CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, October 23, 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 June 26, 2023 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Mayor's Proclamation: Mobility Week - October 27, 2023 - November 4, 2023**
Mayor Henson will read a Proclamation recognizing October 27, 2023 to November 4, 2023 as Mobility Week in the City of Casselberry.

7. CONSENT AGENDA

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

A. **Approval of Legal Services Invoices**
- Fishback Dominick LLP, Invoice No. 117568 - $1,017.50

B. **Resolution 23-3382- Agreement with the Florida Department of Environmental Protection for a Land and Water Conservation Fund Grant for Dew Drop Park**

Approval of Resolution 23-3382 providing for an agreement with the Florida Department of Environmental Protection (FDEP) for Dew Drop Park as part of the Land and Water Conservation Fund (LWCF) Grant, consisting of $1,500,000 in federal funding with a required local match of $1,500,000, is requested.

C. Acceptance of Funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program FY23 and Related Budget Amendment #24-002

Approval for the acceptance of funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program for $10,617 and related Budget Amendment #24-002 is requested.

D. Piggyback Agreement with Fausnight Stripe and Line, Inc. for Roadway Markings, Striping, and Brick Texture Surfacing

Consideration of a piggyback agreement with Fausnight Stripe and Line, Inc. for roadway markings, striping, and brick texture surfacing on an as-needed basis not to exceed $37,210 per year for a total of $111,630 is requested.

E. Amendment No. 2 to the Agreement for Printing Mailing Services with Cathedral Corporation

Approval of Amendment No. 2 to the Agreement for Printing Mailing Services with Cathedral Corporation (RFP-2020-0657) to allow for a one-year renewal to October 31, 2024 with a not to exceed amount of $120,000 is requested.

F. Piggyback Agreement with SHI International Corp. for the Purchase of New Servers

Approval to piggyback on the Omnia Partners - IT Solutions Contract #2018011-02 with SHI International Corp. for the purchase of new servers in the amount of $138,825.54 to be financed through a capital Lease with De Lage Landen Public Finance, LLC payable over three years is requested.

G. Resolution 23-3383 - Amendment 1 to the Agreement for Law Enforcement Dispatching Services

Approval of Resolution 23-3383 providing for Amendment 1 to the Agreement for Law Enforcement Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry to modify said agreement to include the signature of the Police Chief as required by the Florida Department of Law Enforcement is requested.

H. Award of Invitation to Negotiate ITN-2023-1037, Agreement with BS&A Software, LLC for an Enterprise Resource Planning (ERP) System and Related Budget Amendment #24-005.

Approval of an agreement with BS&A, LLC in the amount of $380,970 to provide for an Enterprise Resource Planning (ERP) System with data conversion from the existing ERP System and related Budget Amendment #24-005 is requested.

I. Resolution 23-3384 - Approving the Sale of Surplus Property Located on Iris Road (Parcel ID #16-21-30-5BS-0000-1360)

Approval of Resolution 23-3384 approving the sale of surplus property located on Iris Road (Parcel ID#16-21-30-5BS-0000-1360) is requested.

J. Approval to Authorize the City Manager to Exceed His Purchasing Authority to Allow for the Lease of Office Space for Records Storage

Approval to authorize the City Manager to exceed his purchasing authority to execute current and future amendments to extend the lease for record storage office space with VIG Leasing Corporation 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: Second Reading of Ordinance 23-1588 - Amending the Official Zoning Designation for the Two (2) Parcels Located East of the Intersection of Concord Drive and S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement and Concept Plan (ZB 23-01)**

Approval of Ordinance 23-1588 (ZB 23-01) on second reading, amending the Official Zoning Designation for the two (2) parcels located east of the intersection of Concord Drive and S. U.S. Hwy. 17-92 and also approving the associated Planned Unit Development (PUD) Agreement and Concept Plan for a sit-down restaurant, is requested.

12. OTHER ITEMS

A. **City Manager Performance Evaluation Summary**

A summary of the City Manager's performance evaluations for Fiscal Year 2023 is provided for the City Commission's information and review.

