside and outside City limits, collect wastewater for disposal, and provide reclaimed water for irrigation. There are approximately 222 miles of potable water mains, 135 miles of gravity sewer lines, 7 miles of force mains, and 40 miles of reclaimed water lines in these systems. The Distribution & Collection Division maintains these systems by performing regular repair and maintenance. This Division is also responsible for performing utility line locates for the City's water, wastewater, reclaimed, and fiber lines as required by Florida Law. Locates are performed using a combination of geographic information system (GIS) mapping and ground penetrating radar (GPR) equipment. GPR equipment uses a geophysical method that uses radar pulses to image the subsurface non-intrusively.

Discussion: Historically, the City had two Utility Line Locators who responded to Sunshine 811 tickets. For the past several years the City has only had one Utility Line Locator which was fairly sustainable due to the reduction in construction activities caused by the recession. However, in recent years there has been a spike in construction activities within the utility system that has resulted in a significant increase in the number of locate tickets being requested on a daily basis. In order to ensure that the City's utilities continue to be properly located within the Sunshine 811 guidelines, City Commission approved the addition of a Lead Utility Line Locator position on February 13, 2023.

Each Utility Line Locator must have access to a GPR in order to perform the utility line locates. In Fiscal Year (FY) 2017, a new GPR was purchased since the previous one had become outdated. Since then, the original GPR has been kept as a backup unit. Once the additional Utility Line Locator position was added, they began using the original GPR to perform locates until a new GPR unit could be budgeted for and purchased in FY 2024. Unfortunately, in early April 2023, the original GPR broke and is no longer usable. Since this piece of equipment is critical to ensure the Sunshine 811 tickets are performed on time it is necessary to replace this unit quickly. Based on the value of the piece of equipment and the City's Procurement Policy, City staff were able to obtain three quotes for replacing the original GPR with a new US Radar Quantum Imager GPR with triple frequency antenna and integrated headworks. Vermeer Southeast Sales & Service, Inc. provided the lowest quote of $25,685. This piece of equipment is in stock and can be picked up as soon as a purchase requisition is issued.

Since the equipment costs more than $5,000, this item is considered a capital purchase. Budget Amendment #23-052 provides funding for the purchase of ground penetrating radar equipment, in the amount of $25,685, by transferring funds from the Distribution & Collection Repair and Maintenance/Emergency account into capital outlay.

Budget Impact: Budget Amendment #23-052 will increase the Water and Sewer Fund Distribution & Collection Equipment Other account #401-0751-536.67-35 and decrease the Water and Sewer Fund Distribution & Collection Repair and Maintenance/Emergency account #401-0751-536.46-05 by $25,685.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-052 to provide for the purchase of ground penetrating radar equipment from Vermeer Southeast Sales & Service, Inc.

Prepared by: Tara Lamoureux, Utility Divisions Director

Attachments:
1. Budget Amendment #23-052
2. Quotes

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Resolution 23-3569- Agreement with Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project and Related Budget Amendment #23-051

Introduction: Resolution 23-3569 and related Budget Amendment #23-051 provide for a Cooperative Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for erosion control improvements to Howell Creek and an outfall near Carriage Hill, consisting of up to $362,418.75 in federal funding with a required local match of $106,593.75.

Background: Following Hurricane Ian, Public Works & Utilities staff observed significant erosive damage at multiple locations within Gee Creek and Howell Creek drainage basins. Staff determined that there is potential for risk to public and private property associated with these areas, especially if they are exposed to additional major storms without protective improvements.

In the past, the City has received funding through the United States Department of Agriculture (USDA) NRCS Emergency Watershed Protection (EWP) Program to assist with similar erosion issues. At least a 25% local match is required under the EWP program. (Most recently, the City received over $870,000 in federal funding for erosion control improvements within Gee Creek and Howell Creek basins as a result of impacts due to Hurricane Irma in 2017.)

In November 2022, the City submitted a request to NRCS for funding assistance for impacts due to Hurricane Ian. NRCS and City staff conducted damage surveys together in January 2023, which resulted in two Damage Survey Reports (DSRs) in March 2023, one for the Howell Creek Basin and one for the Gee Creek Basin. These DSRs identified erosion issues and proposed fixes (with cost estimates) within Howell Creek and an outfall located near Carriage Hill subdivision and Casselberry Greenway Trail within the Gee Creek basin. In March 2023, the City submitted an Application for Federal Assistance based on the DSRs.

Discussion: NRCS has followed up with approval of a project to address the areas identified in the DSRs, which include:

1) Howell Creek Basin: Howell Creek at Carmel by the Lake (DSR# 12-07-22-5078-051)
2) Gee Creek Basin: Carriage Hill outfall adjacent to Casselberry Greenway Trail (DSR# 12-07-22-5078-050)

To execute the project and receive the funding, the City must enter into a Cooperative Agreement with NRCS, which is attached. The total maximum federal funding for the project is $362,418.75, which includes up to $319,781.25 for construction and $42,637.50 for technical assistance. A $106,593.75 local match (25% of estimated total construction costs) is required.

