

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, September 11, 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 May 15, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Proclamation: 9/11 Remembrance Day - September 11, 2023

Mayor Henson will read a proclamation recognizing September 11, 2023 as 9/11 Remembrance Day in the City of Casselberry.

B. Proclamation: Casselberry Chamber of Commerce Week - September 6-12, 2023

Mayor Henson will present a proclamation to Casselberry Chamber of Commerce President Kelly Hinkle recognizing September 6-12, 2023 as Casselberry Chamber of Commerce Week in the City of Casselberry.

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. Award of Bid for RFP-2023-1027 and Agreement with Paramount Power, Inc. for Generator Maintenance and Repair Services

Consideration to award a Secondary Services Agreement for Generator Maintenance and Repair for Services to Paramount Power, Inc. in an amount not to exceed \$50,000 annually, for the period August 13, 2023 through August 12, 2026, is requested.

B. Award of Bid for ITB-2023-1059 and Agreement with Full Sail Builders, Inc. for the Carriage Hill Boardwalk Repair and Replacement

Consideration to award a bid and execute an agreement with Full Sail Builders, Inc., in the amount of \$39,043.25, for repair and replacement of the Carriage Hill boardwalk is requested.

C. Change Order No. 1 to Task Authorization No. 4 with CPH Consulting, LLC for Professional Services for Wirz Park Improvements

Approval of Change Order No. 1 to Task Authorization No. 4 with CPH Consulting, LLC for an amount not to exceed \$44,530 to provide additional professional services for project PW 2109 Wirz Park Improvements is requested. The change order provides for the provision of Post-Design and Construction Administration services. It also provides for a gopher tortoise survey.

D. Budget Amendment #23-083 Providing Additional Funding for the Capital Purchase of a Vehicle for the Distribution and Collection Division of the Public Works and Utilities Department

Approval of Budget Amendment #23-083 to provide additional funding for the capital purchase of a vehicle for the Distribution and Collection Division of the Public Works and Utilities Department in the amount of \$5,005 is requested. This is necessary to provide sufficient funding to meet the current price.

E. Piggyback Agreement with Galls, LLC for the Purchase of Police Department Uniforms

Approval of a piggyback agreement with Galls, LLC for the purchase of uniforms for the Police Department on an as-needed basis for an amount that shall not exceed \$120,000 over a three-year period with the term beginning on September 11, 2023, through August 16, 2026, is requested (PBA-2023-1087).

F. Resolution 23-3373 - Subaward and Grant Agreement Number Z2854 Lift Station Generator, Emergency Protective Measures, and Sanitary Sewer Manholes with the Florida Division of Emergency Management and Related Budget Amendment #23-084

Approval of Resolution 23-3373 provides for execution of Federally-Funded Subaward and Grant Agreement Number Z2854 Lift Station Generator, Emergency Protective Measures, and Sanitary Sewer Manholes with the Florida Division of Emergency Management to receive proceeds totaling \$101,162.25 for emergency protective measures related to Hurricane Ian (DR4673) and related Budget Amendment #23-084 is requested.

G. Purchase of Parrot Anafi USA Gov Edition - Blue List UAS Drone and Related Budget Amendment #23-078

Approval for the purchase of Teledyne FLIR SIRAS UAS System Drone in the amount of \$9,000 to enhance various investigations such as criminal investigations, crash investigations and crowd control and related Budget Amendment #22-078 is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 23-3372 - Amending the City Investment Policy

Approval of Resolution 23-3372 amending the City Investment Policy to conform with State legislation passed in 2023 to require state and local governments to only consider pecuniary (financial) factors when making investments and to prohibit local governments from considering nonpecuniary factors such as social, political or ideological interests, is requested.

B. Resolution 23-3374 - Amending the City Procurement Policy

Approval of Resolution 23-3374 amending the City Purchasing Policy is requested.

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 23-3375 - Tentative Millage Rate and Voted Debt Millage Rate for Fiscal Year 2023/2024**

Approval of Resolution 23-3375 for adoption of the “tentative” millage rate at 2.9000 mills and the voted debt millage rate at 0.7181 mills for Fiscal Year 2023/2024 (FY 2024) is requested.

B. **Public Hearing: Resolution 23-3376 - Tentative Operating Budget for Fiscal Year 2023/2024**

Approval of Resolution 23-3376 for adoption of the tentative budget for the Fiscal Year 2023/2024 (FY 2024) is requested. The total City-wide budget requested is \$70,891,007.