B. **Charter Review Advisory Committee's Final Report and Recommendations**

In accordance with the requirements established in Resolution 23-3356, the Charter Review Advisory Committee's final report and recommendations are being presented to the City Commission for review and determination of whether the existing Charter should be amended.

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 September 1, 2023 through September 30, 2023**

The September 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 MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Minutes of June 26, 2023 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 26, 2023 Regular Meeting for approval.

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Mayor's Proclamation: Mobility Week - October 27, 2023 - November 4, 2023

Introduction: Mayor Henson will read a Proclamation recognizing October 27, 2023 to November 4, 2023 as Mobility 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: October 23, 2023

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice from the Code Enforcement Special Magistrate is requested.

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

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

Fishback Dominick LLP

- Code Enforcement Special Magistrate Legal Services - September 2023 - Invoice No. 117568 - $1,017.50

Budget Impact: Funds for the Code Enforcemement Special Magistrate invoice were allocated in FY 2023 Budget Account No. 001-0140-514-31.05.

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

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Invoice No. 117568

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Resolution 23-3382- Agreement with the Florida Department of Environmental Protection for a Land and Water Conservation Fund Grant for Dew Drop Park

---

Introduction: Resolution 23-3382 provides for an Agreement with the Florida Department of Environmental Protection (FDEP) for Dew Drop Park as part of the Land and Water Conservation Fund (LWCF) Grant, consisting of $1,500,000 in federal funding with a required local match of $1,500,000.

Background: LWCF is a competitive program that provides grants for acquisition, development, or redevelopment of land for public outdoor recreation use. FDEP administers the program in the State of Florida. Dew Drop Park is one of the six parks that were included in the multi-year effort to implement the Parks, Recreation, Pathways, and Open Spaces Master Plan. The six parks were packaged into a Parks Bond Referendum, which was approved by Casselberry voters on March 17, 2020. The referendum identified Dew Drop Park as the fifth highest priority park.

In January 2023, the City submitted an application to FDEP for an LWCF grant to complete improvements to Dew Drop Park. The proposed Dew Drop Park Improvements Project includes the following components:

- Multi-use trail
- ADA Compliant Playground
- Outdoor Fitness Equipment
- Picnic Pavilion area (new and renovated)
- Tennis Court
- Basketball Court
- Volleyball Court (renovated)
- Fishing Pier/Observation Deck
- Sensory Garden/Tactile Learning Area
- Educational Rain Garden
- Site Furnishings (including benches, tables, drinking fountains, bike racks)
- Site Lighting
- Restroom Facilities (new and renovated)
- Parking Lot
- Landscaping

Discussion: The grant request was for $1,500,000, with a local City match of $1,500,000, for a total project cost of $3,000,000. FDEP ranked the Dew Drop Park Improvements Project #2 in the State of Florida in the Development Category, and subsequently awarded the grant to the City in August 2023. Funding for the local match commitment was budgeted in Fiscal Year (FY 2023. However, a budget amendment recognizing grant revenues and the local match commitment of $1,500,000 in the FY 2024 adopted budget for this project will be presented at a later date, along with the award of bid for construction.

Resolution 23-3382 provides for approval of the grant Agreement with FDEP.

For tracking purposes, this item is associated with Project PW 2110 Dew Drop Park Improvements.

Budget Impact: Approval of the LWCF agreement does not negatively affect the FY 2024 approved budget. However, a budget amendment recognizing grant revenues and any budget adjustments to accommodate local match funding, construction, and construction inspection services will be presented for consideration in conjunction with the award of bid for construction.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3382.

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

Attachments:
1. Resolution 23-3382
2. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Acceptance of Funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program FY23 and Related Budget Amendment #24-002

Introduction: Approval provides for the acceptance of funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program in the amount of $10,617 for the Police Department and related Budget Amendment #24-002.

