

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, August 28, 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 April 24, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

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. 98200 - \$19,660.07
- Fishback Dominick LLP, Invoice No. 116880 - \$557.85
- Fishback Dominick LLP, Invoice No. 117075 - \$451.25
- Bryant Miller Olive, Invoice No. 81370 - \$5,115.50
- Office of the State Attorney, Invoice No. CA063023 - \$100.00

B. Resolution 23-3363 - FY23 Third Quarter Budget Amendments and Budget Transfers

Approval of Resolution 23-3363 to formally adopt budget amendments and budget transfers approved during the third quarter of FY 2023 is requested.

- C. **Resolution 23-3364 Residential Solid Waste Fuel Adjustment**
Resolution 23-3364 provides for a rate adjustment for Waste Pro of Florida to what the City pays for residential solid waste collection services based on fuel inflation (natural gas), effective July 1, 2023 to December 31, 2023. In this case, it amounts to a reduction of 12.21%.
- D. **Resolution 23-3365 - Fiscal Year 2023-2024 Funding Agreement with MetroPlan Orlando**
Approval of Resolution 23-3365 providing for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2023-2024 in the amount of \$2,006 is requested.
- E. **Resolution 23-3367 - Subaward and Grant Agreement Number Z2854 with the Florida Division of Emergency Management and Related Budget Amendment #23-072**
Approval of Resolution 23-3367 providing for execution of Federally-Funded Subaward and Grant Agreement Number Z2854 with the Florida Division of Emergency Management to receive proceeds totaling \$502,601 for emergency protective measures related to Hurricane Ian (DR4673) and related Budget Amendment #23-072 is requested.
- F. **Resolution 23-3368 - Subaward and Grant Agreement Number Z3610 with the Florida Division of Emergency Management and Related Budget Amendment #23-073**
Approval of Resolution 23-3368 providing for execution of Federally-Funded Subaward and Grant Agreement Number Z3610 with the Florida Division of Emergency Management to receive proceeds totaling \$24,367.00 for emergency protective measures related to Hurricane Nicole (DR4680) and related Budget Amendment #23-073 is requested.
- G. **Award of Bid for ITB-2023-1059 and Agreement with Construct Co, Inc. for Casselberry Golf Club Boardwalk Repair and Replacement**
Consideration to award a bid and execute an agreement with Construct Co, Inc., in the amount of \$162,060.14, for repair and replacement of the Casselberry Golf Club boardwalk is requested.
- H. **Task Authorization No. 16 with Inliner Solutions, LLC for FY 2023 Gravity Sewer Lining**
Approval of Task Authorization No. 16 with Inliner Solutions, LLC for FY 2023 Gravity Sewer Lining in the amount of \$367,975 is requested.
- I. **Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements and Related Budget Amendment #23-070**
Approval of Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements for additional design services in the amount of \$91,605 and related Budget Amendment #23-070 is requested. This is an Infrastructure Surtax funded appropriation.
- J. **Change Order No. 28 with Wharton-Smith, Inc. and Related Budget Amendment #23-077 for Project PW 2111 Lake Concord Park - Art House Expansion**
Approval of Change Order No. 28 with Wharton-Smith, Inc. for additional costs associated with construction of project PW 2111 Lake Concord Park - Art House Expansion in the amount of \$19,482 and related Budget Amendment #23-077 is requested.
- K. **Resolution 23-3370 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #23-074**
Approval of Resolution 23-3370 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of \$5,000 for overtime high visibility education and enforcement, and related Budget Amendment #23-074 is requested.
- L. **Piggyback Agreement with Murphy Pipeline Contractors, LLC. for Trenchless Rehabilitation and Pipe Bursting Technology Services**
Approval of an agreement with Murphy Pipeline Contractors, LLC, piggybacking the City of Pompano Beach's Construction Agreement No. 1586 for trenchless rehabilitation and pipe bursting technology services on an as-needed basis for an amount that shall not exceed \$150,000 annually for the term beginning July 28, 2023 through July 27, 2027; and authorizing the City Manager to approve all task authorizations within the scope of the agreement and renewals is requested.

M. **Amendment #1 to the Piggyback Agreement with Odyssey Manufacturing Company for the Purchase of Bulk Sodium Hypochlorite**

Approval of Amendment No. 1 to the piggyback agreement with Odyssey Manufacturing Company for the purchase of bulk sodium hypochlorite on an as-needed basis for an amount not to exceed \$355,000 annually for the period beginning October 1, 2023 through September 30, 2024 is requested.

N. **Purchase and Installation of Safety Equipment Including Hardware, Lights, Tinting and Striping Using Equipment Replacement Funds for Two (2) Police Department Replacement Vehicles and Related Budget Amendment #23-071**

Approval for purchase and installation of safety equipment including hardware, lights, striping and window tinting for two (2) PD replacement vehicles in the amount of \$35,943 and related Budget Amendment #23-071 is requested.

O. **Budget Amendment #23-075 - Recognition of Revenue for the Sale of Surplus Real Property at 329 Seminola Boulevard**

Approval of Budget Amendment #23-075 to recognize net proceeds from the sale of surplus real property located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020) in the amount of \$514,353 is requested.

P. **Budget Amendment #23-076 - Providing Additional Funding for the Capital Purchase of Vehicles for the Streets and Facilities Divisions of the Public Works and Utilities Department**

Approval of Budget Amendment #23-076 to provide additional funding for the capital purchase of vehicles for the Streets and Facilities Divisions of the Public Works and Utilities Department in the amount of \$21,296 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

11. 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: Resolution 23-3369 - Street Lighting Assessment Annual Rate Resolution**

Approval of Resolution 23-3369 as the Annual Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year 2023-24 is requested. It serves as the last step in the implementation of the Street Light Assessment Program. The net estimated revenue for this assessment is proposed to be budgeted in FY 2023-24 at approximately \$520,000.