12. OTHER ITEMS

A. **Agreement with CPH Consulting, LLC. for Design Services for the Eastbrook Phase 1 Water Main Replacement Project and Related Budget Amendment #23-079**

Approval of the Agreement with CPH Consulting, LLC. and related Budget Amendment #23-079 for professional design services for the Eastbrook Phase 1 Water Main Replacement Project in the amount not to exceed \$775,793.75 is requested. These funds are drawn from American Recovery Plan Act (ARPA) proceeds.

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Minutes of May 15, 2023 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the May 15, 2023 Regular Meeting for approval.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Proclamation: 9/11 Remembrance Day - September 11, 2023

Introduction: Mayor Henson will read a proclamation recognizing September 11, 2023 as 9/11 Remembrance Day 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: September 11, 2023
Subject: Proclamation: Casselberry Chamber of Commerce Week - September 6-12, 2023

Introduction: Mayor Henson will present a proclamation to Casselberry Chamber of Commerce President Kelly Hinkle recognizing September 6-12, 2023 as Casselberry Chamber of Commerce Week in the City of Casselberry.



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: September 11, 2023
Subject: Award of Bid for RFP-2023-1027 and Agreement with Paramount Power, Inc. for Generator Maintenance and Repair Services

Introduction: Consideration to award a Secondary Services Agreement for Generator Maintenance and Repair for Services to Paramount Power, Inc. in an amount not to exceed \$50,000 annually, for the period August 13, 2023 through August 12, 2026, is requested. (Ref: RFP-2023-1027)

Background: The City of Casselberry depends on contracted services for installation, maintenance, repair, and inspection of emergency power generators in various locations throughout the City.

A Request for Proposals (RFP) 2023-1027 was properly advertised and publicly opened on June 5, 2023, with a total of six (6) responses received. Three of the firms were determined to be non-responsive as their proposals were missing required documentation.

Responsive:

- Accurate Power and Technology, Inc.
- Alternative Power Solutions, Inc.
- Paramount Power, Inc.

Non-Responsive:

- ACF Strandby Systems
- Cummins, Inc.
- TAW Power Systems, Inc.

On June 15, 2023, the Evaluation Committee met and discussed the proposals based on the following criteria: (1) Firm's Qualifications & Experience, (2) Similar Projects, (3) Project Approach, and (4) Price Proposal / Fee Schedule. The evaluation Committee reached a consensus to recommend that a Secondary Services Agreement for Generator Maintenance and Repair Services be awarded to Paramount Power, Inc.

Discussion: This procurement provides the City with a term agreement, which may be utilized by all City departments or divisions on a work order basis. The initial term is for a period of three (3) years beginning on August 13, 2023 through August 12, 2026, with the opportunity for two (2) additional one (1) year renewals when in the best interest of the City. The not-to-exceed amount is \$50,000 annually and \$250,000 for the term of the agreement.

It should be noted that the not-to-exceed threshold was established as a means to provide for the maximum authorization. However, it does not imply actual expenditures, since various departments are to work within their budget parameters and availability of funds is verified prior to issuance of a purchase order.

Budget Impact: There is no impact to the City's Budget at this time, as various operating and/or capital accounts in Public Works & Utilities and other City Departments/Divisions may be used for future Work Orders under this contract, subject to available budgets.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval to award a Secondary Services Agreement for Generator Maintenance and Repair Services to Paramount Power, Inc. on a work order basis not to exceed \$50,000 annually.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Agreement



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: September 11, 2023
Subject: Award of Bid for ITB-2023-1059 and Agreement with Full Sail Builders, Inc. for the Carriage Hill Boardwalk Repair and Replacement

Introduction: Consideration to award a bid for ITB-2023-1059 and execute an agreement with Full Sail Builders, Inc., in the amount of \$39,043.25, for repair and replacement of the Carriage Hill 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 2023 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 \$39,043.25 to \$83,275.90 for repair and replacement of the Carriage Hill boardwalk. After reviewing the lowest, most qualified bid submittal, staff recommends awarding Group 2: Carriage Hill to Full Sail Builders, Inc. for the amount of \$39,043.25.

