

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, June 24, 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.

AMENDED AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of June 10, 2024 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Proclamation: Recognizing July 2024 as Parks and Recreation Month

Mayor David Henson will present a proclamation to Public Works/Recreation Division Events & Programs Supervisor Lynn Hoppes declaring July 2024 as Parks and Recreation 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. Resolution 24-3423 - Street Lighting Assessment Preliminary Rate Resolution

Approval of Resolution 24-3423 as the Preliminary Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2024-25 is requested.

B. Resolution 24-3430 Agreement Concerning Road Repairs at Windward Square and Related Budget Amendment #24-050

Approval of Resolution 24-3430 providing for an Agreement with Windward Square Homeowners Association for a one-time payment of \$972,345 towards road repairs and a release from liability to the Windward Square Community associated with the water main replacement project and Related Budget Amendment # 24-050 is requested.

C. **Resolution 24-3431 - Permission for Florida Department of Environmental Protection to Access Monitoring Well Sites**

Approval of Resolution 24-3431 authorizing the City Manager to execute a Permission to Enter Property Document granting permission to the Florida Department of Environmental Protection and its contractors to enter City property in order to access monitoring well sites and collect samples as part of contamination monitoring is requested.

D. **Resolution 24-3433 - Approval of Amendment 2 to the Seminole County Sheriff's Office/City of Casselberry Agreement for Law Enforcement Dispatching Services**

Approval of Resolution 24-3433 approving and authorizing Amendment 2 to the Agreement for Law Enforcement Dispatching Services Between the City of Casselberry and the Seminole County Sheriff's Office to renew the agreement for five (5) years and schedule payments for dispatch service for FY 2025 totaling \$450,000 is requested.

E. **Award of Bid for ITB-2024-1187 and Agreement with Construct Co. Inc. for the Secret Lake and Sunset Park Boat Ramps and Related Budget Amendment #24-049**

Consideration to award a bid for ITB-2024-1187 and execute an agreement with Construct Co. Inc. for the Secret Lake and Sunset Park boat ramps in the amount of \$402,197 and also approve related Budget Amendment #24-049 is requested.

F. **Excuse Absence of Commissioner Chad Albritton**

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 24-3434 - Amending the Board Appointment Procedures Policy**

Approval of Resolution 24-3434 amending the Board Appointment Procedures Policy is requested.

10. FIRST READING OF ORDINANCES - None

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. **Award of Bid and Construction Agreement with Cathcart Construction Company for Northgate Phase 1 Water Main Replacement Project and Related Budget Amendment #24-051**

Consideration of approval to award an agreement to Cathcart Construction Company in the amount of \$2,749,642 for the Northgate Phase 1 Water Main Replacement Project and related Budget Amendment #24-051 is requested. This project includes American Rescue Plan Act (ARPA) funds.

B. **Presentation and Discussion of the Draft City of Casselberry Vision Zero Action Plan**

Kathrin Tellez with Fehr and Peers will present and facilitate a discussion of the draft City of Casselberry Vision Zero Action Plan.

C. **Board Appointment - South Seminole North Orange County Wastewater Transmission Authority Board - Alternate**

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 May 1, 2024 through May 31, 2024

The May 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: June 24, 2024
Subject: Minutes of June 10, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 10, 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: June 24, 2024
Subject: Proclamation: Recognizing July 2024 as Parks and Recreation Month

Introduction: Mayor David Henson will present a proclamation to Public Works/Recreation Division Events & Programs Supervisor Lynn Hoppes declaring July 2024 as Parks and Recreation 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: June 24, 2024
Subject: Resolution 24-3423 - Street Lighting Assessment Preliminary Rate Resolution

Introduction: Approval of Resolution 24-3423 as the Preliminary Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2024-25 is requested.

Background: In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statute. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successful funding the street lighting for Fiscal Years 2010 through 2024.

On April 10, 2023 via Resolution 23-5363, the City Commission authorized engagement with Bryant Miller Olive (BMO) (which used Raftelis Financial Consultants, Inc. as a sub-consultant) to review and update the assessment methodology and rates from the 2014 study by BMO with Burton & Associates. The draft assessment update was presented to and discussed by City Commission on June 26, 2023, at which time the City Commission expressed consensus to move forward with the update as proposed. The final rate study report prepared by Raftelis Financial Consultant, Inc. was submitted on July 18, 2023.