12. OTHER ITEMS

A. **Presentation and Discussion of SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) - Phase 1 - Concept Development**

The City's consultant, Kimley-Horn, will provide a presentation on and facilitate discussion of the Concept Development and Preferred Alternative for the SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) - Phase 1 - Concept Development Project.

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 July 1, 2023 through July 31, 2023

The July 2023 Procurement Information Report is provided for review.

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: August 28, 2023
Subject: Minutes of April 24, 2023 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the April 24, 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: August 28, 2023
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney, Code Enforcement Magistrate, legal services for street light assessment adjustments and the State Attorney's Office 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:

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

- City Attorney Services - July 2023 - Invoice No. 98200 - \$19,660.07

Fishback Dominick LLP

- Code Enforcement Magistrate Services - June 2023 - Invoice No. 116880 - \$557.85
- Code Enforcement Magistrate Services - July 2023 - Invoice No. 117075 - \$451.25

Bryant Miller Olive

- Streetlight Assessment Legal Services - July 2023 - Invoice No. 81370 - \$5,115.50

Office of the State Attorney

- Prosecution of City Ordinances - April - June 2023 - Invoice No. CA063023 - \$100.00

Budget Impact: Funds for the City Attorney's invoice are available in FY 2023 Budget Account No. 001-0140-514-31.01. Funds for the Code Enforcement Magistrate invoices are available in FY 2023 Budget Account No. 001-0140-514-31.03. Funds for the Streetlighting Assessment legal services invoice are available in FY 2023 Budget Account No. 001-0710-

539-31.00. 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. 98200
2. Invoice No. 116880
3. Invoice No. 117075
4. Invoice No. 81370
5. Invoice No. CA063023



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: August 28, 2023
Subject: Resolution 23-3363 - FY23 Third Quarter Budget Amendments and Budget Transfers

Introduction: Resolution 23-3363 provides for formal adoption of budget amendments and budget transfers approved during the third quarter of FY 2023.

Background: According to Resolution 16-2815 approved by the City Commission January 11, 2016, the City Manager, on a quarterly basis, will provide an updated balance for City Commission reference information purposes as to budget changes authorized by the Commission via appropriate budget amendment resolutions. A listing of all budget amendments approved for the third quarter of FY 2023 is attached. Resolution 16-2815 also provided for City Manager budgetary authority to transfer monies within each department to the extent such transfers do not exceed appropriate levels for the departments or funds. A listing of the budget transfers made during the third quarter is also attached.

Discussion: The third quarter budget amendment and budget transfer listings for the Fiscal Year 2023 Approved Budget are attached for Commission review and approval.

Budget Impact: The Third Quarter Budget Amendment spreadsheet details changes to the budget as a result of Budget Amendments adopted by the City Commission at various meetings during the third quarter of Fiscal Year 2023. The Third Quarter Budget Transfer spreadsheet details changes made to the budget within each department as approved by the City Manager.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3363.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 23-3363
2. FY23 Third Quarter Budget Amendment Summary
3. FY23 Third Quarter Budget Transfer Summary



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: August 28, 2023
Subject: Resolution 23-3364 Residential Solid Waste Fuel Adjustment

Introduction: Resolution 23-3364 provides for a rate adjustment for Waste Pro of Florida for residential solid waste collection services based on fuel inflation, effective July 1, 2023 to December 31, 2023.

Background: On January 22, 2018, via Resolution 18-3005, the City Commission approved a piggyback agreement with Waste Pro to provide residential solid waste collection services. The agreement includes consideration for a Consumer Price Index (CPI) rate adjustment once a year (January) and twice a year (January and July) for fuel inflation. As stipulated in the contract, Seminole County uses data published by the U.S. Department of Labor, Bureau of Labor Statistics and the U.S. Energy Information Administration to perform the necessary calculations and provides this information to the City.

Resolution 23-3561, approved by the City Commission on March 27, 2023, provided for an increase in costs for solid waste collection from \$17.10 to \$18.18 for regular and special collection service and from \$34.20 to \$36.36 for side-door collection services. The rates were effective from January 1, 2023 through June 30, 2023.

Discussion: Based on the 2022 data for fuel, the amount payable to Waste Pro per home per month for residential solid waste services will decrease from \$18.18 to \$15.96 for regular and special collection services and from \$36.36 to \$31.92 for side-door collection services. This represents a 12.21% decrease in the cost of these services. Seminole County's calculations include a bear service escalator that was omitted as it does not apply to the City.

The total decrease in cost to the City for solid waste collection from July 1, 2023 to December 31, 2023 will be \$107,239.32. The adjusted rate will be backdated to July 1, 2023.

Resolution 23-3364 provides for approval of the rate adjustment for Waste Pro.

Approval of this item does not adjust the rates payable by residents to the City, only the rates the City pays directly to Waste Pro.

Budget Impact: Sufficient funding is currently available in the Solid Waste Other Contractual Services account #118-0730-534.34-00.

Recommendation: The City Manager and Public Works & Utilities Department Director recommend approval of Resolution 23-3364 to provide for a fuel adjustment for Waste Pro of Florida for residential solid waste collection services.

Prepared by: Kenna Henry, Public Works & Utilities Business Analyst

Attachments:

1. Resolution 23-3364
2. Updated Hauler Rates



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: August 28, 2023
Subject: Resolution 23-3365 - Fiscal Year 2023-2024 Funding Agreement with MetroPlan Orlando

Introduction: Approval of Resolution 23-3365 which provides for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2023-2024 in the amount of \$2,006 is requested.