Background: The U.S. Department of Justice has notified the City of Casselberry that the Edward Byrne Memorial Justice Assistance Grant (JAG) funding for FY23 has allocated $10,617 for eligible distribution to the Police Department. The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

Discussion: The Police Department is committed to providing quality law enforcement services to the community and public. As a means of assisting in accomplishing such, the Police Department has a goal to purchase equipment that will expand service capabilities to the community, the public, and/or improve officer safety.

Budget Impact: Budget Amendment #24-002 recognizes $10,617 in revenue from the grant and allocates funding into an expenditure account for small tools and minor equipment.

Recommendation: The City Manager and the Police Chief recommend approval to accept funding from the Edward Byrne Memorial Justice Assistance Grant Program in the amount of $10,617 and related Budget Amendment #24-002.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Award Notification
2. BA 24-002

CITY MANAGER MEMORANDUM

7.D.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Piggyback Agreement with Fausnight Stripe and Line, Inc. for Roadway Markings, Striping, and Brick Texture Surfacing

---

Introduction: Consideration of a piggyback agreement with Fausnight Stripe and Line, Inc. for roadway markings, striping, and brick texture surfacing on an as-needed basis not to exceed $37,210 per year for a total of $111,630 is requested. (Reference: PBA-2024-1100)

Background: The City typically relies on contracted services to place, replace, or repair roadway striping on City streets. Fausnight Stripe and line, Inc. (Fausnight) currently has a three-year term contract with Seminole County (Ref. IFB-604562-23/LNF) through August 28, 2026 (with options for two one-year renewals) for roadway markings, striping, and brick texture surfacing.

Discussion: This item provides the City with a piggyback agreement that can be used for roadway markings, striping, and brick texture surfacing. Fausnight has agreed to extend the terms and pricing of their contract with Seminole County to the City of Casselberry. The term is through August 28, 2026 with options for two one-year renewals. The estimated not-to-exceed amount is $37,210 per year, for a total of $111,640 over three years.

It should be noted that the not-to-exceed amount threshold was established as a means to provide for the maximum authorization. However, it 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. In addition, appropriations beyond Fiscal Year 2024 are subject to future City Commission approval.

Budget Impact: There is no budget impact associated with this item. Various City Operating accounts, subject to available budget, will be used as needed for striping services. Roadway striping is typically charged to Local Option Gas Tax (LOGT) account #109-0710-541.53-01 within the Public Works & Utilities Department.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the piggyback agreement with Fausnight Stripe and Line, Inc. in the amount not to exceed $37,210 per year (for a total of $111,630 for the three-year term of the Agreement). City Commission approval further delegates through the established Purchasing Policy to the City Manager the authority to approve Task Authorizations within the scope of the Agreement and renewals of the Agreement (subject to renewals by Seminole County) for up to an additional two (2) years.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Piggyback Agreement
2. Exhibit A

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Amendment No. 2 to the Agreement for Printing Mailing Services with Cathedral Corporation

---

Introduction: Approval of Amendment No. 2 to the Agreement with Cathedral Corporation for printing, inserting and mailing services will provide for a one-year renewal in an amount not to exceed $120,000 annually beginning on November 1, 2023 through October 31, 2024 is requested. (Ref: RFP-2020-0657)

Background: The City utilizes a third party vendor for utility bill printing, binding and inserting services. In summer 2020, a solicitation was conducted which resulted in award of contract to Cathedral Corporation on September 28, 2020.

Discussion: The initial term of the Agreement was for a period of three years beginning on November 1, 2020 through October 31, 2023 with the opportunity for two additional one-year renewals when in the best interest of the City. The not-to-exceed amount is $120,000 annually. Cathedral Corporation has provided satisfactory service during the initial term and the City wishes to renew it for an additional year. The term of this Amendment shall begin on November 1, 2023 and continue through October 31, 2024, and may be extended for one additional year when in the best interest of the City.

