CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, January 22, 2024
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 January 8, 2024 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS - None

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**

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 99563 - $9,907.14
- Fishback Dominick LLP, Invoice No. 118254 - $660.00

B. **Resolution 24-3394 - FY24 First Quarter Budget Amendments and Budget Transfers**

Approval of Resolution 24-3394 to formally adopt budget amendments and budget transfers approved during the first quarter of FY 2024 is requested.

C. **Piggyback Agreement for Purchase and Installation of Two Pavilions for "Wheel Park" - Phase 1**

Consideration for approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase of two pavilions from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 1 project in the amount of $170,259.30 is requested.

D. **Piggyback Agreement for Purchase and Installation of a Pavilion for "Wheel Park" - Phase 2**

Consideration for approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase of a pavilion from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 2 project in the amount of $88,116.15 is requested.

E. **Piggyback Agreement with Sweep America Intermediate Holdings, LLC for Streetsweeping Services**

Consideration of a piggyback agreement with Sweep America Intermediate Holdings, LLC for streetsweeping services on an as-needed basis not to exceed $213,600 is requested.

F. **Piggyback Agreement with Stewart's Electric Motor Works, Inc. for Electric Motor and Pump Repair Services**

Consideration for approval to piggyback the City of West Palm Beach's Contract Number 31753 with Stewart's Electric Motor Works, Inc. for Electric Motor and Pump Repair Services, on an as-needed basis, for an amount not to exceed $125,000 is requested.

G. **Agreement with Selectron Technologies, Inc. for Interactive Voice Response Solutions**

Consideration to amend executed agreement EX-2017-0244 with Selectron Technologies, Inc. for an interactive voice response solution system to extend the agreement for an additional four years at an amount not to exceed $140,565 is requested.

H. **Budget Amendment #24-024 Recognizing Net Proceeds of the 2023 Swing "Fore" the Arts Golf Tournament**

Approval of Budget Amendment #24-024 to recognize net proceeds of $8,476 for the 2023 (Fiscal Year 2023-2024) Swing "Fore" the Arts Golf Tournament is requested.

I. **Task Authorization No. 3 with HDR Engineering, Inc. for Design of the Central Casselberry Connectivity Project and Related Budget Amendment #24-025**

Approval of Task Authorization No. 3 with HDR Engineering, Inc. for design services for Project PW 2301 Central Casselberry Connectivity Project (PW 2301) in the amount of $423,296.25 and related Budget Amendment #24-025 is requested.

J. **Purchase and Installation of Gas Line from TECO Peoples Gas for Replacement Generator for City Hall and Related Budget Amendment #24-026**

Approval of an Agreement with TECO Peoples Gas in the amount of $5,504 for purchase and installation of a gas line to serve a future replacement generator for City Hall and related Budget Amendment #24-026 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1591 - Providing for the Voluntary Annexation of One (1) Parcel Located at 2075 Howell Branch Road**

Approval of Ordinance 24-1591 on first reading for the voluntary annexation of one (1) property located at 2075 Howell Branch Road is requested.

B. **First Reading of Ordinance 24-1592 - Amending the Existing Slovak Garden Planned Unit Development (PUD) for 3110 Howell Branch Road and 3128 Orava Lane and Approving the Associated PUD Agreement and Concept Plan**

Approval of Ordinance 24-1592 on first reading, amending the Slovak Garden Planned Unit Development (PUD) Agreement and Concept Plan established via Ordinance 21-1551 to provide for the second phase of development located at 3110 Howell Branch Road and 3128 Orava Lane. (ZB 21-04) is requested.

11. PUBLIC HEARINGS - None

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

12. OTHER ITEMS

A. **Volunteer Board Appointments**

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 December 1, 2023 through December 31, 2023**

The December 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: January 22, 2024

Subject: Minutes of January 8, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the January 8, 2024 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: January 22, 2024

Subject: Approval of Legal Services Invoices

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

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

Discussion: The following invoices have been reviewed by the affected departments and are being presented for approval:

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

- City Attorney Services - December 2023 - Invoice No. 99563 - $9,907.14

Fisback Dominick LLP

- Code Enforcement Special Magistrate Services - November 2023 - Invoice No. 118254 - $660.00

Budget Impact: Funds for the City Attorney's invoice are available in FY 2024 Budget Account No. 001-0140-514-31.01. Funds for the Special Magistrate invoice are available in FY 2024 Budget Account No. 001-0140-514-31.03.