As there is currently no budget established for this project, a Budget Amendment will be necessary. The required construction match of $106,593.75 is proposed to be provided by the Stormwater Utility Fund. In addition, the City anticipates a total of $146,095 in design costs based on a proposal from CPH Consulting, LLC., which is addressed by another item on this same agenda. $42,637.50 of this amount is anticipated to be eligible for reimbursement as technical assistance under the NRCS grant, but the remaining $103,457.50 will need to be locally funded. This brings the total locally funded design and construction estimate to $210,051.25. Budget Amendment #23-051 provides for recognition of the revenue associated with the NRCS grant, as well as commitment of local funding from the Stormwater Utility Fund to cover the remainder of design and estimated construction costs.

It should be noted that additional local funding may be necessary to fully cover construction costs if bids come in higher than estimated. This will be addressed if needed via future agenda item(s).

Work must be completed by March 20, 2024 unless a time extension is granted. For tracking purposes, this item is associated with project PW 2317 Howell Creek and Carriage Hill Erosion Control (due to Hurricane Ian).

Budget Impact: Budget Amendment #23-051 recognizes funding in the amount of $362,419, awarded by NRCS for construction and technical assistance, and allocates funding for a local match in the amount of $210,051. A detailed breakdown of accounts is contained in the attached budget amendment.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3569 and related Budget Amendment #23-051.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 23-3569
2. Agreement
3. Budget Amendment #23-051

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Task Authorization No. 5 with CPH Consulting, LLC for PW 2317 Howell Creek and Carriage Hill Erosion Control

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Introduction: Approval of Task Authorization No. 5 with CPH Consulting, LLC for the survey, permitting and design services for project PW 2317 Howell Creek and Carriage Hill Erosion Control in an amount not to exceed $146,095 is requested. (Ref. SOQ-2019-0424)

Background: Following Hurricane Ian, Public Works & Utilities staff observed significant erosive damage at multiple locations within Gee Creek and Howell Creek drainage basins. Staff determined that there is potential for risk to public and private property associated with these areas, especially if they are exposed to additional major storms without protective improvements.

In the past, the City has received funding through the United States Department of Agriculture Natural Resources Conservation Service (USDA NRCS) Emergency Watershed Protection (EWP) Program to assist with similar erosion issues. At least a 25% local match is required under the EWP program.

In November 2022, the City submitted a request to NRCS for funding assistance for impacts due to Hurricane Ian. NRCS and City staff conducted damage surveys together in January 2023, which resulted in two Damage Survey Reports (DSR's) in March 2023, one for the Howell Creek Basin (at Carmel by the Lake) and one for the Gee Creek Basin (at an outfall near the Carriage Hill subdivision along the Casselberry Greenway Trail). In March 2023, the City submitted an Application for Federal Assistance based on the DSR's and received approval of financial assistance not to exceed $362,418.75 in federal funding. An Agreement with NRCS to secure this funding is addressed by the approval of Resolution 23-3569 and Budget Amendment 23-051 in a preceding item on this same agenda.

CPH Consulting, LLC (formerly CPH Inc.) is one of the City's current continuing consultants for Stormwater and Lake Management services.

Discussion: Preparation of contract documents, environmental documentation and permit applications, and survey services will be vital for the City. It will lead the City to the next crucial step of construction and repair of erosion control structures damaged by Hurricane Ian. Staff requested and CPH provided a proposal for these services. CPH will provide engineering services, including the preparation of contract documents, environmental documentation and permit applications, and survey services for the following: removal and replacement of existing gabions on Howell Creek at Carmel by the Lake; additional bank reinforcement outside the limits of the existing gabions along Howell Creek at Carmel by the Lake; and slope repair and stabilization at the westernmost Carriage Hill outfall.

The cost for services provided by CPH shall not exceed $146,095. The projected completion date for the construction is set for February 2024. Award of construction services will be addressed by a future agenda item(s).

Budget Impact: Funding of the $146,095 associated with this item is provided with the approval of Resolution 23-3569 and Budget Amendment 23-051 in a preceding item on this same agenda to provide $42,637.50 of federal funding (through NRCS) and $103,457.50 of local funding (through the Stormwater Utility Fund).

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 5 with CPH Consulting, LLC in the amount not to exceed $146,095 for survey, permitting and design services for project PW 2317 Howell Creek and Carriage Hill Erosion Control.

Prepared by: Jane Dai, City Engineer

Attachments:
1. Task Authorization No. 5

10.B.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Board Appointment - Planning and Zoning Commission

Introduction: Applications are being presented for consideration for appointment to the Planning and Zoning Commission.

Background: The Planning and Zoning Commission consists of seven (7) members and one (1) alternate member who serve two (2) year terms. In 2022, the City Commission decided to not fill the alternate member position since there were no quorum issues as a result of the alternate position remaining vacant for an extended period of time. Board members are limited to three (3) consecutive terms on a board. Appointments to fill unexpired terms do not count as a member's first term.

Discussion: The current vacancy on the Planning and Zoning Commission is due to resignation of Chairman Ed Bowman on April 3, 2023. Mr. Bowman's term expires on January 31, 2024.

