

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, July 22, 2024
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of June 24, 2024 - Regular Meeting**

B. **Minutes of July 15, 2024 - Budget Workshop**

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing the Retirement of Michael Schaefer**

Mayor Henson will present a proclamation in recognition of Michael Schaefer's retirement from the City of Casselberry with 29 1/2 years of dedicated public service, retiring as a Police Captain in the Police Department.

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. 101247 - \$16,466.44
- Fisher & Phillips LLP, Invoice No. 1971193 - \$91.50
- Fishback Dominick LLP, Invoice No. 120252 - \$935.84

- B. **Resolution 24-3435 - Annual Rate Resolution for Sausalito Assessment Area**
Approval of Resolution 24-3435 as the Annual Rate Resolution for the Fiscal Year 2024-2025 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.
- C. **Resolution 24-3436 - Conveyance of Easement to Duke Energy Florida, LLC for "Wheel Park" - Phase 1 & 2**
Approval of Resolution 24-3436 providing for authorizing for the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC at "Wheel Park" - Phase 1, 951 N. Winter Park Dr., Parcel ID 04-21-30-526-0000-0080 and "Wheel Park" - Phase 2, 952 N. Winter Park Dr., Parcel ID 04-21-30-526-0000-0020 to allow for installation and maintenance of utilities needed for "Wheel Park" - Phase 1 & Phase 2 is requested.
- D. **Resolution 24-3437 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #24-047**
Approval of Resolution 24-3437 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of \$5,000 for overtime high visibility education and enforcement, and related Budget Amendment #24-047 is requested.
- E. **Use of Federal Forfeiture Funds for the Sole Source Purchase of Eight (8) FDLE Falcon RapidID Edge Device (RID) Software and Fingerprint Scanners from DataWorks Plus and Related Budget Amendment #24-048**
Approval to use Federal Forfeiture Funds for the sole source purchase of eight (8) FDLE Falcon RapidID Edge Device (RID) software and fingerprint scanners from DataWork Plus to assist in providing a positive identification of an individual, and related Budget Amendment #24-048 is requested.
- F. **Change Order No. 1 to Task Authorization No. 24 with CHA Consulting, Inc for PW 2308 Lift Station #77 Quintuplet Rehabilitation Services**
Approval of Change Order No. 1 to Task Authorization No. 24 with CHA Consulting, Inc. for Project PW 2308 Lift Station #77 Quintuplet Rehabilitation for additional design and survey services in the amount of \$53,145 is requested.
- G. **Resolution 24-3438 - Authorizing Execution of an Indemnification Agreement in Favor of the Florida Department of Transportation (FDOT)**
Approval of Resolution 24-3438 authorizing execution of an indemnification agreement in favor of the Florida Department of Transportation (FDOT) for any ramifications from a stable brownfield plume underneath US Hwy 17-92 which originated for the old police station site is requested.
- H. **Resolution 24-3439 - Authorizing Joint Submittal of a "Safe Streets and Roads for All" Planning Grant Application to the U.S. Department of Transportation**
Approval of Resolution 24-3439 authorizing the City of Casselberry to participate in joint submittal of a Safe Streets and Roads for All (SS4A) Planning Grant with MetroPlan Orlando and other agencies to the U.S. Department of Transportation to assist with furthering Vision Zero initiatives, inclusive of a local match of 20%, not to exceed \$30,000, is requested.
- I. **Piggyback Purchase for Replacement of One (1) Police Vehicle and Related Budget Amendment #24-052**
Consideration for approval to piggyback the Bradford County Sheriff's Contract # BCSO 22-27-1.0 for the purchase of one (1) replacement Ford Explorer unmarked police traffic unit for the total amount of \$45,770 and related Budget Amendment #24-052 is requested.
- J. **Resolution 24-3432 - Interlocal Agreement for Contribution of Individual Opioid Settlement Funds Between the City of Casselberry and Seminole County and Related Budget Amendment #24-053**
Approval of Resolution 24-3432 authorizing an Interlocal Agreement with Seminole County for allocation of the City's share of the Opioid Settlement, authorization to transmit already received settlement funds in the amount of \$54,491.36 to the County and related Budget Amendment 24-053 is requested.