Budget Impact: Funds are budgeted in the FY24 Adopted Budget in the Water and Sewer Fund Finance/Customer Service Freight and Postage account #401-0133-513.42-00 in the amount of $75,550 and the Printing and Binding account #401-0133-513.47-00 in the amount of $25,300.00. Additional funding is budgeted in various Public Works accounts for special inserts, flyers and mailers. Future years will be budgeted accordingly.

Recommendation: The City Manager and Finance Director recommend approval of Amendment No. 2 - Printing Mailing Services provided by Cathedral Corporation.

Prepared by: Elsie Burgess, Procurement Specialist

Attachments:
1. RFP-2020-0657 Cathedral Corporation Signed Amendment No. 2 9.25.23
2. RFP-2020-0657 Cathedral Corporation Executed Agreement 9.28.20

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Piggyback Agreement with SHI International Corp. for the Purchase of New Servers

---

Introduction: Approval to piggyback Omnia Partners - IT Solutions and Services Contract #2018011-02 with SHI International Corp. for the purchase of new servers in the amount of $138,825.54 and to finance said purchase through a capital lease with De Lage Landen Public Finance, LLC payable over three years is requested. (Ref. PBA-2023-1086)

Background: In 2017, the City purchased servers to host the City's numerous applications and files. Although the equipment has served the City well, the manufacturer has announced that in the summer of 2024 they will no longer offer software or hardware support for that product line. This creates a compliance issue for the City since numerous regulatory bodies that set cybersecurity standards for government IT services, such as the Florida Department of Law Enforcement, require all operating systems and software used to maintain or manage its infrastructure be up-to-date and supported by the manufacturer. The City is now in a position where it would need to replace its current servers with supported hardware before the end-of-life date set by the manufacturer.

Discussion: To resolve this end-of-life issue, the IT division in the Administrative Services Department would like to replace its server infrastructure with new servers. The IT division intends to use this as an opportunity to purchase equipment that better aligns with the City's projected server needs since needs have changed considerably since 2017. Instead of focusing on more computational resources such as CPU power and memory, the main resource the City needs now is faster file storage and more of it. This can be accomplished by piggybacking the agreement provided through the cooperative Omnia Partners (IT Solutions and Services Contract #2018011-02 with SHI International Corp). The new servers proposed by SHI Inc. will increase the City's total virtual storage capacity by 47% with an estimated increase in write/read speeds of 29%. Another need the IT division is looking to fill with this purchase is to diversify the server locations. Currently, all City-owned servers are located at City Hall, which is problematic if City Hall were to ever lose power. With this purchase, the IT division will be placing identical servers at the new Police Department and Public Works Operations building. This will ensure the City can failover to another property to maintain business continuity in the event any one property loses power or connectivity,

Budget Impact: The IT division is requesting to make this purchase through a capital lease. The cost of all three servers is $138,825.54 broken up into three annual payments of $46,275.18. The first year's payment has been budgeted for in the IT division accounts 001-0151-516.44-04 and 001-0151-516.44-05.

Recommendation: The City Manager and Administrative Services Director recommend approval of the purchase of new servers for the City from SHI International Corp. in the amount of $138,825.54 and to finance said purchase through a capital lease with De Lage Landen Public Finance, LLC payable over three years.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:
1. Piggyback Agreement
2. Server Quote
3. Captial Lease Statement
4. Captial Lease Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Resolution 23-3383 - Amendment 1 to the Agreement for Law Enforcement Dispatching Services

---

Introduction: Resolution 23-3383 provides for approval of Amendment 1 to the Agreement for Law Enforcement Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry to modify said agreement to include the signature of the Police Chief as required by the Florida Department of Law Enforcement (FDLE).

Background: On June 28, 2021 via Resolution 21-3244, the City of Casselberry entered into an agreement with the Seminole County Sheriff's Office for law enforcement dispatching services. On October 3, 2023, an email was received from Barbara Taylor, Procurement and Agreements Manager, Seminole County Sheriff's Office, explaining that the Seminole County Sheriff's Office recently completed a Florida Department of Law Enforcement (FDLE) Audit. Ms. Taylor advised that the audit found several Seminole County agencies did not have the Police Chief's signature on the agreement for dispatching services as was required by FDLE.