Discussion: As a part of the process established in Ordinance 09-1301, the City must adopt a Preliminary Rate Resolution each year a street lighting service assessment is considered. The Preliminary Rate Resolution (Resolution 24-3423) presented for Fiscal Year (FY) 2024-25 represents the assessment methodology and fee structure presented on the July 18, 2023 rate study. Resolution 24-3423 delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment of properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped

properties. The rate is \$44.04 per equivalent residential unit (ERU), an increase from the \$42.86 per ERU assessed for FY 2023-24 based on the fee structure established in the rate study dated July 18, 2023. Upon Preliminary Rate Resolution 24-3423 approval, a public hearing for the Final Assessment Resolution will be advertised and held at the August 12, 2024 City Commission meeting. Revenues generated by the Street Lighting Assessment will be budgeted in FY 2024-25 accordingly. Upon approval of the Final Assessment Resolution on August 12, 2024, it is estimated that net revenue from the Street Lighting Assessment will be approximately \$539,000.

Budget Impact: There is no impact to the City Budget at this time. Once the streetlighting fee increase option is approved, revenues generated by the Street Lighting Assessment will be budgeted in FY 2024-25 accordingly.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3423.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3423



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: June 24, 2024
Subject: Resolution 24-3430 Agreement Concerning Road Repairs at Windward Square and Related Budget Amendment #24-050

Introduction: Approval of Resolution 24-3430 providing for an Agreement with Windward Square Homeowners Association for a one-time payment of \$972,345 towards road repairs and a release from liability to the Windward Square Community associated with the water main replacement project and Related Budget Amendment # 24-050 is requested.

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. The City performed two phases of projects in the Windward Square subdivision, including the replacement of approximately 230 copper service lines (PW 2220 Windward Square Service Line Replacement Project) and the replacement of approximately 13,500 linear feet of asbestos cement water main via pipe bursting (PW 1808 Windward Square Water Main Replacement Project). The Windward Square Subdivision is made up of private roadways which are owned by Windward Square Homeowners Association, Inc. Both phases of projects required open cutting of private roadways to upgrade all potable utility infrastructure. The Windward Square HOA has provided significant cooperation which allowed the City to save a great deal of money in roadway restoration during the projects and made execution of the utility improvements much smoother.

Discussion:

Construction of both the Windward Square Service Line Replacement and Water Main Replacement projects impacted nearly 75% of private roadways within the Windward Square community. Typical costs for the City to repair these roads would normally exceed \$2.5M based on current asphalt removal and replacement costs. However, the Windward Square HOA obtained a quote for this work that resulted in significant cost savings for the City, and later presented this quote for consideration. City staff have reviewed the price quote and recommend compensation for 75%, or \$972,345, of the total cost associated with this work.

Resolution 24-3430 provides for the approval of an agreement with the Windward Square Homeowners Association for a one-time, lump-sum payment of \$972,345 for road repairs resulting, in part, from recent utility improvements done by the City. The Windward Square HOA also agrees to release the City from any claims resulting from damage(s) that may have been a result of construction and installation of the City's utility improvements. Further, it is agreed by both parties that no further compensation will be provided for road repairs and that

management of such repairs will be handled by the HOA.

Budget Amendment #24-050 is necessary to provide funds for the one-time, lump-sum payment toward the repair of the private roads in the Windward Square community.

Budget Impact: Budget Amendment #24-050 will provide the necessary funding to cover the one-time lump sum payment in the amount of \$972,345 for road repairs by reallocating unencumbered funds previously budgeted in the FY 24 Renewal and Replacement Infrastructure account #402-0751-536.63-40 for Winter Woods Force Main Replacement Project (PW 2306) to instead be used for this project.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3430 approving the Agreement Concerning One-Time Payment for Road Repairs at the Windward Square Subdivision and associated Budget Amendment #24-050.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 24-3430
2. Agreement
3. BA 24-050



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: June 24, 2024
Subject: Resolution 24-3431 - Permission for Florida Department of Environmental Protection to Access Monitoring Well Sites

Introduction: Approval of Resolution 24-3431 authorizing the City Manager to execute a Permission to Enter Property Document granting permission to the Florida Department of Environmental Protection and its contractors to enter City property in order to access monitoring well sites and collect samples as part of contamination monitoring is requested.