Background: MetroPlan Orlando is the metropolitan planning organization (MPO) for Orange, Osceola and Seminole Counties. It is responsible for regional transportation planning, including development of the area's Metropolitan Transportation Plan (previously known as the Long Range Transportation Plan). The MetroPlan Orlando Board includes representation from the counties, largest cities, transportation agencies, and various advisory committees. Historically, smaller cities, such as Casselberry, had been represented on the Board through a non-voting/advisory representative from the Municipal Advisory Committee (MAC), of which the City of Casselberry's Mayor is a participating member.

Effective July 2015, the MAC representative on the Board became a voting member. Voting members of the Board contribute financially to support MetroPlan Orlando. Casselberry's prorated share of the MAC's contribution by relative population per Fiscal Year (FY) has been as follows:

FY 2015-2016 - \$2,240
FY 2016-2017 - \$2,203
FY 2017-2018 - \$2,154
FY 2018-2019 - \$2,165
FY 2019-2020 - \$2,169
FY 2020-2021 - \$2,117
FY 2021-2022 - \$2,089
FY 2022-2023 - \$2,020

Discussion: The Funding Agreement with MetroPlan Orlando must be renewed on an annual basis. It has been provided for Fiscal Year 2023-2024 for City Commission approval with a slight decrease from the previous year to \$2,006, payable in two installments. Resolution 23-3365 provides for approval of said Agreement.

Budget Impact: Sufficient funds are budgeted in the FY 2023-2024 proposed budget in the General Fund/Streets Maintenance Other Contractual Services account #001-0720-541.34-00 to cover the amount of \$2,006 associated with this Agreement.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3365 and the associated Funding Agreement with MetroPlan Orlando for Fiscal Year 2023-2024 in the amount of \$2,006.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 23-3365
2. Agreement



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: August 28, 2023
Subject: Resolution 23-3367 - Subaward and Grant Agreement Number Z2854 with the Florida Division of Emergency Management and Related Budget Amendment #23-072

Introduction: Resolution 23-3367 provides for execution of Federally-Funded Subaward and Grant Agreement Number Z2854 with the Florida Division of Emergency Management to receive proceeds totaling \$502,601 for emergency protective measures related to Hurricane Ian (DR4673), and authorizes the Finance Director or City Manager to execute said agreement and related documents for and on behalf of the City of Casselberry.

Background: The City experienced Hurricane Ian (DR4673) on September 28-29, 2022 and incurred costs for emergency management, debris removal, and repair or replacement of disaster-damaged facilities. The City submitted a Request for Public Assistance to the Florida Department of Emergency Management (FDEM) shortly after the hurricane in order to obtain reimbursement for a portion of these costs through a Department of Homeland Security (DHS) Federal Emergency Management (FEMA) grant.

Discussion: The FDEM has implemented new processes to obtain public assistance and be reimbursed for damages incurred as a result of Hurricane Ian (DR4673). In order to obtain reimbursement from FDEM, the Federally-Funded Subaward and Grant Agreement Number Z2854 must be executed. Resolution 23-3367 provides for approval to execute the agreement and requests authorization for the City Manager or Finance Director to execute said agreement and related documents for and on behalf of the City. A related Budget Amendment recognizes grant funds received during FY2023. The total award is \$502,601.

Budget Impact: Revenue is recognized totaling \$502,601. A detailed list of affected funds and accounts is included as part of Budget Amendment #23-072.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3367 and related Budget Amendment #23-072.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 23-3367
2. Executive Order 22-219
3. Agreement

4. Grant Report
5. Grant Report 2nd
6. Budget Amendment #23-072



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: August 28, 2023
Subject: Resolution 23-3368 - Subaward and Grant Agreement Number Z3610 with the Florida Division of Emergency Management and Related Budget Amendment #23-073

Introduction: Resolution 23-3368 provides for execution of Federally-Funded Subaward and Grant Agreement Number Z3610 with the Florida Division of Emergency Management to receive proceeds totaling \$24,367.00 for emergency protective measures related to Hurricane Nicole (DR4680), and authorizes the Finance Director or City Manager to execute said agreement and related documents for and on behalf of the City of Casselberry.

Background: The City experienced Hurricane Nicole (DR4680) on November 10, 2022 and incurred costs for emergency management. The City submitted a Request for Public Assistance to the Florida Department of Emergency Management (FDEM) shortly after the hurricane in order to obtain reimbursement for a portion of these costs through a Department of Homeland Security (DHS) Federal Emergency Management (FEMA) grant.

Discussion: The FDEM has implemented new processes to obtain public assistance and be reimbursed for damages incurred as a result of Hurricane Nicole (DR4680). In order to obtain reimbursement from FDEM, the Federally-Funded Subaward and Grant Agreement Number Z3610 must be executed. The Resolution provides for approval to execute the agreement and requests authorization for the City Manager or Finance Director to execute said agreement and related documents for and on behalf of the City. The total award is \$24,367.00.

Budget Impact: Revenue is recognized, totaling \$24,367. A detailed list of affected funds and accounts is included as part of Budget Amendment #23-073.

Recommendation: The City Manager and Finance Director recommend approval of Resolution 23-3368 and related Budget Amendment #23-073.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 23-3368
2. Executive Order 22-253
3. Agreement
4. Project #34 - 702425

5. Grant Report
6. Grant Report 2nd
7. Budget Amendment #23-073



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: August 28, 2023
Subject: Award of Bid for ITB-2023-1059 and Agreement with Construct Co, Inc. for Casselberry Golf Club Boardwalk Repair and Replacement

Introduction: Consideration to award a bid for ITB-2023-1059 and execute an agreement with Construct Co, Inc., in the amount of \$162,060.14, for repair and replacement of the Casselberry Golf Club boardwalk is requested.