Discussion: The Sheriff's Office has provided Amendment 1 to the Agreement which will add the Police Chief's signature to the Agreement. Execution of this Amendment will allow the Sheriff's Office to comply with the FDLE requirement.

Budget Impact: There is no impact to the budget.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 23-3383 and Amendment 1 to the Agreement for Law Enforcement Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 23-3383
2. Amendment 1

CITY MANAGER MEMORANDUM

7.H.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Award of Invitation to Negotiate ITN-2023-1037, Agreement with BS&A Software, LLC for an Enterprise Resource Planning (ERP) System and Related Budget Amendment #24-005.

Introduction: Approval of an agreement with BS&A, LLC in the amount of $380,970 to provide for an Enterprise Resource Planning (ERP) System with data conversion from the existing ERP System and related Budget Amendment #24-005 is requested.

Background: The City has utilized Naviline, which is an enterprise resource planning (ERP) application by Central Square Technologies, since 1996. The City has been utilizing Naviline to facilitate the City's accounting, budgeting, invoicing, payroll, utility billing and accounts receivable services. During the City's tenure as a Naviline customer, the manufacturer for Naviline was bought out and absorbed by other companies numerous times, which has resulted in poorer customer support and increased annual costs for each buy out and merger. It was for this reason that the City initiated an RFP in the spring of 2023 to search for a new ERP product that better aligns with the City's business processes and has better customer support at a lower cost.

Discussion: The City's current Enterprise Resource Planning (ERP) System, Naviline, is not capable of providing the reporting, data visualization and other functional needs that are required by the City's Finance Department staff. Naviline does not include a Human Resources Information System (HRIS), which is a standard system for similar-sized employers. Furthermore, Central Square does not sell nor support an HRIS system that can interface with Naviline. The service and support from Central Square is below acceptable levels and continues to deteriorate.

An invitation to Negotiate ITN-2023-1037 for an Enterprise Resource Planning (ERP) System for the City was issued on April 27, 2023. A Pre-Proposal Conference was held on May 9, 2023. The Invitation to Negotiate (ITN) was comprehensive and addressed functionality requirements and options for all City departments. Seven proposals were received on June 7, 2023. The firms were evaluated and ranked by the Evaluation Committee based on the evaluation criteria, which included cost. Five firms were shortlisted for interviews and demonstrations. Two firms were selected for references and virtual site visits. After multiple meetings, the Evaluation Committee selected BS&A Software, LLC as the firm that could provide the best value to the City. The attached agreement with BS&A Software, LLC is for one year with unlimited renewal periods. The total cost for the first year, which includes implementation, conversion of data, licenses, support, and training, is $380,970.

The ITN envisioned an agreement including products, service, and support for up to 15 years. Funding the cost associated with the new system anticipated one-time costs the first year then ongoing maintenance and support for subsequent years. First year costs include implementation, conversion, and training. The cost for the second year is expected to be $80,605. Subsequent years may have an increased cost with a maximum increase up to the applicable Consumer Price Index. Replacement of current systems (finance, accounting, budget and payroll) with a new BS&A ERP is anticipated to save approximately $131,000 starting in the second year, while also adding functionality (HRIS, time and leave management, etc.).

Budget Impact: Funding for the licensing, service, and support in the amount of $150,000 is budgeted and available in the Administrative Services Department/Information Technology Division account #001-0151-513.34-00. An additional $60,000 is included as a special budget rollover of FY2023 funds from account #001-0151-516.34-00. Budget Amendment #24-005 increases the Software account #001-0190-519.68-01 and Other Non-operating Source account #001-0000-389.90-00 by $230,970 for the remaining implementation costs.

Recommendation: The City Manager and Administrative Services Director recommend approval of the agreement with BS&A Software, LLC for the provision of an Enterprise Resource Planning (ERP) System in the amount of $380,970 with the option to renew annually and related Budget Amendment #24-005.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. Agreement
2. BA 24-005

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Resolution 23-3384 - Approving the Sale of Surplus Property Located on Iris Road (Parcel ID #16-21-30-5BS-0000-1360)

Introduction: Approval of Resolution 23-3384 approving the sale of surplus property located on Iris Road (Parcel ID#16-21-30-5BS-0000-1360) is requested.

