

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 25, 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 - None

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing the Retirement of Luis E. Melendez**

Mayor Henson will present a proclamation in recognition of Luis E. Melendez's retirement from the City of Casselberry with more than 35 years of dedicated public service, retiring as a Utility Plant Operator in the Water Reclamation Division of the Public Works & Utilities Department.

B. **Proclamation: Child Abuse Prevention Month**

Mayor Henson will read a proclamation designating April 2024 as Child Abuse Prevention month in the City of Casselberry.

7. CONSENT AGENDA

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

A. **Approval of Legal Services Invoices**

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 100116 - \$27,020.30
- Fishback Dominick LLP, Invoice No. 119168 - \$55.00

- B. **Agreement with Accurate Power and Technology, Inc. for Replacement Generator for City Hall in the amount of \$427,410.45 and Related Budget Amendment #24-036**
Approval of an Agreement with Accurate Power and Technology, Inc. in the amount of \$427,410.45 for a replacement generator for City Hall and related Budget Amendment #24-036 is requested.
- C. **Piggyback Agreement with Caribbean Roofing and Construction, Inc. DBA United Roofing in the amount of \$154,600.39 for a Replacement Roof for Brightwater and Related Budget Amendment #24-037**
Approval of a Piggyback Agreement with Caribbean Roofing and Construction, Inc. DBA United Roofing in the amount of \$154,600.39 for a replacement roof for Brightwater house and Related Budget Amendment #24-037 is requested. An allowance is budgeted for lumber and other unexpected field conditions of \$145,399.61. The total project budget is \$300,000.00,
- D. **Agreement with InvoiceCloud, Inc. for Credit Card Payment Solutions**
Consideration to award and execute an agreement for credit card payment solutions with Invoice Cloud, Inc. for a five-year term is requested.
- E. **Amendment No. 2 to Agreement with Stantec Consulting Services Inc. for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**
Approval of Amendment No. 2 with Stantec Consulting Services Inc. in order to extend the term one year and update rates to provide continuing professional services for Surveying, Geographic Information System, and Infrastructure Asset Management on a task authorization basis is requested.
- F. **Donation from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center and Related Budget Amendment #24-033**
Approval to donate from State Law Enforcement Trust Funds to the Kids House, Wayne Densch Children's Advocacy Center in the amount of \$2,500 and related Budget Amendment #24-033 is requested
- G. **Donation from State Law Enforcement Trust Funds to Seminole County Boy Scout Golden Eagle Event and Related Budget Amendment #24-030**
Approval to donate \$1,500 from State Law Enforcement Trust Funds to the Seminole County Boy Scout Golden Eagle Event and related Budget Amendment #24-030 is requested.
- H. **Resolution 24-3409 Revised Interlocal Agreement with Seminole County for the Oxford Road Drainage & Sidewalks and English Estates Water Main Replacement Phase I Projects**
Approval of Resolution 24-3409 authorizing execution of the revised Interlocal Agreement with Seminole County for the combination of the County's Oxford Road Drainage & Sidewalks Project and the City's English Estates Water Main Replacement Phase I Project is requested. The revision adds a the overall project cost estimate as Exhibit A.

8. DISCUSSION ITEMS

- A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

- A. **First Reading of Ordinance 24-1598 - Amending the Official Zoning Map Classification for Property Located on Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)**
Approval of Ordinance 24-1598 on first reading amending the official zoning classification for one (1) parcel located at 1550 S.R. 436 (Parcel ID 33-21-30-300-007B-0000) from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID (Planned Mixed Use: Medium-Rise) is requested.

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 24-1593 - Amending Chapter 30, Emergency Management, Article I, of the City Code of Ordinances**
Second Reading of Ordinance 24-1593 - Amending Chapter 30, Emergency Management, Article I, of the City Code of Ordinances
- B. **Public Hearing: Second Reading of Ordinance 24-1594 - Amending Section 3-16.4, On-Premises Temporary Sign Regulations, of the City's Unified Land Development Regulations**
Adoption of Ordinance 24-1594 on second reading, amending Section 3-16.4, On-premises temporary sign regulations, of the City's Unified Land Development Regulations, to refine and simplify related performance standards, is requested.
- C. **Public Hearing: Second Reading of Ordinance 24-1595 - Amending the Future Land Use Map Designation for Parcel ID 26-20-30-5AR-0D00-055B (David Drive)**
Adoption of Ordinance 24-1595 on second reading, amending the City's Future Land Use Map designation for one parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County Industrial (I) to City of Casselberry Medium Density Residential (MDR), is requested.
- D. **Second Reading of Ordinance 24-1596 - Amending the Future Land Use Map Designation for Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)**
Approval of Ordinance 24-1596 amending the City's *Future Land Use Map* (FLUM) designation for one parcel (Parcel ID 33-21-30-300-007B-0000) located at 1550 S.R. 436 from Seminole County Commercial to City of Casselberry Major Thoroughfare Mixed-Use is requested.
- E. **Public Hearing: Second Reading of Ordinance 24-1597 - Amending the Official Zoning Map Classification for Parcel ID 26-20-30-5AR-0D00-055B (David Drive)**
Adoption of Ordinance 24-1597 on second reading, amending the official zoning classification for one (1) parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County A-1 (Agricultural) to City of Casselberry RMF-13 (Medium Density Multifamily), is requested.