Background: The Public Works & Utilities Department previously recognized the need to fund improvements to Casselberry's trail systems and subsequently budgeted \$253,000 in Fiscal Year 23 for trail rehabilitation. Various improvements include the replacement of wood decking and handrails with composite materials (similar to the decking used on the Lake Concord Park boardwalk), the replacement of posts, and repair of stringers or structural framing as needed. The areas identified as needing repair were Wirz Park, Carriage Hill, and the Casselberry Golf Club, which are all part of the Casselberry Greenway Trail system.

Discussion: On Monday, June 6, 2023, the City solicited for the replacement of boardwalks (ITB-2023-1059) into three key groups:

Group 1: Wirz Park
Group 2: Carriage Hill
Group 3: The Casselberry Golf Club

Bids were due on Monday, July 10, 2023. Due to high construction costs, City staff opted to award one or more groups (sections of boardwalk) to more than one contractor based on budget constraints. Therefore, each group was evaluated individually.

Six (6) contractors submitted bids ranging from \$162,060.14 to \$241,028.05 for the repair and replacement of the Casselberry Golf Club boardwalk. After reviewing the lowest, most qualified bid submittal, staff recommends awarding Group 3: Casselberry Golf Club to Construct Co. Inc. for the amount of \$162,060.14.

For tracking purposes this item is associated with project PW 2311 Trail Rehabilitation.

Budget Impact: Sufficient funding, in the amount of \$162,060.14, was budgeted and is available in the FY 2023 Infrastructure Sales Surtax Infrastructure account #114-0710-541.63-40 to cover costs associated with this work.

Recommendation: The City Manager and Public Works & Utilities Director recommend award of bid for ITB-2023-1059 and approval of the agreement with Construct Co. Inc. in the amount of \$162,060.14 for the boardwalk replacement and repair for Group 3: The Casselberry Golf Club Boardwalk.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Agreement



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: August 28, 2023
Subject: Task Authorization No. 16 with Inliner Solutions, LLC for FY 2023 Gravity Sewer Lining

Introduction: Approval of Task Authorization No. 16 with Inliner Solutions, LLC for FY 2023 Gravity Sewer Lining in the amount of \$367,975 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. Utility Distribution & Collection staff continues to inspect and identify areas of the gravity sewer 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 suffer from breaks, intrusion, and leaks. For several years, the gravity sewer system has been rehabilitated using cured-in-place-pipe (CIPP) liner.

On June 10, 2019, 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. Amendment #3 was executed on April 24, 2023 extending the agreement for one final year to June 9, 2024.

Discussion: Utilities staff requested that Inliner Solutions, LLC provide a scope for the FY 2023 Gravity Sewer Lining Project, which is incorporated into Task Authorization No. 16. The work includes cleaning of approximately 9,500 LF of gravity sewer main, lining 9,050 LF of 8" sewer mains and lining 450 LF of 10" sewer mains. Cleaning, easement access, traffic control, and lateral reconnection are also included in the scope. The total cost of \$367,975 is consistent with the pricing in the current agreement.

For tracking purposes, this item is associated with PW 2305 FY23 Various Gravity Sewer Lining.

Budget Impact: Sufficient funding has been budgeted and is available for use in the FY 2023 Water and Sewer Distribution & Collection Renewal/Replacement account #402-0751-536.63-12.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 16 with Inliner Solutions, LLC for Fiscal Year 2023 Gravity Sewer Lining in the amount of \$367,975.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 16



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: August 28, 2023
Subject: Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements and Related Budget Amendment #23-070

Introduction: Approval of Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements in the amount of \$91,605 and related Budget Amendment #23-070 is requested. (Ref: SOQ-2017-0225 and PW 1213)

Background: The City's adopted Multimodal Transportation Master Plan (MTMP) included the design of the US 17-92 to Sunset Drive Pedestrian Connectivity Improvements Project during Fiscal Year (FY) 2017. This project was included in the original sales tax project list for the 3rd generation sales tax approved by Seminole County voters in 2014, in the Metroplan Orlando Prioritized Project list, and the Florida Department of Transportation Work Program for construction using federal funding in State Fiscal Year 2025 (FPID 439059-1). The US 17-92 to Sunset Drive Pedestrian Connectivity Improvements Project includes a sidewalk extension from US 17-92 at Plumosa Avenue to Sunset Drive via the Home Depot property and includes a midblock crossing across Sunset Drive to connect to the Sunset Drive shared use path (currently under construction).

On November 13, 2012, via Resolution 12-2434, the City Commission approved a Standard Consultant Agreement with Vanasse Hangen Brustlin, Inc. (VHB) to provide professional transportation engineering services. Supplemental Agreement No. 5, approved on November 14, 2016, provided for the Fiscal Year 2017 Transportation Design for the following projects:

- PW 1213 - US 17-92 to Sunset Drive Pedestrian Connectivity Improvements
- PW 1701 - Quail Pond Circle Complete Street/Pedestrian Connectivity Improvements
- PW 1702 - Southcot Drive Bicycle/Pedestrian Improvements

Subsequently, Amendment No. 1 to Supplemental Agreement No. 5, approved on October 30, 2017, provided for additional work necessary for the completion of Project PW 1701 - Quail Pond Circle Complete Street/Pedestrian Connectivity Improvements. To date, the scopes of both PW 1701 and PW 1702 within this Supplemental Agreement have been completed.

The City now has an updated continuing transportation and engineering services agreement with VHB (SOQ-2017-0225).

The design for the US 17-92 to Sunset Drive Pedestrian Connectivity Improvements Project was paused and construction delayed due to an easement required from Home Depot to construct the project. City staff have been working diligently with Home Depot to obtain the required easement.

Discussion: While awaiting the easement from Home Depot, City staff began re-evaluating the concept design to ensure the project meets current City standards that have been updated since the inception of the original project and Supplemental Agreement. Since addressing any design changes is beyond the original scope of the aforementioned Supplemental Agreement, and since the parent Agreement has since expired, City staff requested and VHB provided Task Authorization (TA) No. 11 under the current SOQ-2017-0225 Agreement that provides for these revised services.