Applications on file to date from those who have expressed an interest in serving on the Planning and Zoning Commission are from Deborah Connelly, Thomas Kirk, Robert Phillips, Nancy Rudner, Carolyn Stanley, and Rosemary Stevens.

Budget Impact: This item has no impact to the budget.

Recommendation: The City Manager and the City Clerk recommend the City Commission consider appointment to the Planning and Zoning Commission to fill the unexpired regular term effective until January 31, 2024.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Board Application - Connelly, Deborah
2. Board Application - Kirk, Thomas
3. Board Application - Phillips, Robert
4. Board Application - Rudner, Nancy
5. Board Application - Stanley, Carolyn
6. Board Application - Stevens, Rosemary

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Public Hearing: Second Reading of Ordinance 23-1581 - Amending the Official Zoning Designation for Property Located at 5803 S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement (ZB 22-08)

Introduction: Adoption of Ordinance 23-1581 on second reading amending the official zoning designation of one (1) parcel located at 5803 S. U.S. Hwy. 17-92 from PMX-H (Planned Mixed-Use: High Intensity) to PMX-HIGH (Planned Mixed-Use: High Rise) and the associated PUD (Planned Unit Development) Agreement is requested.

Background: The subject property is approximately 15.66 acres in size and is located at the northeast corner of the intersection of S. U.S. Hwy. 17-92 and SR 436. The site is located within the Community Redevelopment District (CRD) and the Oxford Park Overlay District (OPOD). The subject property, also known as the Casselberry Exchange, was developed in phases between 1999 and 2002. There are three outparcels on-site, as well as a ±98,862 sq. ft. multi-tenant commercial building, which has been predominantly vacant since the departure of the two major tenants in recent years. As such, the Applicant is proposing to demolish the existing principal structure and redevelop the subject property with a ±103,111 sq. ft. large retail establishment. However, the current zoning of the subject property, PMX-H (Planned Mixed-Use: High Intensity), is not consistent with the existing Future Land Use Map (FLUM) designation of Major Thoroughfare Mixed-Use (MTMU). Therefore, the Applicant is requesting an amendment to the Official Zoning Map to rezone the property to PMX-HIGH (Planned Mixed-Use: High Rise) in order to correct the inconsistency so that the site can be redeveloped.

The proposed zoning district, PMX-HIGH, is classified as a PUD zoning district and must therefore adhere to the requirements of Article XX, Planned Unit Development. In addition to following the standard zoning map amendment procedures established in Section 66-58 and Section 1-2.9 of the ULDR, all PUD applications require the submission of a concept plan and the execution of a PUD Agreement as part of the rezoning process. The City's Development Review Committee (DRC) approved the concept plan for ZB 22-08 on January 19, 2023.

Notices for the proposed amendment to the Official Zoning Map were posted on the subject property on February 22, 2023; a notification letter was sent that same day to all property owners within 500 ft. of the subject property. The Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on March 8, 2023, with a 5-0 vote. The first reading of Ordinance 23-1581 was approved by the City Commission on March 27, 2023. A notice of public hearing for the second reading of Ordinance 23-1581 was advertised in the *Orlando Sentinel* on April 13, 2023.

Discussion: Staff finds that the request to amend the Official Zoning Map from PMX-H (Planned Mixed-Use: High Intensity) to PMX-HIGH (Planned Mixed-Use: High Rise) and the associated PUD (Planned Unit Development) for the subject property is:

1. Consistent with the City's Comprehensive Plan and the Major Thoroughfare Mixed-Use Future Land Use designation;
2. Compatible and consistent with the adjacent land uses and zoning districts; and
3. That connections for City water and sanitary sewer services are available to the subject property.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 23-1581 on second and final reading and approval of the associated PUD (Planned Unit Development) Agreement.

Prepared by: Antonia DeJesus, Planner II

Attachments:

1. Ordinance 23-1581 and PUD Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Procurement Information Report for the Period March 1, 2023 through March 31, 2023

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from March 1, 2023 through March 31, 2023 is submitted for the record.

Background: Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of March 2023.

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

Recommendation: The City Manager recommends acceptance of the Procurement Information Report for the stated period.

Prepared by: Cheryl Olson, Procurement Manager

Attachments:
1. March 2023 Procurement Information Report

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 24, 2023

Subject: Notification of Emergency Purchase Authorization

Introduction: In the case of an emergency, the City Manager is authorized to make purchases outside of normal procurement and budgetary procedures with the requirement that notification and explanation is timely provided to the City Commission. One of two clear well transfer pumps was removed from service as it was determined that its variable frequency drive (VFD) had to be replaced. Without the pump, the well operates with only one pump and so there is no redundancy. There is a danger of a second failure that would take the well out of service. Lead time to get the replacement VFD is extremely long, at eighteen weeks. The expedited approval of the emergency purchase was made to minimize lead time and the risk of a second failure. The cost is $9,346.24 and qualifies as a capital purchase. The City Commission will be asked to approve a capital budget for the item on May 15, 2023.