12. OTHER ITEMS

- A. **Award of Bid for ITB-2024-1135 and Agreement with Enviro-Tech Systems, Inc. for the Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project in the amount of \$970,440.65 and Related Budget Amendment #24-035**
Consideration to award a bid for ITB-2024-1135 and execute an agreement with Enviro-Tech Systems, Inc. in the amount of \$848,831.85 for the Base Bid for Howell Creek, and \$121,608.80 for the Base Bid of Carriage Hill, for a total of \$970,440.65 for the Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project and related Budget Amendment #24-035 is requested. This project is funded with the support of the US Department of Agriculture through the National Resources Conservation Service (NRCS). Construction assistance totals \$727,830.49 and \$42,362.50 for technical assistance.
- B. **Presentation and Discussion of Local Vision Zero Action Plan Development Efforts**
Kathrin Tellez with Fehr & Peers will provide an overview and status update regarding the City's Vision Zero planning efforts.

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 February 1, 2024 through February 29, 2024**
The February 2024 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: March 25, 2024
Subject: Proclamation: Recognizing the Retirement of Luis E. Melendez

Introduction: Mayor Henson will present a proclamation in recognition of Luis E. Melendez's retirement from the City of Casselberry with more than 35 years of dedicated public service, retiring as a Utility Plant Operator in the Water Reclamation Division of the Public Works & Utilities Department.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Proclamation: Child Abuse Prevention Month

Introduction: Mayor Henson will read a proclamation designating April 2024 as Child Abuse Prevention month 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: March 25, 2024
Subject: Approval of Legal Services Invoices

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

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

- City Attorney Services - February 2024 - Invoice No. 100116 - \$27,020.30

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - February 2024 - Invoice No. 119168 - \$55.00

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 Code Enforcement Special Magistrate's 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: Linda Sundvall, Deputy City Clerk

Attachments:

1. Invoice No. 100116
2. Invoice No. 119168



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

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Agreement with Accurate Power and Technology, Inc. for Replacement Generator for City Hall in the amount of \$427,410.45 and Related Budget Amendment #24-036

Introduction: Approval of an Agreement with Accurate Power and Technology, Inc. in the amount of \$427,410.45 for a replacement generator for City Hall and related Budget Amendment #24-036 is requested. (Ref: RFP-2024-1122)

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. 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 American Rescue Plan Act (ARPA) funding.

During planning of this project, staff recommended the new generator run off of natural gas instead of diesel. Due to the lead time to install a gas line service, on January 22, 2024, the City Commission approved \$5,504 in ARPA funding for TECO Peoples Gas to run the new service line while the City continued to work on procuring the generator itself.

Discussion: On January 8, 2024, the City posted to Vendorlink RFP-2024-1122 Generator Replacement for Public Works Administration and City Hall Buildings, with proposals due on February 12, 2024. Three firms submitted, and the Evaluation Committee met on February 15, 2024 for the Phase I evaluation. It was determined a Phase II evaluation was not needed, and the Evaluation Committee recommended award to Accurate Power and Technology, Inc. (Accurate).

The proposal from Accurate includes replacement of the generator, as well as providing a temporary standby generator and temporary cables. The total cost under Accurate's proposal is \$427,410.45.

Budget Amendment #24-036 will establish a budget of \$427,411 for this purchase using ARPA funds.

Budget Impact: Budget Amendment #24-036 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 \$427,411.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of an Agreement with Accurate Power and Technology, Inc. in the amount of \$427,410.45 for a replacement generator for City Hall and related Budget Amendment #24-036.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Agreement
2. BA 24-036



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

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Piggyback Agreement with Caribbean Roofing and Construction, Inc. DBA United Roofing in the amount of \$154,600.39 for a Replacement Roof for Brightwater and Related Budget Amendment #24-037

Introduction: Approval of a Piggyback Agreement with Caribbean Roofing and Construction, Inc. DBA United Roofing in the amount of \$154,600.39 for a replacement roof for Brightwater and Related Budget Amendment #24-037 is requested. (Ref. PBA-2024-1131)

Background: 700 South Lost Lake Lane, known as the Brightwater property, was the family home of Hibbard Casselberry, founder and first mayor of the City of Casselberry, and after whom the City is named. The Brightwater property includes a 7,000 square foot home designed by famed Central Florida architect, James Gamble Rogers II, approximately 8.9 acres of land on the eastern shore of South Lake Triplet, and is contiguous with City-owned land to the south and north. The City purchased the property in 2021. Since then, the City has worked to secure the property from further deterioration.

The roof of the principal structure at Brightwater is composed predominately of asbestos shingles and is in need of replacement. The City has explored options to replace the roof while maintaining historical aspects of the home. A tile that mimics the look of the existing roof has been selected. In order to facilitate procurement of a replacement roof, the City engaged GAI Consultants, Inc. under one of its continuing contracts to evaluate the roof and assist with scoping the project.