- K. **Amendment No. 2 to the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair**
Approval of Amendment No. 2 to the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feeds Systems Maintenance and Repair on an as-needed basis for an amount not to exceed \$130,000.00 for the term of the agreement and extending the term of the agreement for a one (1) year period is requested.
- L. **Employee Health Insurance Renewal for Fiscal Year 2024-2025**
Approval to renew City employees' health insurance coverage from United Healthcare for Fiscal Year 2024-2025 is requested.
- M. **Resolution 24-3442 - 2024-2028 Inter-Local Voluntary Cooperation Operational Assistance Combined Mutual Aid Agreement**
Approval of Resolution 24-3442 authorizing the execution of the 2024-2028 Inter-Local Voluntary Cooperation Operational Assistance Combined Mutual Aid Agreement is requested.
- N. **Resolution 24-3443 - Contract for Sale and Purchase of Residential Property at 106 Wilshire Drive (Parcel ID: 21-21-30-501-0200-0050) and Related Budget Amendment #24-055**
Approval of Resolution 24-3443 authorizing the execution of a Contract for Sale and Purchase of Residential Property located at 106 Wilshire Drive for the expansion of the Howell Park Water Treatment Plant and related Budget Amendment #24-055 is requested.

8. DISCUSSION ITEMS

- A. **Future Agenda Items**

9. RESOLUTIONS

- A. **Resolution 24-3440 - Adoption of the City of Casselberry Vision Zero Action Plan**
Approval of Resolution 24-3440 adopting the City of Casselberry Vision Zero Action Plan is requested.
- B. **Resolution 24-3441 - Agreement with Florida Wildflower Foundation for 2024 Viva Florida Landscape Demonstration Garden Grant and Related Budget Amendment #24-054**
Approval of Resolution 24-3441 providing for an Agreement for a 2024 Viva Florida Landscape Demonstration Garden Grant through the Florida Wildflower Foundation to install a Florida native plant demonstration garden along the Secret Lake Conservation Area in the amount of \$3,000 and related Budget Amendment #24-054 is requested.

10. FIRST READING OF ORDINANCES

- A. **First Reading Ordinance 24-1605 - Amending Chapter 46, Floods, of Part II, City Code of Ordinances**
Approval of Ordinance 24-1605 on first reading amending Chapter 46, Floods, of Part II, City Code of Ordinances, to update the City's flood regulations to satisfy the Community Rating System (CRS) Class 8 Prerequisite, 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 24-1604 - Amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590**
Adoption of Ordinance 24-1604 on second and final reading, amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590 to state that all Charter Amendments, if approved by the electors on August 20, 2024, apply to the August 20, 2024 election, is requested.

12. OTHER ITEMS

- A. **Tentative Tax Rate and Voted Debt Millage Rate for Fiscal Year 2024/2025**

Consideration to set the tentative millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills for Fiscal Year 2024/2025 (FY 2025) is requested.

B. Selection of Voting Delegate at the Florida League of Cities Annual Conference

Designation of one official from the City of Casselberry to be the voting delegate at the business meeting held during the Florida League of Cities 2024 Annual Conference is requested.

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 June 1, 2024 through June 30, 2024

The June 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: July 22, 2024
Subject: Minutes of June 24, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 24, 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: July 22, 2024
Subject: Minutes of July 15, 2024 - Budget Workshop

Introduction: The City Clerk is presenting the minutes of the July 15, 2024 Budget Workshop 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: July 22, 2024
Subject: Proclamation: Recognizing the Retirement of Michael Schaefer

Introduction: Mayor Henson will present a proclamation in recognition of Michael Schaefer's retirement from the City of Casselberry with 29 1/2 years of dedicated public service, retiring as a Police Captain in the Police Department.



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: July 22, 2024
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney, the City Labor 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 - June 2024 - Invoice No. 101247 - \$16,466.44

Fisher & Phillips LLP
City Labor Attorney Services - May 2024 - Invoice No. 1971193 - \$91.50

Fishback Dominick LLP
Code Enforcement Special Magistrate Services - May 2024 - Invoice No. 120252 - \$935.84

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 City Labor Attorney's invoice are available in FY 2024 Budget Account No. 001-0140-514.31-02. 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. 101247
2. Invoice No. 1971193
3. Invoice No. 120252



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: July 22, 2024
Subject: Resolution 24-3435 - Annual Rate Resolution for Sausalito Assessment Area

Introduction: Approval of Resolution 24-3435 as the Annual Rate Resolution for the Fiscal Year 2024-2025 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.