Background: The Florida Department of Environmental Protection (FDEP) currently has monitoring wells on the Howell Park Water Treatment Plant property (specifically parcel 21-21-30-501-0200-0040 at 92 Wilshire Drive) and in nearby City rights-of-ways. These wells are used to monitor contamination associated with a nearby parcel (not owned by the City) at 591 SR 436. Previous agreements formally allowing FDEP to access these wells on the City's property have expired.

Discussion: FDEP requires a valid site access agreement before its contractors can continue work on the monitoring well sites. FDEP has requested formal permission to enter the City's properties and conduct work associated with contamination monitoring via the document attached as Attachment A. Permission to access will endure for so long as is necessary to assess, monitor, and remediate the contamination.

Resolution 24-3431 provides for approval of the permission document in Attachment A and authorizes the City Manager to execute it.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3431.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3431
2. Attachment A



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: June 24, 2024
Subject: Resolution 24-3433 - Approval of Amendment 2 to the Seminole County Sheriff's Office/City of Casselberry Agreement for Law Enforcement Dispatching Services

Introduction: Approval of Resolution 24-3433 approving and authorizing Amendment 2 to the Agreement for Law Enforcement Dispatching Services Between the City of Casselberry and the Seminole County Sheriff's Office to renew the agreement for five (5) years and schedule payments for dispatch service for FY 2025 totaling \$450,000 is requested.

Background: On June 28, 2021, the City of Casselberry entered into a five-year Agreement with the Seminole County Sheriff's Office to provide law enforcement dispatching services for the City of Casselberry. The attached Amendment 2 renews the Agreement for an additional five (5) year period beginning October 1, 2024, through September 30, 2029, representing City of Casselberry's fair share of the Sheriff's Office Communications Division budget for the upcoming fiscal year.

Discussion: An email was received on June 10, 2024, from Barbara Taylor, Procurement and Agreements Manager, Seminole County Sheriff's Office, with the FY 2024 – 2025 Dispatch Amendment. The Amendment displays an amount of \$112,500 due each quarter for a total amount of \$450,000 for dispatching services for FY 2024–2025. This is a decrease of \$35,800 for fiscal year 2024-2025 as compared to FY 2023-2024.

Budget Impact: The amount of \$450,000 has been allocated in the proposed FY 2024-2025 Budget in General Fund Dispatch Services Account #001-0610-521.34-09.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 24-3433 and Amendment 2 for the Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry to renew for an additional five-year term and authorize payment of \$450,000 for FY2025.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 24-3433
2. Amendment 2



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: June 24, 2024
Subject: Award of Bid for ITB-2024-1187 and Agreement with Construct Co. Inc. for the Secret Lake and Sunset Park Boat Ramps and Related Budget Amendment #24-049

Introduction: Consideration to award a bid for ITB-2024-1187 and execute an agreement with Construct Co. Inc. for the Secret Lake and Sunset Park boat ramps in the amount of \$402,197 and also related Budget Amendment #24-049 is requested.

Background: The City of Casselberry's lake management staff within the Stormwater Division is responsible for overseeing and maintaining the diverse waterbodies within the City limits. Ensuring effective lake management hinges on having reliable and secure access points. Among the numerous waterbodies under the City's jurisdiction, Secret Lake and Lake Concord at Sunset Park are prominent examples. However, the current absence of an optimal launch site poses challenges to deploying the airboats and the jon boats, both of which are essential assets for operations. Presently, the jon boat is launched from an undeveloped shoreline within Secret Lake Park, while the airboat's launch location, situated along a different shoreline, necessitates traversing park pathways, risking eventual damage to these paths. Previously, jon boat access for Lake Concord was facilitated through a vacant lot owned by the City, but its recent sale has left staff with suboptimal alternatives. Sunset Park on the lake's eastern shoreline emerges as the most viable unimproved launch site, albeit under less-than-ideal conditions. The proposed boat ramps will allow for reliable, safe, and stable boat launching conditions. The proposed ramps will be utilized frequently for various aspects of lake management including aquatic plant control, water quality sampling, and aquatic plant surveys.

CPH, LLC. (formerly CPH Inc.) is one of the City's current continuing consultants for Stormwater and Lake Management services. CPH, LLC. was contracted in 2023 to design and provide post-construction services for the proposed boat ramps at both Secret Lake (project PW 2202) and Lake Concord at Sunset Park (project PW 2312).