Discussion: Using the plans and specifications developed, the City solicited quotes to replace the roof through "piggyback cooperatives." Caribbean Roofing and Construction, Inc. DBA United Roofing (United) has provided a quote to replace the roof, including removal of the asbestos shingles (attached as Exhibit A). The price to replace the roof under this quote is \$154,600.39, but this is exclusive of replacement of deteriorated or damaged wood. As the full extent of damaged wood is not known, staff recommends including an allowance for wood replacement and other field conditions up to \$145,399.61, subject to City Manager approval as needed, bringing the total construction budget to \$300,000.

The proposed Agreement with United provides for the replacement roof and also includes unit pricing for wood replacement at an extra cost. As no budget has been established for this project, staff recommends use of American Rescue Plan Act (ARPA) funding for it. Budget Amendment #24-037 therefore establishes a budget of \$300,000 using ARPA funds.

Budget Impact: Budget Amendment #24-037 will provide sufficient funding for this item by increasing the ARPA Other Non-operating Source account# 124-0000-389.90-00 and the ARPA Parks and Recreation Building Improvements account# 124-410-572.62-25 each by \$300,000.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of a Piggyback Agreement with Caribbean Roofing and Construction, Inc. DBA United Roofing for a replacement roof for Brightwater in the amount of \$154,600.39; approval of an allowance of \$145,399.61 for wood replacement and other field conditions; authorization for the City Manager to execute change orders for the project up to a cumulative amount not to exceed the allowance; and approval of related Budget Amendment #24-037.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Agreement
2. Exhibit A Quote
3. BA 24-037



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

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Agreement with InvoiceCloud, Inc. for Credit Card Payment Solutions

Introduction: Consideration to award and execute an agreement for credit card payment solutions with Invoice Cloud, Inc. for a five-year term is requested. (Ref. PBA-2024-1174)

Background: The City of Casselberry depends on 3rd party payment providers to provide payment processing services for citizens. These services include the facilitation of over-the-counter credit card payments, online payments, auto-pay for utility service etc. All of which integrate with the City's enterprise resource planning software (ERP), Naviline, so that the City can keep track of the revenue made from these payments. In 2023, the City went to bid for a new ERP solution and the bid was awarded to BS&A Software. During the evaluation process of this new ERP product, it became clear to the City that there were limitations in what payment options the City could provide its citizens if it continued to use the same payment provider in conjunction with this new ERP. To overcome this limitation, the City began to look at other payment providers which would expand its payment options for citizens with this new ERP and not limit them. It was through this search that the City reached out to InvoiceCloud.

Discussion: There are three goals the City is looking to accomplish by entering an agreement with InvoiceCloud, the first being to increase the number of payment and communication channels for citizens. The City aims to accomplish this by implementing pay-by-text, which will allow customers to receive text message reminders for upcoming bills which includes a hyperlink to make a payment. Any payments made via this channel will be automatically uploaded to our ERP system.

The second goal is to enhance the self-service features for auto-pay. Using InvoiceCloud's platform, every customer can enroll themselves into paperless billing and auto-pay at the checkout window for any payment. This includes payments made by text or online. Also, any email or text reminder for an upcoming or past due utility bill will also include a quick access link to enroll in auto-pay.

The city's last goal is to consolidate all the city's payment solutions. With the City's current ERP, Naviline, certain features are not available, so the City has purchased other 3rd party software to meet various business needs, such as online booking for pavilion rentals or building permit review. Each of these 3rd party applications facilitates online payments in some shape or form and typically has its own payment processing solution. This has resulted in varying payment experiences for customers, which can be frustrating and also increases the number of systems the Finance department needs to manage in order to track a payment.

InvoiceCloud has integrations with each business application the City currently utilizes thus unifying the payment experience for customers and providing a single platform to track all payments for the Finance staff.

InvoiceCloud is a fairly large organization with over 6,000 public agency customers throughout the US. Public agencies that have switched to InvoiceCloud on average increase their customer's use of paperless billing and online payment options by 20% within the first year. The City believes that an agreement with InvoiceCloud will allow the City to accomplish the three aforementioned goals.

InvoiceCloud, like many other payment providers, receives its revenue via a transaction or processing fee. Typically, this is a percentage of each transaction. However, the City will be utilizing The Interlocal Purchasing System (TIPS) to lock in this processing fee as a fixed rate instead of a percentage on the majority of payment methods. TIPS is a purchasing cooperative which has already negotiated fixed rates for these online payment services through an InvoiceCloud reseller, Vertosoft. By piggybacking off of TIPS Contract #220105 with Vertosoft, the City has negotiated the following rates:

Electronic Payment Fees	Rate
All Major Credit/Debit Cards	0.9% + Interchange rates/Network Fees*
E-Check / ACH	\$0.75
ACH / Autodraft	\$0.35
Online Bank Direct	\$0.25

*Interchange Rates/Network Fees are the cost the major credit card companies, such as VISA, charge whenever a transaction is made.