TA No. 11, for an amount not to exceed \$91,605, provides for the completion of the design of a new sidewalk/shared-use path to connect the existing sidewalk and boardwalk along US 17-92 to the Sunset Drive sidewalk system and will supersede and close out the previous Supplemental Agreement. The closing of the previous Supplemental Agreement will result in a total of \$64,993.21 in cost savings.

Budget Amendment # 23-070 is necessary to reallocate the remaining funds, in the amount of \$64,993.21, and add additional funds, in the amount of \$26,611.79, to cover costs associated with TA No. 11. The additional funding will be provided by infrastructure surtax (sales tax) funds.

Budget Impact: Budget Amendment #23-070 will provide sufficient funding to cover the costs associated with this work.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. (VHB) in the amount not to exceed \$91,605 and the related Budget Amendment #23-070.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Task Authorization No. 11
2. Budget Amendment #23-070



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: August 28, 2023
Subject: Change Order No. 28 with Wharton-Smith, Inc. and Related Budget Amendment #23-077 for Project PW 2111 Lake Concord Park - Art House Expansion

Introduction: Approval of Change Order No. 28 with Wharton-Smith, Inc. for additional costs associated with construction of project PW 2111 Lake Concord Park - Art House Expansion in the amount of \$19,482 and related Budget Amendment #23-077 is requested. (Ref. SOQ-2021-0715)

Background: As part of implementing a voter-approved parks bond referendum, the City of Casselberry planned improvements to Lake Concord Park, known as project PW 2111 Lake Concord Park - Art House Expansion.

On April 25, 2022, the City Commission approved Amendment No. 3 to Supplemental Agreement No. 2 to the Contract Agreement with Wharton-Smith, Inc. for Construction Manager at Risk (CMAR) for Parks Construction Projects for a Guaranteed Maximum Price (GMP) in the amount of \$3,191,055 to construct project PW 2111 Lake Concord Park - Art House Expansion. The City Commission also simultaneously approved Budget Amendment #22-033, which included \$157,267 in contingency funds split across several accounts to be used subject to approval by the City Manager if needed to cover unanticipated additional work during the project.

Construction of the project is substantially complete with the exception of HVAC (heating, ventilation, and air conditioning) and some other building elements.

Discussion: As of the writing of this agenda item, to the nearest dollar, \$152,199 of the original contingency has been consumed through various change orders needed to address unanticipated issues, leaving approximately \$5,068 available.

Two additional issues have arisen during the project that together will exceed the remaining available contingency for the project. First, three additional trees have been identified in need of removal at a cost of \$5,252. Second, delivery of the roof top unit for the air conditioning (AC) system has been delayed for several months, resulting in the need to provide temporary AC to the building. A portion of the cost of temporary AC (through May 2023) has already been covered by contingency funding, but an additional \$14,230 is needed to cover the period June through October 2023. Change Order No. 28 is proposed to cover these two items in the amount of \$19,482.

Rather than exhausting the remaining contingency, which is housed within Tree Replacement Fund and Parks Bond accounts, staff recommends using additional ARPA (American Rescue Plan Act) funding to fully cover Change Order No. 28. In addition, a budget cleanup is needed in order to align with accounting for various line items in the project, which will further increase use of ARPA funds while decreasing reliance on Parks Bond funding. Budget Amendment #23-077 is proposed to address both Change Order No. 28 and budget cleanup issues. Collectively, Budget Amendment #23-077 will increase the ARPA contribution to the project by \$37,636 and decrease Parks Bond funding of the project by \$18,153.

Construction is expected to conclude in fall 2023, pending timely shipment of the AC equipment. It should be noted that while the AC system is currently anticipated to ship in September 2023, additional delays may extend the need for temporary AC, which will be addressed by future agenda item(s) if needed.

Budget Impact: Budget Amendment #23-077 will provide sufficient funding for Change Order No. 28 and various budget cleanup items for the project. See attached for account details.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of Change Order No. 28 with Wharton-Smith, Inc. for additional costs associated with construction of project PW 2111 Lake Concord Park - Art House Expansion in the amount of \$19,482 and Related Budget Amendment #23-077.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Change Order No. 28
2. Budget Amendment #23-077



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: August 28, 2023
Subject: Resolution 23-3370 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #23-074

Introduction: Approval of Resolution 23-3370 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of \$5,000 for overtime high visibility education and enforcement, and related Budget Amendment #23-074 is requested..

Background: The High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program is an agreement from the Institute of Police Technology and Management (IPTM). Funds are provided to agencies to provide overtime for high visibility education and enforcement operations.

Discussion: According to a study done by the Florida Highway Safety and Motor Vehicles (FLHSMV), Florida is ranked #1 in bicycle fatalities and #2 in pedestrian fatalities. Of the various counties within Florida, Seminole County is ranked in the top 25 "most dangerous" for bicyclists and pedestrians.

Within Seminole County, the High Visibility Program used crash data from 2017 - 2021 to determine the top 15 roadways with high pedestrian/bicycle crashes. This data showed that one area within the City of Casselberry's jurisdiction, Semoran Boulevard from Winter Woods Boulevard to Howell Branch Road, fell within the top 15. As a result, High Visibility Education and Enforcement operations will be conducted in those locations by trained officers in accordance with the contract by IPTM. The contract will fund \$5,000 in overtime for these operations.

Budget Impact: Budget Amendment #23-074 will increase IPTM Overtime account #001-0000-337.20-04 by \$5,000, and General Fund Overtime account #001-0610-521.14-00 by \$5,000.