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

Budget Impact: Sufficient funding, in the amount of \$39,043.25, is 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 Full Sail Builders, Inc. in the amount of \$39,043.25 for the boardwalk replacement and repair for Group 2: Carriage Hill 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.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Change Order No. 1 to Task Authorization No. 4 with CPH Consulting, LLC for Professional Services for Wirz Park Improvements

Introduction: Approval of Change Order No. 1 to Task Authorization No. 4 with CPH Consulting, LLC in the amount not to exceed \$44,530 to provide additional professional services for project PW 2109 Wirz Park Improvements is requested. (Ref. SOQ-2018-0353)

Background: As part of the planning efforts leading up to a parks bond referendum, conceptual plans for Wirz Park were developed. On March 17, 2020, Casselberry voters passed a parks bond referendum, which included Wirz Park as the third highest priority out of six parks.

The proposed Wirz Park Improvements project includes (but is not limited to) the following elements:

- Replacing existing pool with a combination zero-depth entry and lap pool
- Expanding the existing community building
- Removing the existing baseball fields
- Adding one multi-purpose field
- Adding a new splash pad and playground equipment
- Adding new shade pavilions
- Adding new outdoor exercise stations
- Improving the parking lot, landscaping, and pedestrian connections

CPH Consulting, LLC (CPH) is one of the City's continuing park planning and design consultants (SOQ-2018-0353). As part of the planning effort to prepare for the parks bond referendum, CPH prepared the detailed cost estimates and conceptual plans for Wirz Park. On July 26, 2021, the City Commission approved Task Authorization No. 4 with CPH in the amount of \$373,950 to provide final design services for Wirz Park. CPH's proposal also included optional aquatic engineering post-design services in the amount of \$15,120 and optional limited construction administration in the amount of \$26,850, which were not authorized as part of Task Authorization No. 4 at the time but were noted they could be authorized later when needed.

To date, 100% plans for the park have been developed and are undergoing the City's development review and approval processes.

Discussion: City staff is targeting bid for construction in the fall with a potential Guaranteed Maximum Price (GMP) award to the City's Construction Manager at Risk (CMAR) in December 2023. Construction is anticipated to commence in early 2024 and take at least a year to complete.

Based on this construction schedule, the City should schedule a gopher tortoise survey in fall 2023. This was not included in CPH's original scope, and so staff requested a proposal from CPH, which has been included in proposed Change Order No.1 at a cost of \$2,560. Change Order No. 1 also includes the previously mentioned post design and construction administration services at a not-to-exceed cost of \$41,970, for a grand total cost of \$44,530 for Change Order No. 1. Change Order No.1 with CPH also extends the completion of Task Authorization No. 4 to April 30, 2025 to better align with the anticipated completion of construction and close out of the project.

Budget Impact: Sufficient funding for this item is budgeted and available in Parks Master Plan Fund Improvements-Other Account #307-0410-572.63-24.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 1 to Task Authorization No. 4 with CPH Consulting, LLC in the amount not to exceed \$44,530.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Change Order No. 1



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: September 11, 2023
Subject: Budget Amendment #23-083 Providing Additional Funding for the Capital Purchase of a Vehicle for the Distribution and Collection Division of the Public Works and Utilities Department

Introduction: Approval of Budget Amendment #23-083 to provide additional funding for the capital purchase of a vehicle for the Distribution and Collection Division of the Public Works and Utilities Department in the amount of \$5,005 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 through capital lease and through direct purchase. Budget Amendment #23-062 reallocated funding in the FY 23 budget to preauthorize the purchase across fiscal years and included a 20% markup for inflation. The budgeted vehicles addressed by Budget Amendment #23-062 consisted of one Service Truck for the Distribution and Collection Division (\$81,000) and one dump truck for the Stormwater Division (\$80,000).

Discussion: Staff recently received a quote from Palmetto Ford of Miami (based on Contract FSA22-VEH20.0) for the purchase of one Service Truck for the Distribution and Collection Division. However, this quote exceeded the anticipated purchase price by a total of \$5,005. A breakdown is outlined below:

FY 24 Water and Sewer D&C Division:

Service Truck Quote: \$86,005; Budget: \$81,000 (\$5,005 shortfall)

Budget Amendment #23-083 is proposed to address the shortfall.

Budget Impact: Budget Amendment #23-083 provides sufficient funding to cover the shortfall, in the amount of \$5,005, related to the purchase of this vehicle.

Recommendation: The City Manager and the Public Works and Utilities Director recommend approval of Budget Amendment #23-083.