The City currently handles about 7,100 credit card transactions per month across all services, which covers only about 31% of the total transactions made per month. The City is paying about 3.1% of the transaction amount in fees on an average water bill of \$130. Based on the same assumption, the City is estimated to pay about 2.2% in fees per transaction based on these new rates, which is a savings of about 30%. Although saving money per transaction is very appealing, the goal is to increase the credit card adoption rate, which may ultimately lead to more spent on fees per month. The hope is that customers who begin to adopt online payments using these new methods will enroll in paperless billing, which would save the City \$0.75 per customer per month. Those savings in addition to the lower rates should ultimately still provide a cost savings even if the City were to increase it's credit card adoption rate.

Budget Impact: There is no impact to the adopted budget. Credit card transaction fees are budgeted in account 401-0190-536.49-00, Other Current Charges.

Recommendation: City Manager and staff recommend approval of the agreement with InvoiceCloud, Inc. to provide credit card payment services.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. Agreement



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

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Amendment No. 2 to Agreement with Stantec Consulting Services Inc. for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management

Introduction: Approval of Amendment No. 2 with Stantec Consulting Services Inc. in order to extend the term and update rates to provide continuing professional services for Surveying, Geographic Information System, and Infrastructure Asset Management on a task authorization basis is requested. (Ref. SOQ-2018-0273)

Background: The City of Casselberry uses contracted surveying, geographic information system (GIS), and infrastructure asset management services to assist the City in carrying out tasks related to these areas. On March 26, 2018, as a result of a solicitation under SOQ-2018-0273, the City Commission approved continuing contracts with the following firms: (1) Cardno, Inc., (2) Dyer, Riddle, Mills & Precourt, Inc., and (3) Southeastern Surveying and Mapping Corporation.

The initial term for each of these contracts was for a period of five (5) years beginning March 26, 2018 through March 25, 2023, with the opportunity for two (2) additional one (1) year renewals when in the best interest of the City.

Amendment No. 1 to the agreement with Cardno, Inc. was executed on February 22, 2023 by the City Manager in order to reflect assignment of the contract to Stantec Consulting Services Inc., which acquired certain businesses from Cardno, Inc., and to extend the term by one year (first of two optional renewals).

Discussion: The proposed Amendment No. 2 will execute the second of two optional one year renewals, extending the term to March 25, 2025. Amendment No. 2 also updates rates for staff and equipment under the contract. Rates are generally significantly increasing with this change, but this is the first rate change proposed under this contract.

Work under this contract is performed on an as-needed basis through the use of Task Authorizations. The contractual limit is a total of \$300,000 for the term. This does not imply actual expenditures, and availability of funds is verified before a Task Authorization is executed.

Budget Impact: There is no impact to the City Budget at this time. Various operating and/or capital accounts in other City Departments/Divisions may be used for future Task Authorizations under this contract, subject to available budgets.

Recommendation: The City Manager and the Public Works and Utilities Director recommend approval of Amendment No. 2 with Stantec Consulting Services Inc. in order to extend the term and update rates to provide continuing professional services for Surveying, Geographic Information System, and Infrastructure Asset Management on a task authorization basis.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Amendment No. 2



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

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Donation from State Law Enforcement Trust Funds to Kids House, Wayne Densch Children's Advocacy Center and Related Budget Amendment #24-033

Introduction: Approval to donate from State Law Enforcement Trust Funds to the Kids House, Wayne Densch Children's Advocacy Center in the amount of \$2,500 and related Budget Amendment #24-033 is requested

Background: A request was received from the Kids House, Wayne Densch Children's Advocacy Center to partner with Kids House in their dedication in preventing child abuse and helping child abuse victims and families. The Kids House Gala ceremony will be held on May 11, 2024. A \$2,500 donation is considered a "Program Sponsor" and provides for Kids House Gala Recognition, Social Media Spotlight, table placard, and six (6) tickets to attend the ceremony. All proceeds support the attendance of the members of the Kids House, Wayne Densch Children's Advocacy Center and provides coordinated services in a safe, child-friendly environment from report and investigation through treatment and resolution.

Discussion: This ceremony is important as it recognizes those victims of child abuse and those dedicated to break the cycle of violence and end child abuse forever. There will be no budget impact to the General Fund. The approval of this donation will result in the reduction of \$2,500 from the State Law Enforcement Trust fund account.

The Chief of Police certifies that this request is in accordance with the federal Guide To Equitable Sharing For State, Local, And Tribal Law Enforcement Agencies.

Budget Impact: Budget Amendment #24-033 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by \$2,500.

Recommendation: The City Manager and Police Chief recommend Commission approval of the donation to the Kids House, Wayne Densch Children's Advocacy Center and related Budget Amendment #24-033.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #24-033
2. Gala Sponsorship



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

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Donation from State Law Enforcement Trust Funds to Seminole County Boy Scout Golden Eagle Event and Related Budget Amendment #24-030

Introduction: Budget Amendment #24-030 provides for approval to donate \$1,500 from State Law Enforcement Trust Funds to the Seminole County Boy Scout Golden Eagle Event.