Background: Resolution 23-3361 the City of Casselberry declared City-owned real property located on Iris Road, Parcel ID #16-21-30-5BS-0000-1360, as surplus in order to place this property for sale in accordance with the City's Procurement Policy. The property legal description is: East 25 feet of Lot 136, Queens Mirror South, Plat Book 9 Page 44.

Discussion: The undeveloped parcel (Parcel Id # 16-21-30-5BS-0000-1360) was advertised for sale on October 13, 2023 with a list price of $22,000. One offer for the full price was received from Ersilia and Bradley Braun.

Budget Impact: The sale of this surplus property will result in revenue to the City of Casselberry once closing is completed. A budget amendment will be brought forward after that time to recognize revenue.

Recommendation: The City Manager recommends approval of Resolution 23-3384 authorizing the sale of surplus property located on Iris Road (Parcel ID #16-21-30-5BS-0000-1360.)

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:
1. Resolution 23-3384
2. Contract - Braun

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Approval to Authorize the City Manager to Exceed His Purchasing Authority to Allow for the Lease of Office Space for Records Storage

---

Introduction: Approval to authorize the City Manager to exceed his purchasing authority to execute current and future amendments to extend the lease for record storage office space with VIG Leasing Corporation is requested.

Background: After acquiring the two residential homes for the expansion of the Art House, staff temporarily used the property to store records. In order to construct the Art House Expansion, both single family homes needed to be demolished. This required identification of new space to store City records. In the fall of 2021, the City Clerk investigated several properties and was able to secure sufficient rental space at 101 Sunnytown Road. As the lease was within the City Manager's purchasing authority, he executed the lease with VIG Leasing Corporation, the property owner, for a term of two years.

Discussion: The initial lease term expires October 31, 2023. The City sought to renew the lease for another two years. The lessor, VIG Leasing Corporation, was agreeable to the renewal, but at an increased monthly rate through an amendment to the lease. The cumulative lease payments inclusive of the first two years will exceed the City Manager's purchasing authority of $65,000. To facilitate the lease renewals, the City Manager is seeking authorization to exceed his purchasing authority with regard to this specific lease. Commission approval will allow him to execute this amendment and future amendments subject to funds being appropriated by the City Commission.

Budget Impact: Funds to lease the space have been allocated in the FY24 budget.

Recommendation: The City Manager and City Clerk recommend approval of the authorization for the City Manager to exceed his purchasing authority to execute amendments to extend the lease with VIG Leasing Corporation to allow for the continued use of office space for records storage.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments: None

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 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: October 23, 2023

Subject: Public Hearing: Second Reading of Ordinance 23-1588 - Amending the Official Zoning Designation for the Two (2) Parcels Located East of the Intersection of Concord Drive and S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement and Concept Plan (ZB 23-01)

Introduction: Approval of Ordinance 23-1588 (ZB 23-01) on second reading, amending the Official Zoning Designation for two parcels (Parcel ID #08-21-30-5BL-IF00-0040 and Parcel ID #08-21-30-5BL-0B00-0010), located east of the intersection of Concord Drive and S. U.S. Hwy. 17-92, and approving an associated Planned Unit Development (PUD) Agreement and Concept Plan for a sit-down restaurant, is requested.

Background: The subject properties, totaling ±2.58 acres, have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned PMX-MID (Planned Mixed-Use: Medium Rise). The subject properties are also located within the Community Redevelopment District (CRD) and the Lake Concord Overlay District (LCOD). The PMX-MID zoning district is classified as a PUD zoning district and must adhere to the requirements outlined in Article XX, Planned Unit Development, of the City's Unified Land Development Regulations (ULDR). However, the previous zoning amendment designating the subject properties as PMX-MID did not include the approval of a PUD Agreement or an associated Concept Plan as required in ULDR Article XX.