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. 99563
2. Invoice No. 118254

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Resolution 24-3394 - FY24 First Quarter Budget Amendments and Budget Transfers

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Introduction: Resolution 24-3394 provides for formal adoption of budget amendments and budget transfers approved during the first quarter of FY 2024.

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 first quarter of FY 2024 is attached. Resolution 16-2815 also provides 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 first quarter is also attached.

Discussion: The first quarter budget amendment and budget transfer listings for the Fiscal Year 2024 Approved Budget are attached for Commission review and approval.

Budget Impact: The First 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 first quarter of Fiscal Year 2024. The First 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 24-3394.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:
1. Resolution 24-3394
2. FY24 First Quarter Budget Amendments Summary
3. FY24 First Quarter Budget Transfers Summary

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Piggyback Agreement for Purchase and Installation of Two Pavilions for "Wheel Park" - Phase 1

Introduction: Consideration for approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase of two pavilions from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 1 project in the amount of $170,259.30 is requested. (Ref. PBA-2024-1136)

Background: As part of the planning efforts leading up to a parks bond referendum, conceptual plans for "Wheel Park" (both Phase 1 and Phase 2) were developed. On March 17, 2020, Casselberry voters passed a parks bond referendum, which included "Wheel Park" (both phases) as the fourth-highest priority out of six parks.

"Wheel Park" - Phase 1 includes (but is not limited to) the following elements:
- inclusive playground
- bicycle training playground for 2-5 year olds
- pavilion structure/picnic area (2)
- restroom
- trail connectors/sidewalks

Wharton-Smith, Inc. (WSI) was selected in 2021 to serve as Construction Manager at Risk (CMAR) to construct the parks bond projects. In December 2023, the City Commission approved WSI's GMP (Guaranteed Maximum Price) to construct "Wheel Park" - Phase 1.

As was noted at the time, certain elements of the park were anticipated to be purchased directly by the City, outside the GMP. Two of these items are polygon pavilions that are a part of the project.

Discussion: Public Works & Utilities has obtained a quote from Rep Services, Inc. in the amount of $170,259.30 to furnish and install the two pavilions. This quote is based on a "piggyback" agreement with Clay County (Contract #18/19-2), the pricing for which Rep Services has agreed to extend to the City.

Clay County Contract #18/19-2 was the result of a solicitation for Various Equipment and Amenities for Parks and Playgrounds. Multiple companies, including Rep Services, Inc., were awarded under that contract with an initial term of May 28, 2019 through May 27, 2022, with the option to renew for two (2) additional one (1) year terms. The second renewal was approved on May 2023. The City's Procurement Division worked with the local representative for Rep Services, Inc. and Sourcewell Cooperative Program to confirm the pricing was consistent with other purchase options.

The proposal from Rep Services has been encapsulated in agreement PBA-2024-1136 and is within the available budget.

For tracking purposes, this purchase is associated with Project PW2001.

Budget Impact: Sufficient funding, in the amount of $170,259.30, is available and budgeted in the Fiscal Year 2024 Budget for the purchase of these items.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase of two pavilions from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 1 project in the amount of $170,259.30.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:
1. 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: January 22, 2024

Subject: Piggyback Agreement for Purchase and Installation of a Pavilion for "Wheel Park" - Phase 2

Introduction: Consideration for approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase of a pavilion from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 2 project in the amount of $88,116.15 is requested. (Ref. PW 2102 and PBA-2024-1137)

Background: As part of the planning efforts leading up to a parks bond referendum, conceptual plans for "Wheel Park" (both Phase 1 and Phase 2) were developed. On March 17, 2020, Casselberry voters passed a parks bond referendum, which included "Wheel Park" (both phases) as the fourth-highest priority out of six parks.

"Wheel Park" - Phase 2 includes (but is not limited to) the following elements:
• A hybrid bike/skate park
• A pavilion structure/picnic area
• Restroom

Wharton-Smith, Inc. (WSI) was selected in 2021 to serve as Construction Manager at Risk (CMAR) to construct the parks bond projects. In December 2023, the City Commission approved WSI's GMP (Guaranteed Maximum Price) to construct "Wheel Park" - Phase 2.