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

The Casselberry Police Department received approximately \$1,000 in funds in fiscal year 23-24, thus bringing the State Law Enforcement Trust Fund account to a current approximately \$140,181. Although the statutory threshold has not been met regarding a mandatory donation yet, the police department desires to financially assist entities that have beneficial programs to better serve our community.

Discussion: A donation request was received from the Central Florida Council, Boy Scouts of America, whose mission is to prepare young people in our communities to make ethical and moral choices over their lifetimes. The Golden Eagle Event brings together Central Florida's top corporate and community leaders each year to honor an outstanding member of our community who embodies that spirit. The Golden Eagle Event will be held on April 14, 2024. All proceeds will benefit the Central Florida Council, Boy Scouts of America, in support of their mission. This event will honor Senator Jason Brodeur of the State of Florida, Orlando Sanford International Airport, and Jay Zembower, Commissioner, Seminole County for their lifelong contributions and commitment to our youth and our future leaders. There will be no budget impact on the General Fund. The approval of this donation will result in the reduction of \$1,500 from the State Law Enforcement Trust fund account.

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

Budget Impact: Budget Amendment #24-030 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private

Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by \$1,500.

Recommendation: The City Manager and Police Chief recommend Commission approval of the donation to the Seminole County Boy Scout Golden Eagle Event and related Budget Amendment #24-030.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #24-030
2. 2024 Golden Eagle Dinner Invite



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

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Resolution 24-3409 Revised Interlocal Agreement with Seminole County for the Oxford Road Drainage & Sidewalks and English Estates Water Main Replacement Phase I Projects

Introduction: Approval of Resolution 24-3409 authorizing execution of a revised Interlocal Agreement with Seminole County for the combination of the County's Oxford Road Drainage & Sidewalks Project and the City's English Estates Water Main Replacement Phase I Project is requested.

Background: The English Estates Community is a well-developed neighborhood in Unincorporated Seminole County that is over fifty (50) years old. The City and CPH Consulting have been in the process of designing the English Estates Water Main Replacement Project which involves removal of asbestos cement (AC) pipe in the community, including the area along Oxford Road and Derbyshire Road. Due to Seminole County regulations, this project was originally designed to remove the AC pipe via open-cut methods. This requires the contractor to remove and replace any sidewalk, driveways, and landscaping impacted by the open cut trenches, causing a significant disturbance to the community.

Concurrently, Seminole County has been designing the Oxford Road Drainage & Sidewalks Project, which involves new stormwater structures and sidewalk installation along Oxford and Derbyshire Roads. This project would require the contractor to remove and reinstall old concrete driveways, and install new concrete sidewalks to provide Americans with Disabilities Act (ADA) compliant sidewalks to the community. Similar to the English Estates Water Main Replacement Project, the Oxford Road Drainage & Sidewalks Project is anticipated to cause a disturbance to the community due to the need to remove existing sidewalks, driveways, and landscaping.

On February 27, 2023, City staff and CPH met with Seminole County Public Works staff to discuss coordination and determine the methods that would reduce the impact on the English Estates Community for the English Estates Water Main Replacement Project. At the time, the Seminole County Public Works staff required the City to proceed with the English Estates Water Main Replacement Project using the open-cut method. To minimize the disturbance of both projects, City staff and Seminole County Public Works staff decided to combine the two projects. In order to do this City staff decided to break the English Estates Water Main Replacement Project into three (3) phases.

Discussion: The Interlocal Utility Relocation agreement provides for the City's English Estates Water Main Replacement Phase 1 Project to be constructed in conjunction with Seminole County's Oxford Road Drainage & Sidewalks Project. Seminole County will conduct all tasks associated with bidding and awarding of the construction contract, and will allow the City to evaluate all submittals prior to proceeding further with construction. However, the final decision for the respective bidder will be made by Seminole County. Once the contractor is determined, the construction contract will be brought to City Commission for the allocation of funding. The Interlocal agreement additionally provides for Construction Engineering Inspection (CEI) services by a qualified third-party for the combined project, paid for by both the City and County.

The Interlocal Utility Relocation agreement was revised by Seminole County to include Exhibit A English Estates Water Main Replacement Cost Estimate. The cost estimate was performed by CPH in January 2024 and estimates an amount of \$4,093,200 for construction costs. This cost estimate is not indicative of the amount the City will pay for the project and does not include the cost of CEI services. City staff will bring the final construction and CEI services cost to City Commission for approval and allocation of funding at a later date.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3409 approving the revised Interlocal Agreement with Seminole County for the Oxford Road Drainage & Sidewalks and English Estates Water Main Replacement Phase I Projects.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 24-3409
2. Interlocal Agreement



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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: First Reading of Ordinance 24-1598 - Amending the Official Zoning Map Classification for Property Located on Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)

Introduction: Approval of Ordinance 24-1598 on first reading amending the official zoning classification for one (1) parcel located at 1550 S.R. 436 (Parcel ID 33-21-30-300-007B-0000) from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID (Planned Mixed Use: Medium-Rise) is requested. (ZMA 24-01)

Background: The subject property is ±0.82 acres and is located at 1550 S.R. 436. The subject property was recently annexed into the City, as stipulated in an existing pre-annexation agreement. The applicant, Minesh Patel, representing Willow Partnership LLC, has also applied to amend the existing *Future Land Use Map* (FLUM) designation to Major Thoroughfare Mixed Use (MTMU), which is consistent with the proposed PMX-MID zoning district.