Recommendation: The City Manager and Chief of Police recommend approval of Resolution 23-3370 authorizing the agreement with the Institute of Police Technology and Management for the High Visibility Enforcement Pedestrian & Bicycle Safety Subgrant Contract Program and related Budget Amendment #23-074.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 23-3370
2. Agreement
3. Budget Amendment #23-074



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: August 28, 2023
Subject: Piggyback Agreement with Murphy Pipeline Contractors, LLC. for Trenchless Rehabilitation and Pipe Bursting Technology Services

Introduction: Approval of an agreement with Murphy Pipeline Contractors, LLC, piggybacking the City of Pompano Beach's Construction Agreement No. 1586 for trenchless rehabilitation and pipe bursting technology services on an as-needed basis for an amount that shall not exceed \$150,000 annually for the term beginning July 28, 2023 through July 27, 2027 is requested.

Background: The City has been proactively replacing the aging infrastructure in the Distribution and Collection system for over a decade. City staff also continues to work diligently at repairing the system as breaks or failures occur. Unfortunately, there are some occasions in which City staff cannot effectively perform the repair in-house. If a malfunction occurs at greater than ten feet in depth, the City does not have the proper safety or excavation equipment to perform the repair safely and efficiently as these situations require the expertise of an outside contractor. These task assignments are usually very urgent, if not emergencies.

Discussion: The City had previously entered into a piggyback agreement with Murphy Pipeline Contractors, LLC. (PBA-2019-0429), which expired on July 31, 2023. In order to ensure the City has reliable services in the event of an emergency infrastructure malfunction, staff have identified another competitively bid agreement upon which to piggyback. Murphy Pipeline Contractors, LLC. has an agreement with the City of Pompano Beach for Trenchless Rehabilitation and Pipe Bursting Technology Services, Construction Agreement No. 1586, effective July 28, 2022 through July 27, 2027, with the option to renew for an additional five-year period. PBA-2023-1082 provides the City with a piggyback term agreement with Murphy Pipeline Contractors, LLC. through the City of Pompano Beach's contract that can be used for utility infrastructure and site restoration emergency services on an as-needed basis for an amount not to exceed \$150,000 annually.

It should be noted that the estimated not-to-exceed amount threshold was established as a means to provide for 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 (FY) 2023 are subject to future City Commission approval. Due to the urgency of these task assignments, it is asked that the City Manager be authorized to approve them subject only to the annual limit of \$150,000.

Budget Impact: Funding is available in the FY 2023 Water and Sewer Utility Fund Distribution and Collection Repairs and Maintenance Emergency account #401-0751-536.46-05 in an amount not to exceed \$150,000.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of an agreement with Murphy Pipeline Contractors, LLC piggybacking the City of Pompano Beach's Construction Agreement No. 1586 for trenchless rehabilitation and pipe bursting services on an as-needed basis for an annual amount not to exceed \$150,000 for the period beginning July 28, 2023 through July 27, 2027, and simultaneously authorize the City Manager to approve all task authorization within the scope of the contract and all renewals.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement



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: August 28, 2023
Subject: Amendment #1 to the Piggyback Agreement with Odyssey Manufacturing Company for the Purchase of Bulk Sodium Hypochlorite

Introduction: Approval of Amendment No. 1 to the piggyback agreement with Odyssey Manufacturing Company for the purchase of bulk sodium hypochlorite on an as-needed basis for an amount not to exceed \$355,000 annually for the period beginning October 1, 2023 through September 30, 2024 is requested. (Ref: PBA-2022-0959)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers and the Water Reclamation Facility (WRF), which treats wastewater then distributes it for use as reclaimed irrigation. Liquid sodium hypochlorite, also known as chlorine, has been used in the water industry for disinfection for over a century. The City's WTPs and WRF have been using chlorine for disinfection purposes since they were originally placed into service. Disinfection is required at all of the facilities by the Florida Department of Environmental Protection.

Over the last couple of years, the chemical business began experiencing a period of unprecedented inflation due to increased fuel, acid, caustic, electric, and labor costs. The City's liquid sodium hypochlorite costs increased 49% per gallon and 25.7% per gallon for Fiscal Year (FY) 2022 and FY 2023, respectively.

The City has utilized Odyssey Manufacturing Company for the purchase and delivery of liquid sodium hypochlorite on an as-needed basis for over two decades. This company has reliably provided a high-quality product for the City's treatment facilities. Therefore, Utility staff would like to continue to use Odyssey Manufacturing Company for the purchase of liquid sodium hypochlorite moving forward.

Discussion: The City of New Smyrna Beach has an Agreement with Odyssey Manufacturing Company for the purchase of bulk sodium hypochlorite, effective October 1, 2020 through September 30, 2021, with the option to renew for three (3) additional one-year periods. The City of New Smyrna Beach recently executed Amendment No. 3 renewing the existing contract and increasing the delivered price of sodium hypochlorite from \$1.05 per gallon to \$1.55 per gallon for the period from October 1, 2023 through September 30, 2024.

On September 26, 2022, the City of Casselberry entered into a Piggyback Agreement PBA-2022-0959 for the purchase of sodium hypochlorite for the period from October 1, 2022 through September 30, 2023, with the option to renew for an additional one-year period. The current Piggyback Agreement is for \$250,000.00 annually. Since costs are

increasing 48% per gallon, City staff have identified the need for an additional \$105,000 annually to have an adequate supply of sodium hypochlorite. Amendment No. 1 to the existing Piggyback Agreement with Odyssey Manufacturing Company is for the bulk purchase of sodium hypochlorite on an as-needed basis for a total annual compensation not to exceed \$355,000, for a cumulative amount of \$605,000.00 for the term of this Agreement. The proposed period for renewal of the Agreement is from October 1, 2023 through September 30, 2024.