The applicant, CASTO Casselberry North, LLC, who owns the subject properties, intends to develop a sit-down restaurant called Cheddar's Scratch Kitchen. On September 25, 2023, the City Commission approved Ordinance 23-1588 upon first reading. A notice for the public hearing for the second reading of Ordinance 23-1588 was advertised in the *Orlando Sentinel* on October 13, 2023.

Discussion: Staff finds that the applicant's request to approve Ordinance 23-1588 on second reading, including the associated PUD Agreement, which provides relevant design and performance criteria, and related Concept Plan for the development of a sit-down restaurant, is:

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

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

Recommendation: The City Manager and Community Development Director recommend the adoption of Ordinance 23-1588 on second and final reading and the approval of the associated PUD (Planned Unit Development) Agreement and Concept Plan.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Ordinance 23-1588
2. Presentation

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: City Manager Performance Evaluation Summary

Introduction: The attached summary of the City Manager's performance evaluations for Fiscal Year 2023 (FY23) is provided for the City Commission's information and review.

Background: Pursuant to the City Manager's contract dated September 10, 2012, "the process, form, criteria and format to be used for the evaluation shall be mutually agreed upon by the City Commission and the City Manager." The City Commission discussed and approved the City Manager Performance Evaluation Form at their meeting on October 28, 2013. It was agreed that the form would be completed to evaluate the City Manager's performance and a summary would be submitted to the City Commission for review. The form was used again without revision for subsequent reviews.

Discussion: Commission members completed the form and met with the City Manager to discuss their evaluation rankings and comments. Following the meetings, the forms were provided to Human Resources to prepare the attached summary.

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

Recommendation: The City Manager recommends review of his performance evaluation summary for FY23.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. City Manager Performance Evaluation Summary 2023

CITY MANAGER MEMORANDUM

12.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: October 23, 2023

Subject: Charter Review Advisory Committee's Final Report and Recommendations

---

Introduction: In accordance with the requirements established in Resolution 23-3356, the Charter Review Advisory Committee's final report and recommendations are being presented to the City Commission for review and determination of whether the existing Charter should be amended.

Background: Section 11.08 of the City Charter requires that the Charter have a periodic review by a citizen review committee every seven years to make recommendations to the City Commission for possible submission to the voters at the next regular election and said committee to be appointed one year before the election cycle. The Charter Review Advisory Committee was established via Resolution 23-3356 on June 26, 2023 and the City Commission announced their appointments to the Committee on July 24, 2023. The City Attorney and the City Clerk served as facilitators for the charter review process and the Committee held four meetings between August 28, 2023 and September 28, 2023. The Committee was given several issues to review by staff and then reviewed the entire City Charter for other potential amendments to be considered.

Discussion: Upon consideration and acceptance of the final report of the Charter Review Advisory Committee by the City Commission, the Committee shall be deemed disbanded and the Committee's existence shall terminate. If the City Commission determines whether the existing Charter should be amended, an ordinance will need to be formally adopted by the City Commission to submit the proposed amendments to the electorate at the August 20, 2024 City Election, in the manner as provided by Chapter 166, Florida Statutes. The exact wording for each proposed amendment will need to be discussed at this meeting in order for the ordinance to be brought back for consideration on first reading in November and for a public hearing and adoption in December.

Budget Impact: This item has no budget impact.

Recommendation: The City Manager, City Attorney, and City Clerk recommend acceptance of the Charter Review Advisory Committee's Final Report. Consideration of the Charter Review Advisory Committee's recommendations is also requested.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Charter Review Advisory Committee Final Report
2. Draft Resolution - Code of Boardmanship
3. Draft Ordinance - Filling Vacancy
4. Draft Ordinance - Charter Amendments

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: October 23, 2023

Subject: Procurement Information Report for the Period September 1, 2023 through September 30, 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 September 1, 2023 through September 30, 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 September 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. September 2023 Procurement Information Report