As was noted at the time, certain elements of the park were anticipated to be purchased directly by the City, outside the GMP. One of these items is a polygon pavilion that is a part of the project.

Discussion: Public Works & Utilities has obtained a quote from Rep Services, Inc. in the amount of $88,116.15 to furnish and install the pavilion. This quote is based on a "piggyback" agreement with Clay County (Contract #18/19-2), the pricing for which Rep Services has agreed to extend to the City.

Clay County Contract #18/19-2 was the result of a solicitation for Various Equipment and Amenities for Parks and Playgrounds. Multiple companies, including Rep Services, Inc., were awarded under that contract with an initial term of May 28, 2019 through May 27, 2022, with the option to renew for two (2) additional one (1) year terms. The second renewal was approved on May 23, 2023. The City's Procurement Division worked with the local representative for Rep Services, Inc. and Sourcewell Cooperative Program to confirm the pricing was consistent with other purchase options.

The proposal from Rep Services has been encapsulated in agreement PBA-2024-1137 and is within available budget.

For tracking purposes, this purchase is associated with Project PW2102.

Budget Impact: Sufficient funding is budgeted and available in the Fiscal Year 2024 Budget for the purchase of this item.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to piggyback Clay County's Contract #18/19-2 *Various Equipment and Amenities for Parks and Playgrounds* for the purchase and installation of a pavilion from Rep Services, Inc. in the amount of $88,116.15 for "Wheel Park" - Phase 2.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Agreement
2. Exhibit A

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Piggyback Agreement with Sweep America Intermediate Holdings, LLC for Streetsweeping Services

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Introduction: Consideration of a piggyback agreement with Sweep America Intermediate Holdings, LLC for streetsweeping services on an as-needed basis not to exceed $213,600 is requested. (Ref. PBA-2024-1140)

Background: The City provides much of its streetsweeping services with in-house staff and equipment, including sweeping all City-owned streets with a targeted level of service of once per month. However, the City relies on contracted services to provide supplemental sweeping during the high leaf fall months of January-May, as well as routine streetsweeping of US 17-92 and SR 436 as required per the City's maintenance agreement with the Florida Department of Transportation (FDOT).

Sweep America Intermediate Holdings, LLC currently has a four-year term contract with Sourcewell (Ref. RFP #062421) effective August 5, 2021 through August 8, 2025 (with an option for a one year renewal) for street, parking, and roadway sweeping.

Discussion: This item provides the City with a piggyback agreement that can be used for street, parking, and roadway sweeping. Sweep America Intermediate Holdings, LLC has agreed to extend the terms and pricing of their contract with Sourcewell to the City of Casselberry. The term is January 22, 2024 through August 8, 2025 with the option of a one year renewal (subject to renewal by Sourcewell). The not-to-exceed amount is a cumulative total of $213,600 for the term.

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 streetsweeping services.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of the piggyback agreement with Sweep America Intermediate Holdings, LLC for streetsweeping services on an as-needed basis not to exceed $213,600 for a term of January 22, 2024 through August 8, 2025. 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 Sourcewell) for up to an additional year.

<u>Prepared by</u>: Kelly Brock, Public Works & Utilities Director

<u>Attachments</u>:

1. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Piggyback Agreement with Stewart's Electric Motor Works, Inc. for Electric Motor and Pump Repair Services

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Introduction: Consideration for approval to piggyback the City of West Palm Beach's Contract Number 31753 with Stewart's Electric Motor Works, Inc. for Electric Motor and Pump Repair Services, on an as-needed basis, for an amount not to exceed $125,000 is requested. (Ref: PBA-2024-1144)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers and one Water Reclamation Facility (WRF), which treats and then distributes wastewater for use as reclaimed irrigation. Each of these facilities use various pumps and motors within their treatment processes such as high service, bypass, and transfer pumps. Occasionally, these pumps will fail and require various repairs. The City has utilized Stewart's Electric Motor Works, Inc. for electric motor and pump repairs in the past on an as-needed basis.

Discussion: City staff requests to piggyback the City of West Palm Beach's Contract Number 31753, ITB Number 22-23-154-AG, with Stewart's Electric Motor Works, Inc. to provide electric motor and pump repair services. PBA-2024-1144 provides the City with a piggyback term agreement with Stewart's Electric Motor Work services for approximately 2 years, with the option to renew for three (3) additional one (1) year terms, for an amount not to exceed $125,000 for the term of the agreement.