The proposed Ordinance will amend the subject property's zoning classification from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID. At an advertised public hearing on March 13, 2024, the Planning and Zoning Commission recommended approval of this item to the City Commission by a 4-0 vote.

Discussion: Staff finds that the request to amend the *Official Zoning Map* classification from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID (Planned Mixed Use: Medium-Rise) for the subject property is:

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

Further, no site modifications or changes of use are proposed to the subject property at this time. However, any future plans to redevelop the subject property will be reviewed accordingly and shall adhere to the requirements of the City's *Unified Land Development Regulations* and *Code of Ordinances*. At that time, the PMX-MID zoning district also requires a Planned Unit Development (PUD) Agreement and Concept Plan per ULDR Article XX to provide for relevant development and performance standards.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1598 on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 24-1598



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: March 25, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1593 - Amending Chapter 30, Emergency Management, Article I, of the City Code of Ordinances

Introduction: Approval of Ordinance 24-1593 on second reading, amending Chapter 30, Emergency Management, Article I of the City Code of Ordinances to provide consistency with State Statute is requested.

Background: The Florida Legislature amended the State Emergency Management Act, as set forth in Chapter 252, Florida Statutes, which addresses threats posed by a pandemic or other public health emergencies.

Discussion: State Legislative amendments to Chapter 252 modified the authorized role of local governments and their constitutional Home Rule powers. Staff has reviewed Chapter 30, Emergency Management, Article I of the City Code of Ordinance and is proposing amendments to provide consistency with state legislative changes and to update provisions. These changes will provide harmony with state law and enhance staff's ability to respond to natural, man-made and technological disasters through coordination and long-term planning. These changes include:

- defining emergency management, weather emergency, and public health emergency.
- clarification of staff roles during an emergency.
- establishing a process for declaring an emergency, how the public is notified, and how emergency orders are extended.
- simplification of categories of emergencies. A notice of public hearing for the second reading of Ordinance 24-1593 was advertised in the Orlando Sentinel on March 14, 2024.

The attached Business Impact Estimate is provided in accordance with Section 166.041(4), Florida Statutes.

Budget Impact: There is no impact to the budget associated with this item.

Recommendation: The City Manager recommends adoption of Ordinance 24-1593 on second reading.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. Ordinance 24-1593

2. Business Impact Statement



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

11.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1594 - Amending Section 3-16.4, On-Premises Temporary Sign Regulations, of the City's Unified Land Development Regulations

Introduction: Adoption of Ordinance 24-1594 on second reading, amending Section 3-16.4, On-premises temporary sign regulations, of the City's *Unified Land Development Regulations* (ULDR), to refine and simplify related performance standards, is requested. (TA 24-01)

Background: The City recognizes the need to review and modify existing sign regulations in order to adapt to changing circumstances and promote ease of access and compliance for residents and businesses. ULDR Section 3-16.4 outlines minimum performance standards, registration requirements, and related fees for temporary signs. Ordinance 24-1594 proposes an amendment to the ULDR to clarify registration and fee requirements for temporary signs with commercial and non-commercial messaging, refine the allowable size and number of temporary signs, and simplify regulations based on either a residential or non-residential principal use.

At an advertised public hearing on January 10, 2024, the City's Planning and Zoning Commission voted 6-0 to recommend approval to the City Commission. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their February 12, 2024, Regular Meeting. A notice for the public hearing for the second reading of Ordinance 24-1594 was advertised in the *Orlando Sentinel* on March 14, 2024.

Discussion: Currently, per ULDR Section 3-16.4, all on-premises temporary signs with commercial messaging must register with the City and pay a \$4.00 fee. Through the recent implementation of CitizenServe, a digital permitting system, City staff have effectively reduced the administrative labor generally associated with the intake of development permit applications, like temporary sign permits. As such, the proposed amendment eliminates the \$4.00 fee for all temporary signage sized six (6) square feet or less.