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:

1. Budget Amendment #23-083
2. Quote



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: September 11, 2023
Subject: Piggyback Agreement with Galls, LLC for the Purchase of Police Department Uniforms

Introduction: Approval of a piggyback agreement with Galls, LLC for the purchase of uniforms for the Police Department on an as-needed basis for an amount that shall not exceed \$120,000 over a three-year period with the term beginning on September 11, 2023, through August 16, 2026, is requested (PBA-2023-1087).

Background: The Casselberry Police Department has been purchasing police uniforms and personnel equipment from Galls, LLC since 2018. The City had previously entered into a piggyback agreement with Galls, LLC (PBA-2018-0268), which expired on August 16, 2023. The City of Casselberry Procurement Policy allows for piggyback cooperatives on an existing competitively bid government contract at the same scope, terms, and conditions. The Broward County Sheriff issued a solicitation for these same services and Galls, LLC was awarded a new agreement.

Discussion: Galls, LLC was awarded a three-year agreement with Broward County Sheriff's Office for the purchase of law enforcement uniforms and personnel equipment with additional one (1) year renewal option up to five (5) times.

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

Recommendation: The Chief of Police and City Manager recommend executing a piggyback agreement with Galls, LLC for the purchase of uniforms for the Police Department on an as-needed basis in an amount not to exceed \$120,000 over a three-year period beginning September 11, 2023, through August 16, 2026.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Piggyback Agreement
2. Agreement



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

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Resolution 23-3373 - Subaward and Grant Agreement Number Z2854 Lift Station Generator, Emergency Protective Measures, and Sanitary Sewer Manholes with the Florida Division of Emergency Management and Related Budget Amendment #23-084

Introduction: Resolution 23-3373 provides for execution of Federally-Funded Subaward and Grant Agreement Number Z2854 with the Florida Division of Emergency Management to receive proceeds totaling \$101,162.25 for the Lift Station Generator, Emergency Protective Measures, and Sanitary Sewer Manholes 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 23-3373 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 \$101,162.25.

Budget Impact: Revenue is recognized totaling \$101,162.25. A detailed list of affected funds and accounts is included as part of Budget Amendment #23-084.

Recommendation: The City Manager and Finance Director recommend approval of Resolution 23-3373 to execute the agreement and related Budget Amendment #23-084.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 23-3373
2. Agreement
3. Budget Amendment #23-084



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: September 11, 2023
Subject: Purchase of Parrot Anafi USA Gov Edition - Blue List UAS Drone and Related Budget Amendment #23-078

Introduction: Approval for the purchase of Parrot Anafi USA Gov Edition – Blue List UAS Drone in the amount of \$9,000 and related Budget Amendment #23-078 is requested.

Background: The Parrot Anafi drone program is intended to enhance both civil and criminal investigations and may be utilized in various investigations to observe and document evidence from a “bird’s eye” vantage point. As the Police Department does not currently have a drone, the purchase of this program would be instrumental in assisting with criminal investigations, crash investigations, crowd control, searching for missing persons, etc.

Discussion: Per the City's Procurement Policy, Police Command Staff obtained three (3) quotes for the purchase of the Parrot Anafi USA Gov Edition – Blue List UAS Drone (RFQ-2023-1085). Because all retailers sell the drone for the same price, based on the manufacturer’s set resale price, the company located in Florida was selected. The addition of this drone will provide a new tool to assist in fugitive recovery, locating missing persons, aerial surveillance of large events, and could assist in high-risk incidents to reduce risk to officers in a particular situation.

Budget Impact: Budget Amendment #23-078 will increase the Equipment Other account# 001-0610-521.67-35 by \$9,000 and decrease the Regular Salaries and Wages account #001-0610-521.52-00 by \$9,000 to cover the purchase of the Parrot Anafi USA Gov Edition – Blue List UAS Drone.

Recommendation: The City Manager and Police Chief recommend approval of the purchase of a Parrot Anafi USA Gov Edition – Blue List UAS Drone in the amount of \$9,000 and related Budget Amendment #23-078.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #23-078
2. Quote



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Resolution 23-3372 - Amending the City Investment Policy

Introduction: Resolution 23-3372 provides for amending the City Investment Policy to conform with State legislation passed in 2023.