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) 2024 are subject to future City Commission approval.

Budget Impact: Funding has been provided in the FY 2024 budget in the Water and Sewer Fund Water Production Repairs and Maintenance account #401-0754-533.46-00 in the amount of $25,000 and Water Reclamation Repair and Maintenance account #401-0753-535.46-00 in the amount of $15,000. Prior to task authorizations being issued, funding availability will be confirmed.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the piggyback agreement with Stewart's Electric Motor Works, Inc. for electric motor and pump repair services on an as-needed basis for an amount not to exceed $125,000 for the period beginning December 13, 2023 through December 12, 2025. 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 City of West Palm Beach) for up to an additional three (3) years.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Agreement with Selectron Technologies, Inc. for Interactive Voice Response Solutions

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Introduction: Consideration to amend executed agreement EX-2017-0244 with Selectron Technologies, Inc. for an interactive voice response solution system to extend the agreement for an additional four years at an amount not to exceed $140,565 is requested.

Background: On January 19, 2019, the City entered an agreement with Selectron Technologies for a five-year term to provide an interactive voice response solution (IVR) for water utility bill payments. This automated phone service is used by thousands of Casselberry residents each month to provide them the following services both in English and Spanish:

- Query current balance owed
- Query last billing date/amount
- Query next billing date/amount
- Query last payment date/amount
- Water bill payments over the phone
- Late payment email notifications

The initial agreement expired on December 31, 2023.

Discussion: The City would like to extend the agreement with Selectron Technologies, Inc. for an additional four years. The proposed amendment extends the agreement by an additional four years and includes a cost increase of 8%. The original scope of services, scope of work and terms and conditions have remained unchanged from the original agreement.

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

Recommendation: The City Manager and Finance Director recommend approval of Amendment No. 1 with Selectron Technologies, Inc. for the total amount of $140,565.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. Amendment No. 1
2. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Budget Amendment #24-024 Recognizing Net Proceeds of the 2023 Swing "Fore" the Arts Golf Tournament

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Introduction: Approval of Budget Amendment #24-024 to recognize net proceeds of $8,476 for the 2023 (Fiscal Year 2023-2024) Swing "Fore" the Arts Golf Tournament is requested.

Background: Each year the City of Casselberry hosts the Swing "Fore" the Arts Golf Tournament at the Casselberry Golf Club. This popular event serves as a fundraiser for art-related purchases in Casselberry. Revenue is generated from individual golfers, sponsors, mulligans, and raffles. Expenses include the cost of meals, swag bags, and prizes. The last event was held on October 6, 2023.

Discussion: For the 2023 event (which occurred in Fiscal Year 2023-2024), staff analyzed revenues and expenses to determine the net proceeds of the event. Total income was calculated at $12,051, and total expenses were calculated at $3,575, for net proceeds of $8,476. Budget Amendment #24-024 recognizes the net proceeds of this event, which can be used in the future for the City to make art purchases. This funding will be rolled over into future Fiscal Years if needed until the funds are used for their dedicated purpose, subject to future City Commission approval.

Budget Impact: Budget Amendment #24-024 recognizes net proceeds of $8,476 by increasing the General Fund Recreation Division Art Purchases account #001-0411-572.58-00 and the General Fund Other Non-operating Source account #001-0000-389.90-00 each by $8,476.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #24-024.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. BA 24-024

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Task Authorization No. 3 with HDR Engineering, Inc. for Design of the Central Casselberry Connectivity Project and Related Budget Amendment #24-025

Introduction: Approval of Task Authorization No. 3 with HDR Engineering, Inc. for design services for Project PW 2301 Central Casselberry Connectivity Project (PW 2301) in the amount of $423,296.25 and related Budget Amendment #24-025 is requested.

Background: The City's adopted Multimodal Transportation Master Plan (MTMP) included three projects in the City's "flower street" area: Hibiscus Road Bicycle/Pedestrian Improvements (Ranked 19), Marigold Road Bicycle/Pedestrian Improvements (Ranked 22), and Palm Drive Bicycle/Pedestrian Improvements (Ranked 26). These three projects were bundled together to create the Central Casselberry Connectivity Project (PW 2301).