Budget Impact: Funding has been budgeted in the proposed FY 2024 budget in the Water and Sewer Utility Fund Water Production Operating Supplies account #401-0754-533.52-00 and Water Reclamation Operating Supplies account #401-0753-535.52-00.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment No. 1 to the piggyback agreement with Odyssey Manufacturing Company for the purchase of bulk sodium hypochlorite on an as-needed basis for an annual amount not to exceed \$355,000 for the period beginning October 1, 2023 through September 30, 2024.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Amendment No. 1



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

7.N.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 28, 2023
Subject: Purchase and Installation of Safety Equipment Including Hardware, Lights, Tinting and Striping Using Equipment Replacement Funds for Two (2) Police Department Replacement Vehicles and Related Budget Amendment #23-071

Introduction: Approval for purchase and installation of safety equipment including hardware, lights, striping and window tinting for two (2) PD replacement vehicles in the amount of \$35,943 and related Budget Amendment #23-071 is requested.

Background: The Commission approved the purchase of two (2) new Police Department replacement Tahoes and related Budget Amendment #23-068 during the Commission meeting held on June 26, 2023. The original request was for vehicle purchase only due to the time constraint for locating the vehicles that met the Police Department's requirements.

Discussion: The Police Department is requesting permission to utilize equipment replacement funds, with Design & Print Services in the amount of \$1,300 for the purchase of graphics materials and installation, with Flying Window Tinters in the amount of \$160 for the purchase of window tint and installation and with Dana Safety Supply, Inc. in the amount of \$34,483 for the purchase of safety equipment and required hardware for installation on the two (2) new PD replacement vehicles.

Budget Impact: Budget Amendment #23-071 will increase Equipment Replacement Fund Vehicle account #302-0610-521.67-22 and Other Non-Operating Sources account #302-0000-389.90-00 in the amount of \$35,943 which will be used for the purchase and installation of the push bumper and remaining lights.

Recommendation: The City Manager and Police Chief recommend the approval for the purchase and installation of safety equipment including hardware, lights, striping and window tinting for installation and related Budget Amendment #23-071.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Dana Safety Supply, Inc. Quote
2. Flying Window Tinters Quote
3. Design Print Services Inc Quote
4. Budget Amendment #23-071



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: August 28, 2023
Subject: Budget Amendment #23-075 - Recognition of Revenue for the Sale of Surplus Real Property at 329 Seminola Boulevard

Introduction: Approval of Budget Amendment #23-075 to recognize net proceeds from the sale of surplus real property located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020) in the amount of \$514,353 is requested.

Background: On June 13, 2022 the City Commission approved Resolution 22-3310, which declared City-owned real property located at 329 Seminola Boulevard, Parcel ID 09-21-30-502-0000-0020, as surplus in order to place this City-owned real property for sale in accordance with the City's Procurement Policy.

Two appraisals were previously obtained in accordance with the City's Procurement Policy. The appraisals estimated values of \$540,000 and \$605,000. The City's realtor, upon review of the property and appraisals, recommended that the property be listed at \$567,500. On May 3, 2023 the City listed 329 Seminola Boulevard for sale "AS-IS". A total of four (4) offers were received by the City, with the best offer meeting the City's list price at \$567,500. Via Resolution 23-3573, the City Commission authorized the sale of the property in the amount of \$567,500.

Discussion: The sale closed on June 13, 2023 and generated net proceeds of \$514,353. Budget Amendment #23-075 recognizes this revenue within the Water and Sewer Fund, as this fund facilitated the acquisition of this property.

Budget Impact: Budget Amendment #23-075 recognizes \$514,353 in net proceeds from the sale by increasing the Water and Sewer Fund Fixed Asset Sale of Land account# 401-0000-364.43-00 and decreasing the Water and Sewer Fund Other Non-operating Sources account# 401-0000-389.90-00 by \$514,353.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Budget Amendment #23-075.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Budget Amendment #23-075



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

7.P.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 28, 2023
Subject: Budget Amendment #23-076 - Providing Additional Funding for the Capital Purchase of Vehicles for the Streets and Facilities Divisions of the Public Works and Utilities Department

Introduction: Approval of Budget Amendment #23-076 to provide additional funding for the capital purchase of vehicles for the Streets and Facilities Divisions of the Public Works and Utilities Department in the amount of \$21,296 is requested.

Background: The City routinely purchases new and replacement capital vehicles and equipment from manufacturers' outlets using negotiated contract rates. However, the City faces constraints on the timing of these purchases. Recent experience finds that manufacturers open a limited "order window" which lacks a predictable schedule. To ensure success, the City needs to have an approved budget and secured funding in place, enabling the City to place orders promptly when the window opens.

To avoid delays in shipment, on June 12, 2023, the City Commission authorized the capital lease purchase of five vehicles budgeted in Fiscal Year (FY) 2023 in addition to those planned for replacement in FY 2024. Budget Amendment #23-060 reallocated funding in the FY 23 budget to preauthorize the purchase across fiscal years and included a 20% markup for inflation. The budgeted vehicles consisted of two (2) Ford F-250 trucks for Code Compliance, a Flat Bed Truck for the Streets Division, a Ford F-150 truck for the Recreation Division, and a Ford F-250 truck for the Facilities Division.

Discussion: Staff recently received quotes from Bozard Ford (based on Contract BCSO-22-27-1.0) for the purchase of the two Ford F-250 trucks for the Streets and Facilities Divisions. However, these quotes exceeded the anticipated purchase price by a total of \$21,296. A breakdown is outlined below:

FY 23 Streets Division:

F-250 Pick Up **Quote:** \$66,720; **Budget:** \$52,784 (\$13,936 shortfall)

FY 24 Facilities Division:

F-250 Pick Up **Quote:** 62,360; **Budget:** \$55,000 (\$7,360 shortfall)

Budget Impact: Budget Amendment #23-076 provides sufficient funding to cover the shortfall, in the amount of \$21,296, related to the purchase of these vehicles.