Background: Florida State Statute Sec. 218.415 requires “an investment policy for the investment of public funds in excess of the amounts needed to meet current expenses.” The highest priority is placed on the safety and liquidity of funds. The policy can either be one adopted by the governing body or the State Statute itself. The City Commission adopted an Investment Policy on February 27, 2012 (Resolution 12-2349) and amended it on January 9, 2017 (Resolution 17-2940). The City Investment Policy defines the purpose of the investment plan, benchmarks and authorized investment vehicles. In order to improve the effectiveness of portfolio investment, benchmarking and reporting, the City Finance Director utilizes an investment advisor and an investment manager, who conduct investments on behalf of the City, while ensuring safety and liquidity as required under the Investment Policy.

Discussion: The City currently utilizes the services of AndCo Consulting as the City’s investment advisor and Sawgrass Asset Management LLC as the City’s investment manager. Working as a team with the Finance Director, they invest the City’s assets in accordance with the Investment Policy, provide periodic performance analysis on the City’s investments, consult regarding asset allocation, assist with Investment Policy development and review, and provide customized reports and presentations as requested. The Finance Director and AndCo Consulting monitor the investment manager’s compliance with the investment policy. Changes to the City Investment Policy are necessary to provide consistency with state law.

During the 2023 state legislative session, statutes were amended to require state and local governments to only consider pecuniary (financial) factors when making investments and to prohibit local governments from considering nonpecuniary factors such as social, political or ideological interests.

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

Recommendation: The City Manager and Finance Director recommend approval of Resolution 23-3372 amending the City Investment Policy.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 23-3372
2. Investment Policy 2023



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

9.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Resolution 23-3374 - Amending the City Procurement Policy

Introduction: Resolution 23-3374 amends the City Procurement Policy

Background: At the June 22, 2020 meeting, the City Commission approved Resolution 20-3166, Purchasing Policy, providing for rules and regulations regarding the procurement of goods, services and construction. From time to time, it becomes necessary to make revisions to the policy to better support the City's business operations.

Discussion: The amended Procurement Policy includes changes primarily to two sections. Section VII - Surplus Real or Personal Property currently includes the sale of real property, and not the purchase of real property. The section is recommended to be replaced with Section VII - Real and Personal Property to include the purchase of real property. The amended policy also includes the removal of a requirement to obtain an independent appraisal for the sale of property that is valued at less than \$250,000. The value will be determined using the Seminole County Property Appraiser's Office estimation of value.

The other primary revision is the addition of 1.7 - Electronic Signatures and Signature Stamps. The section provides City Commission authorization for the acceptance and distribution of electronic records and electronic signatures to and from City staff and other persons, as well as between City staff members when consistent with City Procurement Procedures as approved by the City Manager. It provides City Commission authorization for City staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures. In addition, it permits the use of signature stamps when authorized by the City Manager.

Other minor changes include a clarification regarding the waiver of requirements, adding a definition of property, adding a definition of real property, and corrections such as replacing colons with periods. The amended Procurement Policy incorporates best practices and will help the City achieve its goals of maximizing the purchasing value of public funds entrusted to the City and providing procedures and safeguards for the maintenance of a quality procurement system.

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

Recommendation: The City Manager and Administrative Services Director recommend approval of Resolution 23-3374 and the amended Procurement Policy.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:

1. Resolution 23-3374
2. Procurement Policy



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: September 11, 2023
Subject: Public Hearing: Resolution 23-3375 - Tentative Millage Rate and Voted Debt Millage Rate for Fiscal Year 2023/2024

Introduction: Resolution 23-3375 provides for adoption of the “tentative” millage rate at 2.9000 mills and the voted debt millage rate at 0.7181 mills for Fiscal Year 2023/2024 (FY 2024).

Background: Florida State Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first public hearing was advertised within the 2023 Notice of Proposed Property Taxes mailed to all taxpayers by the Seminole County Property Appraiser in August, 2023 in accordance with Truth in Millage (TRIM) requirements. The public hearing to adopt a tentative millage rate and voted debt millage rate for FY 2024 was scheduled for the City Commission meeting to be held September 11, 2023 at 5:30 p.m. The result of the first hearing for the adoption of a tentative millage rate and voted debt millage rate will be followed by a separate vote of the City Commission to adopt a tentative budget for FY 2024.