In 2016, the City submitted the bundled project to MetroPlan Orlando for consideration to add to the region's Prioritized Project List. As a result, the Central Casselberry Connectivity Project is now included in the Tentative Florida Department of Transportation Work Program for construction using federal funding in State Fiscal Year 2025 (FPID 446163-1) for a total of $2.35M in federal funding. The Central Casselberry Connectivity Project is proposed to provide improved pedestrian and bicycle facilities along Marigold Road, Hibiscus Road, and Palm Drive by improving connectivity throughout the grid network, including marked crossings, sidewalk improvements, traffic calming, pedestrian and roadway lighting, and a pocket park.

Based on available funding and community support, staff identified four additional projects from the MTMP that could be bundled into PW 2301: South Winter Park Drive at Wilshire Drive Traffic Signal Improvements (Ranked 13), South Winter Park Drive Bicycle/Pedestrian Improvements (Ranked 14), Flower Street Traffic Calming (Ranked 20), and Lilac Road Safety & Accessibility Improvements (Unranked).

On December 11, 2017, the City Commission approved a Professional Services Agreement with HDR Engineering, Inc. (HDR) to provide professional transportation engineering services (SOQ-2017-0225). On November 3, 2022, the City Manager approved Amendment No. 2 to the agreement for the first one (1) year renewal from December 11, 2022 through December 10, 2023, and on October 12, 2023, the City Manager approved Amendment No. 3 to the agreement for the second one (1) year renewal to December 10, 2024.

On December 13, 2022, the City Manager approved Task Authorization No. 2 with HDR to provide conceptual designs for the Central Casselberry Connectivity project. In July 2023, the project team including City and HDR staff held a public engagement meeting at the Seminole County Public Library with the intent of facilitating communication, collaboration, and receiving feedback from the general public and stakeholders within the community about design alternatives and planned improvements.

An overview of the concepts, cost estimates, and public engagement results was then presented to the City Commission on September 25, 2023. The City Commission reached consensus for the project to focus on traffic calming (including raised intersections or crosswalks), sidewalks, and converting Palm Drive to a linear park. Due to cost, the roundabout at South Winter Park Drive and Wilshire Drive was originally anticipated to be excluded from the project. However, during a subsequent discussion at its December 11, 2023 meeting, the City Commission reached consensus to include the roundabout as part of the scope of the design of this project as part of an overall strategy to complete improvements to South Winter Park Drive associated with the 2023 Winter Park Drive Complete Street Study.

Currently, there is a total of $235,149 budgeted and available for the design of the Central Casselberry Connectivity project.

Also, pertinent to the budget considerations for this agenda item, the City currently has a total of $180,860 encumbered for design of four projects on South Winter Park Drive (PW 1801 South Winter Park Drive Bicycle/Pedestrian Improvements, PW 1802 South Winter Park Drive at Wilshire Drive Traffic Signal, PW 1803 South Winter Park Drive at Queens Mirror Traffic Signal, and PW 1804 South Winter Park Drive at Crystal Bowl Traffic Signal). While some design work on these individual projects was completed several years ago (especially PW 1803 and 1804), significant changes to the designs need to be made in order to align with the preferred alternative identified in the 2023 Winter Park Drive Complete Street Study. There is also an additional $211,174 in unencumbered funds budgeted for PW 1803 and PW 1804, bringing the total funding currently in place for PW 1801-1804 to $392,034.

Discussion: Staff has negotiated Task Authorization No. 3 with HDR to provide final design services for the Central Casselberry Connectivity project. Included in the scope are widened sidewalks along Marigold and Hibiscus, a shared use path along the east side of South Winter Park Drive from Cannon Way to Lilac Road, the conversion of Palm Drive to a shared bicycle/pedestrian space, and various traffic calming improvements including vertical deflection (raised crosswalks and/or intersections). Also included is the conversion of the South Winter Park Drive at Wilshire Drive signal to a roundabout, which may be included as a bid alternate when the project is bid for construction. Post-design services are not included in Task Authorization No. 3 and will be negotiated at a future date.

The total cost of Task Authorization No. 3 is $423,296.25. Staff recommends budgeting an additional 5% contingency ($21,164.81) in case additional scope needs are identified during design, bringing the total needed budget for design to $444,461.06. This is $209,312.06 more than the current $235,149 available for this project.