Recommendation: The City Manager and the Public Works and Utilities Director recommend approval of Budget Amendment #23-076.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Quotes
2. Budget Amendment #23-076



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 28, 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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 28, 2023
Subject: Public Hearing: Resolution 23-3369 - Street Lighting Assessment Annual Rate Resolution

Introduction: Approval of Resolution 23-3369 as the Annual Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2023-24 is requested.

Background: In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statute. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successful funding the street lighting for fiscal years (FY) 2010 through 2023. On April 10, 2023 via Resolution 23-5363, the City Commission authorized engagement with Bryant Miller Olive (BMO) (which used Raftelis Financial Consultants, Inc. as a sub-consultant) to review and update the assessment methodology and rates from the 2014 study by BMO with Burton & Associates. The draft assessment update was presented to and discussed by City Commission on June 26, 2023, at which time the City Commission expressed consensus to move forward with the update as proposed.

As a part of the process established in Ordinance 09-1301, the City adopted the Preliminary Street Lighting Rate Resolution 23-3357 on July 24, 2023. This Street Lighting Assessment Preliminary Rate Resolution for 2023-24 represents the assessment methodology and fee structure presented on June 26, 2023. Resolution 23-3357 also delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment to properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

Discussion: The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped properties. The rate is \$42.86 per equivalent residential unit (ERU), an increase from the \$31.88 per ERU assessed for FY 2022-23.

Resolution 23-3369, presented herein, is the Street Lighting Assessment Annual Rate Resolution, which serves as the last step in the implementation of the Street Light Assessment Program. The Street Lighting Assessment Annual Rate Resolution notice was published in the Orlando Sentinel on August 3, 2023 for a public hearing at the August 28, 2023 City Commission meeting. The net estimated revenue for this assessment is proposed to be budgeted in FY 2023-24 at approximately \$520,000.

Budget Impact: The estimated revenue from the Street Lighting Assessment has been budgeted in the proposed FY 2023-24 Street Light Fund Special Assessments/Service Charges account.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3369.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 23-2369
2. Appendix A
3. Appendix B
4. Appendix C



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: August 28, 2023
Subject: Presentation and Discussion of SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) - Phase 1 - Concept Development

Introduction: The City's consultant, Kimley-Horn, will provide a presentation on and facilitate discussion of the Concept Development and Preferred Alternative for the SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) - Phase 1 - Concept Development Project. (Ref: PW 2215)

Background: In November and December of 2021, both the City Commission and the Seminole County Board of County Commissioners granted approval for an Interlocal Agreement. This agreement permits the City to utilize the County's sales tax proceeds to fund context-sensitive multimodal enhancements for SR 436. The anticipated budget for this endeavor was \$4.772 million from sales tax revenue. However, it was noted that the actual expenses for fully designing and constructing all the improvements were expected to surpass that sum. As a result, additional funding from federal and/or state sources will be necessary to provide for the shortfall.

The agreement broke the project into the following four phases (listed from highest to lowest local priority):

- SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) – Phase 1 (Active Transportation Improvements)
- SR 436 Context Sensitive Multimodal Improvements (from Wilshire Drive to Orange/Seminole County Line) – Phase 1 (Active Transportation Improvements)
- SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) – Phase 2 (Final Complete Street Improvements)
- SR 436 Context Sensitive Multimodal Improvements (from Wilshire Drive to Orange/Seminole County Line) – Phase 2 (Final Complete Street Improvements)

On April 11, 2022, City Commission approved Task Authorization No. 2 with Kimley-Horn to provide design services to update the previously developed concept by FDOT for SR 436 from US 17-92 to Wilshire Drive. The scope of work has a focus on active transportation improvements on SR 436 from Oxford Road to Wilshire Dr/Blvd, including, but not limited to, public engagement, public meetings, Florida Department of Transportation (FDOT) & Seminole County meetings, existing conditions assessment, alternative analysis, and a refinement of the preferred alternative.

Discussion: Kimley-Horn has since refined the concept originated by FDOT, taking into account FDOT, Seminole County, Public & City staff comments to provide a final concept for the project corridor. Kimley-Horn will provide a presentation (attached) summarizing the work accomplished, with a focus on the preferred alternative, and will solicit feedback from the City Commission. The current cost estimate for construction is \$5,898,000, which is based off the current 6-month rolling historical cost. This cost is much higher than staff anticipated for this phase of improvements.

It should be noted that this project is not in FDOT District 5's Work Program; therefore construction and/or design funding has not been programmed. Since funding has not been set aside for construction, City staff is considering two options for the SR 436 Context Sensitive Multimodal Improvements project and is seeking feedback from the City Commission for the preferred direction.

Option 1: Complete final design using funding available through the Interlocal Agreement with Seminole County. Once final design is complete, the project will be tabled until it is programmed into FDOT's Work Program. Note: design revisions will likely be necessary in order to meet FDOT's current design standards at the time of construction (standards change every year on July 1st).

Option 2: The concept is finalized and tabled until a path forward to fund construction has been identified by the City, County, and FDOT, at which point final design may be commenced subject to available funding and City Commission approval.

Budget Impact: There is no budget impact associated with this item at this time.

Recommendation: City staff is seeking feedback from the City Commission regarding the preferred alternative for the SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Drive) - Phase 1 (Active Transportation Improvements) concept and guidance on whether to pursue final design at this time.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Presentation
2. Concept Plan



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 28, 2023
Subject: Procurement Information Report for the Period July 1, 2023 through July 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 July 1, 2023 through July 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 July 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: Fernando Lopes, Procurement Specialist

Attachments:

1. July 2023 Procurement Information Report