The proposed amendment further clarifies that on-premises temporary signs with non-commercial messaging do not require registration with the City nor a fee. Additionally, requirements are simplified into two categories based on whether the principal use of a subject property is residential or non-residential. Below is a summary of the performance standards for all temporary signs for all land uses per the proposed amendment:

Summary of Proposed Criteria and Limitations for all Temporary Signs for all Land Uses		
LAND USE	RESIDENTIAL	NON-RESIDENTIAL
Maximum Number of Temporary Signs Per Parcel	5	4
Maximum Sign Size (Area) for a Temporary Sign	6 sf.	32 sf.
Maximum Sign Height for a Temporary Ground Sign	6 ft.	10 ft.
Maximum Sign Height for a Temporary Wall Sign (inclusive of a Window Sign)	15 ft.	15 ft.
Minimum Sign Setback required to be maintained by a Temporary Ground Sign from edge of right-of-way	3 ft.	3 ft.
Minimum Spacing that is required to be maintained by a Temporary Ground Sign from any other Temporary Ground Sign	½ ft.	10 ft.
Maximum Aggregate Surface Area Allocated for All Temporary Signs on a Parcel	30 sf.	128 sf.

The proposed amendment does not compromise the integrity of the City's temporary signage regulations and is consistent with the City's ULDR and *Comprehensive Plan*.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1594 on second and final reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 24-1594
2. Business Impact Statement



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

11.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1595 - Amending the Future Land Use Map Designation for Parcel ID 26-20-30-5AR-0D00-055B (David Drive)

Introduction: Adoption of Ordinance 24-1595, amending the City's *Future Land Use Map* (FLUM) designation for one parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County Industrial (I) to City of Casselberry Medium Density Residential (MDR), is requested. (FLU 24-01)

Background: The subject property is ±4.85 acres and is generally located east of 1085 Belle Avenue along an unimproved right-of-way (David Drive). The subject property was recently annexed into the City, and the applicant, David Auerbach of David Drive LLC, intends to develop the subject property with townhomes. To proceed with site development, a consistent FLUM designation and zoning district must first be established.

The proposed Ordinance will amend the subject property's FLUM designation from Seminole County Industrial (I) to City of Casselberry Medium Density Residential (MDR). The maximum density allowed for the Medium Density Residential FLUM designation is 13 dwelling units per acre. The acreage of the subject property meets the criteria for a small-scale comprehensive plan amendment under Ch. 163.3187, *Florida Statutes*.

At an advertised public hearing on January 10, 2024, the City's Planning and Zoning Commission recommended approval of this item to the City Commission by a 6-0 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their February 12, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the *Orlando Sentinel* on March 14, 2024.

Discussion: Staff finds that the request to amend the City's Future Land Use Map designation from Seminole County Industrial (I) to City of Casselberry Medium Density Residential (MDR) for the subject property is:

- Consistent with the City's Comprehensive Plan and Medium Density Residential FLUM designation;
- Compatible with the surrounding mix of land uses and zoning districts;
- That City water and sanitary sewer services are available to the subject property; hydraulic modeling was recently completed and confirmed capacity; and

- That Seminole County Public Schools provided a School Impact Analysis School Capacity Determination indicating any generated students could be accommodated based on the maximum density of the Medium Density Residential FLUM designation.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1595 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1595
2. Business Impact Statement



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

11.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Second Reading of Ordinance 24-1596 - Amending the Future Land Use Map Designation for Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)

Introduction: Approval of Ordinance 24-1596, amending the City's *Future Land Use Map* (FLUM) designation for one parcel (Parcel ID 33-21-30-300-007B-0000) located at 1550 S.R. 436 from Seminole County Commercial to City of Casselberry Major Thoroughfare Mixed-Use is requested. (FLU 24-02)

Background: The subject property is ± 0.82 acres and is located at 1550 S.R. 436. As part of a previously executed pre-annexation agreement, the subject property was recently annexed into the City, and the applicant, Minesh Patel, representing Willow Partnership LLC, intends to obtain a consistent FLUM designation and zoning district from the City as required. No changes to the property are proposed.

At an advertised public hearing on February 14, 2024, the Planning and Zoning Commission recommended approval of this item to the City Commission by a 6-0 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their February 26, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the *Orlando Sentinel* on March 14, 2024.

Discussion: Staff finds that the request to amend the City's Future Land Use Map designation from Seminole County Commercial to City of Casselberry Major Thoroughfare Mixed-Use for the subject property is:

- Consistent with the City's Comprehensive Plan and Major Thoroughfare Mixed-Use FLUM designation;
- Compatible with the surrounding mix of land uses and zoning districts; and
- That 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 24-1596 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1596
2. Business Impact Statement



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

11.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1597 - Amending the Official Zoning Map Classification for Parcel ID 26-20-30-5AR-0D00-055B (David Drive)

Introduction: Adoption of Ordinance 24-1597 on second reading, amending the official zoning classification for one (1) parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County A-1 (Agricultural) to City of Casselberry RMF-13 (Medium Density Multifamily), is requested. (ZMA 24-02)

Background: The subject property is ±4.85 acres and is generally located east of 1085 Belle Avenue along an unimproved right-of-way (David Drive). The subject property was recently annexed into the City. The applicant, David Auerbach of David Drive LLC, intends to develop the subject property with townhomes. To proceed with site development, a consistent *Future Land Use Map* (FLUM) designation and *Official Zoning Map* classification must first be established; a related FLUM amendment is currently being processed.