Regarding existing projects on South Winter Park Drive that currently have design funds encumbered (PW 1801-1804), staff has determined it will be more efficient and effective to cancel these individual projects (including their associated design Task Authorizations), free up the funds, and instead incorporate the improvements into the Central Casselberry

Connectivity Project and the first phase of the Winter Park Drive Complete Street Improvements project, the latter of which is proposed to be federally funded for design in Fiscal Year (FY) 2025. Budget Amendment #24-025 therefore proposes to fully unencumber and un-budget funds for projects PW 1801-1804 and re-budget sufficient funds for PW 2301 to fill the funding gap for Task Authorization No. 3 with HDR and a 5% contingency. The cancelation of existing projects frees $392,033 of which BA 24-025 commits an additional $209,313 to the Central Casselberry Connectivity Project.

It should be noted that even with the FY 2025 federal funding proposed, it is anticipated significant additional funds will be needed in order to construct all improvements associated with the Central Casselberry Connectivity Project. More detailed and updated cost estimates will be developed as part of the design process, which will assist further with funding strategy.

Budget Impact: Budget Amendment #24-025 will provide sufficient funding for this item in the Infrastructure Sales Surtax Fund Infrastructure account #114-0710-541.63-40.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of Task Authorization No. 3 with HDR Engineering, Inc. for design services for Project PW 2301 Central Casselberry Connectivity in the amount of $423,296.25, approval of related Budget Amendment #24-025, and authorization for the City Manager to execute change orders as needed up to a cumulative total 5%.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:
1. Task Authorization 3
2. BA 24-025

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Purchase and Installation of Gas Line from TECO Peoples Gas for Replacement Generator for City Hall and Related Budget Amendment #24-026

Introduction: Approval of an Agreement with TECO Peoples Gas in the amount of $5,504 for purchase and installation of a gas line to serve a future replacement generator for City Hall and related Budget Amendment #24-026 is requested. (Ref: EX-2024-1148)

Background: The Fiscal Year (FY) 2024 Budget originally allocated $350,000 within the Equipment Replacement Fund to replace the two generators serving City Hall and the Public Works and Utilities Administration Building with a single generator that would serve both buildings.

Discussion: City staff is in the process of procuring a replacement generator, which is anticipated to be brought to City Commission for approval in March or April 2024. Budgeting for this project within the Equipment Replacement Fund anticipated the need to take out a capital lease to fund the project. Staff is proposing instead to use ARPA (American Rescue Plan Act) funding.

Staff is recommending the new generator run off of natural gas instead of diesel. This has the advantage of continuous feed from a gas line service rather than refueling required by diesel generators. Although the new generator has not yet been purchased, staff recommends proceeding with purchase of the installation of a gas line service, as there is an estimated five month lead time for this to be installed once it is paid for. TECO Peoples Gas is the gas provider for the City and has provided a Gas Service Agreement (attached) in the amount of $5,504 to run the new service line.

Budget Amendment #24-026 will establish a budget of $5,504 using ARPA funds. Funding for the generator itself will be addressed by a future agenda item.

Budget Impact: Budget Amendment #24-026 will provide for this purchase by increasing the ARPA Fund Facilities Equipment Other account #124-0722-519.67-35 and the ARPA Other Non-operating Source account #124-0000-389.90-00 each by $5,504.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of an Agreement with TECO Peoples Gas in the amount of $5,504 for purchase and installation of a gas line to serve a future replacement generator for City Hall and related Budget Amendment #24-026.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:
1. Agreement
2. BA 24-026

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Future Agenda Items

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

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: First Reading of Ordinance 24-1591 - Providing for the Voluntary Annexation of One (1) Parcel Located at 2075 Howell Branch Road

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Introduction: Approval of Ordinance 24-1591 on first reading for the voluntary annexation of one (1) property located at 2075 Howell Branch Road is requested. (ANX 24-02)

Background: The applicant, Carlos Gregory, with Winter Springs Moree, LLC, represents the property, which currently consists of one building used as office space. Sized approximately 1.79 acres, the parcel is in unincorporated Seminole County with a Future Land Use Map (FLUM) designation of Office (OFF) and OP (Office) zoning. The applicant has submitted an annexation application for the property, proposing consistent land entitlements of the Commercial (C) FLUM designation and OR (Office/Residential) zoning.