In Fiscal Year 2024, an additional \$100,000 for each project was budgeted for construction within the Stormwater Utility Fund. The proposed projects received all the required permits by January 2024.

Discussion: The engagement addressed by this agenda item provides for the construction of the Secret Lake and Lake Concord boat ramps. A solicitation, ITB-2024-1187, was issued on April 15, 2024. The solicitation was appropriately advertised on April 22, 2024, publicly broadcasted on Vendorlink, with the due date of May 23, 2024. A mandatory pre-bid

conference on the project was held on May 1, 2024. A total of 4 submittals were received.

Construct Co. Inc. submitted the lowest, responsive, and responsible bid submittal meeting the City's specifications for a total of \$402,197.

Staff recommends budgeting a 5% overall construction contingency (\$20,109.85), bringing the total maximum construction cost to \$422,306.85. With \$200,000 in local construction funding already budgeted, the City will need to allocate \$223,306.85 from the Stormwater Utility Account to cover the contingency and remaining cost.

Budget Impact: Budget Amendment #24-049 will provide the necessary funding for the construction of this project.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the General Construction Agreement with Construct Co. Inc. for the Secret Lake and Lake Concord boat ramps in the amount of \$402,197; authorization for the City Manager to execute change orders as needed up to a cumulative total of 5% of the awarded construction cost; and approval of related Budget Amendment #24-049.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Agreement
2. BA 24-049



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: June 24, 2024
Subject: Excuse Absence of Commissioner Chad Albritton

Introduction: Commissioner Chad Albriitton called on June 24, 2024 and respectfully requested that his excuse of absence due to illness be placed on the Consent Agenda for consideration.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: June 24, 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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: June 24, 2024
Subject: Resolution 24-3434 - Amending the Board Appointment Procedures Policy

Introduction: Approval of Resolution 24-3434 amending the Board Appointment Procedures Policy is requested.

Background: The Board Appointment Procedures Policy was first adopted by the City Commission on April 11, 2005 via Resolution 05-1572 which also repealed Resolution 96-954 relating to term limits. The purpose of the Board Appointment Procedures Policy is to formalize the process for City Board appointments, to ensure that citizens are fully aware of opportunities to serve on City Boards, or as the City's representative to Non-City Boards; that they understand the application process, including the deadlines to apply, the information required to be furnished in the application, the possible background checks that may be required, and term limits; and to ensure that each applicant is given proper consideration.

Discussion: The City Manager has requested that the Board Appointment Procedures Policy be revised to exempt City employees who are eligible to serve as representatives for the City on Non-City Boards from having to furnish a Volunteer Board Application Form to be considered for appointment. Upon review of the current policy, it was also determined that the policy referenced boards that no longer exist, and some of the language needed to be updated. The proposed amendments to the Board Appointment Procedure Policy update and modernize language; streamline and reorganize the appointment process; provide guidelines for the format and content of the board application while providing flexibility for revisions and updates when appropriate or required by changes in legislation; and include the City Manager's requested exemption for City employees.

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

Recommendation: The City Manager and the City Clerk recommend approval of Resolution 24-3434.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Resolution 24-3434
2. Resolution 05-1572



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: June 24, 2024
Subject: Award of Bid and Construction Agreement with Cathcart Construction Company for Northgate Phase 1 Water Main Replacement Project and Related Budget Amendment #24-051

Introduction: Consideration of approval to award an agreement to Cathcart Construction Company in the amount of \$2,749,642 for the Northgate Phase 1 Water Main Replacement Project and related Budget Amendment #24-051 is requested. (Ref: ITB-2024-1171)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community has been split into two phases.

On February 24, 2020, City Commission awarded Task Authorization #5 with Tetra Tech, Inc, which provided for the design and limited construction services of the Northgate Phase 1 Water Main Replacement Project. The scope of the Northgate Phase I project includes replacing 10,500 feet of galvanized and asbestos cement water main ranging in size from 2 inch to 8 inch. The project corridors include various residential streets in unincorporated Seminole County, extending along and to the north of Derbyshire Road from a connection point near Cedarwood Drive, to the intersection of Stratford Road, and a portion of Maitland's Community Park from Quinwood Lane to Cedarwood Drive. The pipe will be replaced using open-cut methods, with the existing pipe being grouted and abandoned in place. Tetra Tech's cost estimate for this project was \$2,426,000.