The second public hearing is scheduled for the City Commission meeting on September 25, 2023. The time and place of the second public hearing, as well as a summary budget, will be advertised in compliance with TRIM requirements promulgated by the Florida Department of Revenue. The tentative tax levy will be compared to the aggregate rolled-back taxes calculated under TRIM rules. Rolled-back taxes are calculated and reported on Form DR-420. If the tentative tax levy is greater than aggregate rolled-back taxes, then a **Notice of Tax Increase** will be advertised. If the tentative tax levy is less, then a **Notice of Budget Hearing** will be advertised. The result of the second public hearing will be adoption of the final millage rate and voted debt millage rate, followed by a separate vote of the City Commission for the adoption of the final budget for FY 2024.

Discussion: The City Commission held a budget workshop on July 10, 2023. The City Manager presented and explained the proposed budget for FY 2024 at the workshop. Commission consensus at the workshop was to select 2.9000 as the tentative millage rate and 0.7181 as the voted debt millage rate. A vote on the proposed millage rate of 2.9000 and the voted debt millage rate of 0.7181 were subsequently held and approved by the City Commission at its regular meeting on July 24, 2023. It is now requested that the City Commission adopt the proposed rate of 2.9000 mills as its tentative millage rate and 0.7181 as its voted debt millage rate. The tentative millage rate of 2.9000 will yield a tax levy of \$6,754,347, which is greater than the “rolled-back” tax amount. A tax levy increase will be recognized and the City will advertise a Notice of Tax Increase before the second public

hearing is held. The requested rate falls within the range requiring a simple majority (3 – 2) vote of the City Commission.

Budget Impact: The tentative millage rate of 2.9000 mills is expected to provide \$6,551,717 (at 97% of the total tax levy) in ad valorem tax revenue to the General Fund. This amount will help offset taxpayer early payment discounts and collection expenses.

The City is obligated to pay to its Community Redevelopment Agency (CRA) a distribution called Tax Increment Funding (TIF) based on taxes assessed and collected from properties within the geographic boundaries of the CRA. The tentative millage rate of 2.9000 mills calculates to a TIF payment from the City to the CRA of \$599,644. Both are included in the requested tentative budget for Fiscal Year 2024.

The voted debt millage rate of 0.7181 is expected to produce \$1,622,342 (at 97% of the total tax levy). This is sufficient to cover the Parks General Obligation Bond FY 2024 debt service payments. Revenue will be budgeted in the FY 2024 Adopted Budget in Debt Service Fund Special Assessments/Parks City Bond account 201-0000-325.10-00.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3375 to adopt and set the tentative millage rate at 2.9000 mills and the voted debt millage rate at 0.7181 mills.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 23-3375
2. Tentative Millage Budget Presentation FY2024



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

11.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 11, 2023
Subject: Public Hearing: Resolution 23-3376 - Tentative Operating Budget for Fiscal Year 2023/2024

Introduction: Resolution 23-3376 provides for adoption of the tentative budget for the Fiscal Year 2023/2024 (FY 2024). The total City-wide budget requested is \$70,891,007.

Background: The City adopts a budget each September for the next fiscal year. The budget serves as a public policy document where the City Commission makes funding decisions to be implemented by the City Manager. The budget is also a financial plan where inflows of resources are estimated to ensure that they are adequate to meet the expenditures of the City. Lastly, the budget is a fiscal control tool that limits authorized spending during the year to that which the City Commission has approved.

Florida State Statutes require that the City Commission hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2023 Notice of Proposed Property Taxes mailed to all taxpayers by the Seminole County Property Appraiser in August, 2023, in accordance with Truth in Millage (TRIM) requirements. The public hearing for adoption of the tentative budget for FY 2024 is scheduled for the City Commission meeting to be held September 11, 2023. It will be preceded by a separate vote for adoption of a tentative millage rate and voted debt millage rate for FY 2024.

The second public hearing is scheduled for the City Commission meeting on September 25, 2023. The time and place of the second public hearing, as well as a summary budget, will be advertised in compliance with TRIM rules promulgated by the Florida Department of Revenue. The result of the second public hearing will be the adoption of the final budget for FY 2024. It will be preceded by a separate vote for adoption of the final millage rate and voted debt millage rate for FY 2024.

Discussion: The City Commission held a budget workshop on July 10, 2023. The City Manager presented and explained the proposed budget for FY 2024 at the workshop. A tentative millage rate of 2.9000 and a voted debt millage rate of 0.7181 were subsequently voted on and approved at the City Commission meeting on July 24, 2023. The proposed budget totaled \$70,651,022.