The proposed Ordinance will amend the subject property's zoning classification from Seminole County A-1 (Agricultural) to City of Casselberry RMF-13 (Medium Density Multifamily). At an advertised public hearing on February 14, 2024, the City's Planning and Zoning Commission recommended approval of this item to the City Commission by a 6-0 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their February 26, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the *Orlando Sentinel* on March 14, 2024.

Discussion: Staff finds that the request to amend the *Official Zoning Map* classification from Seminole County A-1 (Agricultural) to City of Casselberry RMF-13 (Medium Density Multifamily) for the subject property is:

- Consistent with the City's Comprehensive Plan and the Medium Density Residential FLUM designation;
- Compatible and consistent with the adjacent land uses and zoning districts;
- That City water and sanitary sewer services are available to the subject property; hydraulic modeling was recently completed and confirmed capacity; and
- That Seminole County Public Schools provided a School Impact Analysis School Capacity Determination indicating any generated students could be accommodated

based on the maximum density of the Medium Density Residential FLUM designation.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1597 on second and final reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 24-1597
2. Business Impact Statement



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

12.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Award of Bid for ITB-2024-1135 and Agreement with Enviro-Tech Systems, Inc. for the Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project in the amount of \$970,440.65 and Related Budget Amendment #24-035

Introduction: Consideration to award a bid for ITB-2024-1135 and execute an agreement with Enviro-Tech Systems, Inc. in the amount of \$848,831.85 for the Base Bid for Howell Creek, and \$121,608.80 for the Base Bid of Carriage Hill, for a total of \$970,440.65 for the Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project and Related Budget Amendment #24-035 is requested.

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

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

Based on the original cost estimate, NRCS agreed to provide \$319,781.25 (75% of the estimated construction cost of \$426,375) for construction assistance and \$42,637.50 (10% of the estimated construction cost) for technical assistance, total reimbursable funds of \$362,418.75. The City was required to provide the remaining \$106,593.75. In Fiscal Year (FY) 2023-24, the City budgeted \$210,051.25 through Budget Amendment #23-051 to cover estimated design and construction services for this project.

Discussion: The engagement addressed by this agenda item provides for the construction of the Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project. A solicitation, ITB-2024-1135, was issued on December 20, 2023. The solicitation was appropriately advertised on January 4, 2024, publicly broadcasted on Vendorlink, with an original due date of February 7, 2024. A mandatory pre-bid conference on the project was

held on January 16, 2024. Due in part to delays in providing answers to questions, the solicitation due date was extended to February 13, 2024, at 2pm. A total of (3) three submittals were received.

Enviro-Tech Systems, Inc. submitted the lowest, responsive, and responsible bid submittal meeting the City's specifications for a subtotal amount of \$848,831.85 for the Base Bid for Howell Creek, and \$121,608.80 for the Base Bid of Carriage Hill, for a total of \$970,440.65

The rising cost of construction materials and labor led to a significant gap between the existing available construction funds (\$426,375) and the lowest bid by Enviro-Tech System Inc. Staff therefore made a request to NRCS for additional funding assistance, and NRCS has indicated they will provide up to an additional \$408,049.24 in construction assistance and an additional \$42,362.50 in technical assistance. This brings the total NRCS construction assistance to \$727,830.49 and technical assistance to \$85,000. (An Amendment to the Agreement with NRCS will be brought forward at a future City Commission to officially memorialize the additional funding, but for now a Budget Amendment is proposed to reflect the expected changes.)

Staff recommends budgeting a 5% overall construction contingency (\$48,522.03), bringing the total maximum construction cost to \$1,018,962.68. With \$727,830.49 in NRCS construction funding and \$106,594.50 in local construction funding already budgeted, the City will need to provide an additional \$184,537.69 in local funding for construction. However, the additional \$42,362.50 in NRCS technical assistance effectively offsets \$42,362.50 in local funding already committed to design/post-design. So the net additional local funding needed is \$142,175.19.

Budget Amendment #24-035 reflects the additional NRCS construction and technical assistance funding, as well as increased local funding for construction (funded by the Stormwater Utility Fund) and reduced local funding for technical assistance.

Budget Impact: Budget Amendment #24-035 will provide the necessary funding for construction of this project.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the General Construction Agreement with Enviro-Tech Systems, Inc. for the award of construction of Howell Creek and Carriage Hill Erosion Control Due to Hurricane Ian Project in the amount of \$848,831.85 for the Base Bid for Howell Creek, and \$121,608.80 for the Base Bid of Carriage Hill, for a total of \$970,440.65; authorization for the City Manager to execute change orders as needed up to a cumulative total of 5% of the awarded construction; and approval of related Budget Amendment #24-035.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Agreement
2. BA 24-035



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 25, 2024
Subject: Presentation and Discussion of Local Vision Zero Action Plan Development Efforts

Introduction: Kathrin Tellez with Fehr & Peers will provide an overview and status update regarding the City's Vision Zero planning efforts.



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: March 25, 2024
Subject: Procurement Information Report for the Period February 1, 2024 through February 29, 2024

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 February 1, 2024 through February 29, 2024 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 February 2024.

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. February 2024 Procurement Information Report