Discussion: An Invitation to Bid, ITB-2024-1171, was issued on April 15, 2024, requesting proposals from qualified firms for the Northgate Phase 1 Water Main Replacement Project. The work consists of furnishing all labor, equipment and materials necessary to replace approximately 10,500 linear feet of existing water main, and grouting of an additional 2,300 linear feet of asbestos cement water main. Bids for the project were due May 16, 2024. Two contractors responded with bids ranging from \$2,749,642.00 to \$3,875,165.44. Cathcart Construction Company provided the lowest, most responsive, and responsible bid in the amount of \$2,749,642.

The total project construction cost, inclusive of the base bid and 5% contingency, is \$2,887,124.10. Staff recommends authorization for the City Manager to approve Change Orders up to 5% of the base proposal amount (\$137,482.10), should the need arise. Any

additional contingency utilization would require City Commission approval. Budget Amendment #24-051 is necessary to provide an additional \$2,887,124 to fully fund construction costs, contingency, and CEI services from unencumbered American Rescue Plan Act (ARPA) funds.

For tracking purposes, this item is associated with PW 2009 Northgate Phase 1 Water Main Replacement Project.

Budget Impact: Budget Amendment #24-051 increases the ARPA Distribution & Collection Infrastructure Account #124-0751-536.63-40 in the amount of \$2,887,124 and the ARPA Non-Operating Source Account #124-0000-389.90-00 in the amount of \$2,227,220. It also reallocates unencumbered funds previously budgeted for the Windward Square Water Main Replacement Project (PW1808) in the amount of \$290,054, removes the roll-over project budget established in the Renewal and Replacement Fund Account #402-0751-536.63-40 in the amount of \$1,866,007 and instead creates a transfer from the 402 fund to the ARPA fund to support project funding in the amount of \$659,904.

Recommendation: The City Manager and Public Works & Utilities Director recommend an Award of Bid for ITB-2024-1171 and execution of an agreement with Cathcart Construction Company in the amount of \$2,749,642 to provide for construction of the Northgate Phase 1 Water Main Replacement Project, authorization for the City Manager to approve Change Orders up to 5% of the base proposal amount, and approval of related Budget Amendment #24-051.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement
2. BA 24-051



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: June 24, 2024
Subject: Presentation and Discussion of the Draft City of Casselberry Vision Zero Action Plan

Introduction: Kathrin Tellez with Fehr and Peers will present and facilitate a discussion of the draft City of Casselberry Vision Zero Action Plan.



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

12.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: June 24, 2024
Subject: Board Appointment - South Seminole North Orange County Wastewater Transmission Authority Board - Alternate

Introduction: Consideration to appoint Jiovani Charres, Utility Engineer, as the City's alternate representative to the South Seminole North Orange County Wastewater Transmission Authority Board is requested.

Background: The City of Casselberry is a member of the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) which is an independent special district of the State of Florida. Its member entities consist of Seminole County and the Cities of Casselberry, Maitland, and Winter Park. Each member appoints one regular representative and an alternate for representation on the Board. SSNOCWTA was created by Act in 1978 to function as the agency through which the wastewater generated within its boundaries was to be transmitted to a regional wastewater treatment facility known as Iron Bridge, which was constructed by and is operated by the City of Orlando.

Discussion: The current alternate representative, Lorie Mertens-Black, Executive Assistant to the City Manager, has resigned from the position. Jiovani Charres, Utility Engineer, has indicated he is willing to serve as the new alternate representative. It should be noted that Matt Baker, Distribution and Collections Superintendent, was appointed as the City's Representative on January 22, 2024 filling an unexpired term which expires September 2024, because previously there were terms associated with the Board's positions. With the most recent updates to the Authority's governing rules, this is no longer the case, and the length of term for the City's representatives is at the pleasure of the Commission. Consideration of Mr. Baker's reappointment to the board will be considered in September.

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

Recommendation: The City Manager and the City Clerk recommend the City Commission consider the appointment of Jiovani Charres as the City's alternate representative to the South Seminole North Orange County Wastewater Transmission Authority Board.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments: None



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: June 24, 2024
Subject: Procurement Information Report for the Period May 1, 2024 through May 31, 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 May 1, 2024 through May 31, 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 the next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of May 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: Elsie Burgess, Procurement Manager

Attachments:

1. May 2024 Procurement Information Report