During the budget workshop and since the time the proposed budget was presented, new information has been obtained that warrants modification to the proposed budget. The total tentative budget that the City Commission is asked to approve is \$70,891,007. There is a

\$239,985 increase from the proposed budget. The changes by fund are as follows:

General Fund	\$(35,961) Decrease
Stormwater Utility Fund	\$(18,149) Decrease
Building Safety Fund	\$(2,462) Decrease
Street Light Fund	\$39,084 Increase
ARPA Fund	\$135,936 Increase
Water & Sewer Fund	\$121,537 Increase

A detailed analysis is attached.

Budget Impact: The tentative budget requested for FY 2024 for the City of Casselberry is \$70,891,007. Attached are schedules that summarize the sources and uses of funding by fund in the tentative budget. Also, a summary of budgeted personnel by Department and Division is attached.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3376 to establish a Tentative Budget for the City of Casselberry totaling \$70,891,007 for FY 2024.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 23-3376
2. Changes Proposed to Tentative Budget FY24
3. Expenditures by Object FY24
4. Sources and Uses FY24
5. Personnel Summary FY24



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: September 11, 2023
Subject: Agreement with CPH Consulting, LLC. for Design Services for the Eastbrook Phase 1 Water Main Replacement Project and Related Budget Amendment #23-079

Introduction: Approval of Agreement SOQ-2023-1017 with CPH Consulting, LLC. and related Budget Amendment #23-079 for professional design services for the Eastbrook Phase 1 Water Main Replacement Project in the amount not to exceed \$775,793.75 is requested.

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Eastbrook community due to its age and pipe materials. The scope of the Eastbrook project includes replacing 17,300 linear feet of galvanized and asbestos cement water mains ranging in size from 2-inch to 8-inch. The project will also include installation of new service lines and fire hydrants. The proposed project corridors include various residential streets in unincorporated Seminole County which include the area bounded by Puritan Avenue to the west, Seagrape Drive to the south, Eastbrook Boulevard to the east, and Australian Circle to the north. The construction methods, existing pipe removal methods, and proposed replacement sizing and routing will be determined during preliminary design.

Discussion: Due to the cost and large extent of this project, a request for Statement of Qualifications, SOQ-2023-1017, was properly advertised and publicly opened on April 13, 2023. The City received a total of nine responses from Baxter & Woodman, Inc., Bowman Consulting Group Ltd, Burgess & Niple, Inc., CHA Consulting, LLC., Chen Moore & Associates, CPH Consulting, LLC., GAI Consultants, Kimley-Horn and Associates, Inc., and Wright-Pierce, Inc. On May 4, 2023, the Evaluation Committee met and discussed the proposals (Phase 1) and reached a consensus that CPH Consulting, LLC, Kimley-Horn and Associates, Inc., and Wright-Pierce, Inc. should be invited for informal interviews. On May 16, 2023, the Evaluation Committee met and conducted informal interviews (Phase 2) with each of the three firms. The Evaluation Committee discussed the interviews and scored the firms, and based on the outcome of the scoring, CPH was recommended for award of the contract.

As a result of the evaluation process, staff negotiated a contract with CPH Consulting, LLC to complete the design of the Eastbrook Phase 1 Water Main Replacement Project. The proposal includes preliminary engineering, design, permitting, bidding, survey, geotechnical engineering, subsurface utility locates and designation, public involvement services and

grant funding assistance. CPH's total cost for these services is \$775,793.75. Due to the scope of the project, it is anticipated that post-design services related to construction administration will be procured in the future via a change order that will be brought to City Commission at a later date when the contractor is selected.

Budget Amendment #23-079 provides sufficient funding to cover the cost of \$775,793.75 for the design of the Eastbrook Phase 1 Water Main Replacement Project via ARPA (American Rescue Plan Act) funding.

For tracking purposes, this item is associated with PW 2008 Eastbrook Phase 1 Water Main Replacement.

Budget Impact: Budget Amendment #23-079 increases the ARPA Non-operating Source account# 124-0000.389.90-00 and the ARPA Distribution & Collection Infrastructure account# 124-0751-536.63-40 each by \$775,794.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the Agreement with CPH Consulting, LLC for design services for the Eastbrook Phase 1 Water Main Replacement Project and related Budget Amendment #23-079.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement
2. Budget Amendment #23-079