To the north of the subject property is a community of duplexes located in the City of Casselberry, designated Medium Density Residential (MDR) FLUM and RMF-13 (Medium Density Multifamily Residential) zoning. Howell Branch Road abuts the subject property to the south. To the east are condominiums located in the City of Casselberry, with a FLUM designation of High Density Residential (HDR) and RMF-20 (High Density Multifamily Residential) zoning. Lastly, bordering the property to the west is a City of Casselberry property that consists of a commercial office building with a Commercial FLUM designation and OR zoning.

Discussion: When preparing to extend territorial limits, staff referenced State law for procedures for voluntary annexation, which are outlined in Chapter 171.044 of the Florida Statutes. Therefore, as a Statement of Certification, staff finds that:
1. The subject property, located in Seminole County, is contiguous to the City of Casselberry municipal boundary,
2. The subject property is well-defined and is a reasonably compact area,
3. The subject property is not included within the boundary of any other municipality, and
4. The proposed annexation does not create an enclave as defined by Chapter 171.031(13) of the Florida Statutes.

Additionally, staff is pursuing the following required notifications:
Seminole County will be notified of the City's intent at least 10 days prior to advertising the action for City Commission approval.
Notice of Public Hearings will be placed in the Orlando Sentinel for two consecutive weeks prior to the City Commission adoption hearing.

After adoption, the City Clerk will notify the Seminole County Clerk of the Circuit Court, the Chief Administrative Officer of the County, and the Department of State within 7 days of the adoption.

According to Chapter II, Article IV, Section 2-4.2, of the City's Unified Land Development Regulations (ULDR), any changes or amendments to the City's Official Zoning Map shall be consistent with the City's Comprehensive Plan's FLUM. The applicants intend to apply to the City for the following land entitlements that are consistent with ULDR Section 2-4.2 and the City's Comprehensive Plan to support their plans for a future office/commercial development.
Proposed Future Land Use Map Designation – Commercial (C)
Proposed Zoning District – Office/Residential (OR)

After City land entitlements are established, the applicant intends to develop the property with a multi-tenant office/commercial building. The property currently receives City water, sewer, and police services; Seminole County provides fire services.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1591 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Ordinance 24-1591
2. Business Impact Statement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: First Reading of Ordinance 24-1592 - Amending the Existing Slovak Garden Planned Unit Development (PUD) for 3110 Howell Branch Road and 3128 Orava Lane and Approving the Associated PUD Agreement and Concept Plan

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Introduction: Approval of Ordinance 24-1592 on first reading, amending the Slovak Garden Planned Unit Development (PUD) Agreement and Concept Plan established via Ordinance 21-1551 to provide for the second phase of development located at 3110 Howell Branch Road and 3128 Orava Lane is requested.

Background: The subject property is ±7.35 acres and is located on the southwest corner of Howell Branch Road and Jergo Road; the subject property is not within any overlay districts. The subject property has a Medium Density Residential (MDR) Future Land Use Map (FLUM) designation. The City Commission approved an amendment to the City's Official Zoning Map in 2021, rezoning the subject property to PRD (Planned Residential Development) via Ordinance 21-1551 to establish the Slovak Garden Planned Unit Development (PUD) and outline standards for the first phase of development, now known as Grayson Square Townhomes.

The existing zoning district, PRD, is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR Article XX, Planned Unit Development. Further, modifications to existing PUD Agreements require approval of a revised PUD Agreement and associated Concept Plan as part of a rezoning process. The first phase of development (Grayson Square) for the Slovak Garden PUD is well under construction. Now that the property owner wishes to commence the second phase of development, an amendment to the existing PUD Agreement is needed to proceed.

The second phase of development includes an age-restricted duplex community with the existing multifamily dwelling units and church to remain. The applicant submitted a revised Concept Plan for the proposed development of the subject property, which was reviewed and approved by the DRC on November 16, 2023. Then, at an advertised public hearing on December 13, 2023, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-0 vote.

Discussion: Staff finds that the applicant's request to approve Ordinance 24-1592 on first reading, including the associated PUD Agreement, which provides relevant design and performance criteria, and related Concept Plan for the development of an age-restricted multifamily community, is:

- Consistent with the City's Comprehensive Plan and the Medium Density Residential Future Land Use designation;
- Compatible and consistent with the adjacent land uses and zoning districts; and
- That connections for City water and sanitary sewer services 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 approval of Ordinance 24-1592 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1592
2. Business Impact Statement
3. PowerPoint Presentation

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

Subject: Volunteer Board Appointments

Introduction: Applications are being presented for consideration for appointments to the Planning & Zoning Commission, the Parks & Recreation Advisory Board, South Seminole North Orange County Wastewater Transmission Authority, Police Officers' and Firefighters' Pension Board, and ratification of the Police Officers' & Firefighters' Pension Board's Fifth Member.

Background: The City Clerk has provided the volunteer board applications in alphabetical order and worksheets to facilitate the appointment process. Current reappointments/vacancies/appointments are as follows:

Planning & Zoning Commission - Four (4) Regular Member Reappointments

The Planning & Zoning Commission consists of seven (7) members and one (1) alternate member who serve two (2) year terms. The board appointment policy provides for consideration of reappointments first. Kyle Curran, Thomas Kirk, Mike Lucas and Carolyn Stanley have submitted applications to be considered for reappointment. All appointees' terms will be through January 31, 2026.

Parks & Recreation Advisory Board - Two (2) Regular Member Reappointments/One (1) Regular Member Vacancy

The Parks & Recreation Advisory Board consists of five (5) members and one (1) alternate who serve two year terms. The board appointment policty provides for consideration of reappointments first. The vacancy is due to Katy Farmer being termed out after completing her third term on the Board. LeAnn Nash and Buffy Werle have submitted applications to be considered for reappointment. All appointees' terms will be through January 31, 2026.

South Seminole North Orange County Wastewater Transmission Authority

The City of Casselberry is a member of the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and has one regular member on the Board as well as an alternate member. The by-laws allow for appointment of a City employee who is not a resident of the City. The City's regular member was former employee Tara Lamoureux, who left employment with the City on December 27, 2023. The unexpired term is effective through September 2024. The current alternate member, Lorie Mertens-Black, does not wish to be considered for appointment as the regular member. One (1) application has been received for this board from Matthew Baker, Distributions and Collections Superintendent. He is eligible to serve as an employee of the City, even though he does not reside in the City. There is not a worksheet for the SSNOCWTA appointment since there is only one applicant.

Police Officers' & Firefighters' Pension Board of Trustees

The Police Officers' & Firefighters' Pension Board of Trustees consists of five (5) members who serve two year terms. Two (2) of the members are City residents appointed by the City Commission, one (1) member is a Police Officer Member of the plan and (one (1) member is a Firefighter Member of the plan, who are elected by the majority of the Police Officers or Firefighters respectively. The fifth member is chosen by a majority of the four (4) other members and that selection is ratified by the City Commission. Currently there is one (1) vacancy of the board for a City resident, due to Nancy Divita being appointed to the City Commission on January 16, 2024.

Ratification of the Fifth (5th) Member

On November 14, 2023, The Pension Board unanimously voted to reappoint James Goodman as its fifth member, term effective through December 31, 2025. A motion to ratify James Goodman's reappointment as the fifth member of the Pension Board is requested.

Nominations were requested of the Firefighter members of the plan in November/December 2023 and only one nomination was received. The nominee, Matthew Hettler, was re-elected by acclamation as the Firefighter Member of the Board. No action is needed by the City Commission.

Discussion: The Board Appointment Policy provides for consideration of reappointments first and for alternate members to be considered first to fill any regular member vacancies that may occur. Board members are limited to three consecutive terms on a board, with the exception of the Pension Board. Appointments to fill an unexpired term do not count as a member's first term. The City Clerk will provide additional background information and guidance at the meeting, as needed.

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

Recommendation: The City Manager and the City Clerk recommend the City Commission consider the submitted applications for appointments to the various boards.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. 2024 Planning & Zoning Commission Worksheet
2. 2024 Parks & Recreation Advisory Board Worksheet
3. 2024 Pension Board Worksheet
4. Board Application - Baker, Matthew
5. Board Application - Cardenas, Thomas
6. Board Application - Curran, Kyle
7. Board Application - Elzie, Bobby
8. Board Application - Heimberger, Emily

9. Board Application - Kelley, Travis
10. Board Application - Kirk, Thomas
11. Board Application - Lucas, Myron (Mike)
12. Board Application - Nash, LeAnn
13. Board Application - Stanley, Carolyn
14. Board Application - Veigle, Francis (Tim)
15. Board Application - Werle, Buffy
16. Board Application - Wilson, Sarah

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 22, 2024

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