Background: Previously, the wall for the Sausalito Shores subdivision along Red Bug Lake Road had become a structural and aesthetic concern and was in need of replacement. At the request of the Sausalito Shores Homeowner's Association (HOA) in October 2012, Public Works staff presented possible options to address this issue, focusing on the concept of the City enacting a special assessment so that homeowners could pay for a new wall over time via their property tax bill. Passage of such a special assessment is governed by the City's Ordinance No. 09-1301, as amended by Ordinance 18-1492. This Ordinance references Florida Statutes Sections 197.3632 and 197.3635 regarding the Uniform Assessment Collection Act, which allows for collection of non-ad valorem assessments on the same bill as ad valorem taxes.

In October 2012, the Sausalito Shores HOA Board unanimously approved a recommendation to proceed with the special assessment process for the wall. However, as was discussed at the meeting, neither the HOA nor the City at that time had an easement over the wall, which is divided across 29 individual lots in the subdivision. By September 2017, all needed easements had been obtained and executed. In 2018 the City proceeded with advance-funding design, contracting with CPH, Inc. to design the wall.

A Resolution of Intent (Resolution 18-3073) was passed on December 10, 2018 to potentially allow for a special assessment for Fiscal Year 2020. As indicated in said Resolution, such an assessment would impact Sausalito Sections Two, Three, and Four (commonly known as "Sausalito Shores"). It would not affect the Sausalito Condominium.

A solicitation of bids (Ref: ITB-2019-0441) for the construction of the wall was released on February 28, 2019, with a bid opening date of April 9, 2019. The apparent lowest, responsive and responsible bid was received by Cohen Construction, Inc. in the amount of \$1,411,504.00. In addition to the costs of the contractor, additional costs were outlaid in order to reconstruct the wall. These included estimates for a construction contingency, inspection services, permitting, loan issuance costs, etc. The total cost to construct the wall inclusive of incurred and anticipated expenditures was estimated to be \$1,690,380.51, before financing and interest costs.

On July 22, 2019, the City Commission approved Resolution 19-3107, which was the Initial Assessment Resolution. It addressed the following: 1) describing the property within the Sausalito Assessment Area, 2) providing estimated capital cost of the project, 3) determining property will be specially benefited, 4) establishing assessment method, 5) directing preparation of an Initial Assessment Roll, 6) directing publishing of notice of Public Hearing for the Final Assessment Resolution, and 7) authorizing the date, time, and place of the Public Hearing.

On August 26, 2019, the City Commission approved Resolution 19-3112, the Final Assessment Resolution, in order to enact the Special Assessment to replace the Sausalito Shores subdivision wall. The Resolution memorialized findings, ratified the Initial Assessment Resolution, approved the Assessment Roll, imposed the Assessment, and directed its collection. Construction of the wall has since been completed, and the wall has been turned over to the HOA to insure and maintain.

Discussion: Ordinance No. 09-1301 requires adoption of an Annual Rate Resolution during its budget process for each fiscal year to approve the assessment roll for said fiscal year. Resolution 24-3435 serves as the Annual Rate Resolution to approve the assessment roll for Fiscal Year (FY) 2024-2025.

In 2022 staff conducted an analysis of actual costs and revenues to determine whether any changes to the annual assessment amount should be made. With regard to costs, staff determined that design, construction, and inspection costs together were approximately \$48,721 under budget. With regard to revenue, staff estimated approximately \$5,706 less than anticipated per year was being received. Considering the scale of the cost savings vs. the estimated annual underrun in revenues based on this previous analysis, staff recommends no change to the annual assessment amount for FY 2024-25. Therefore, the annual assessment rate per home in Sausalito Shores will continue to be \$364.39. Staff will continue to monitor actual revenues to determine if changes to the rate in a future fiscal year should be pursued.

Budget Impact: There is no Fiscal Year 2023-2024 budget impact due to this item. Projected revenues from the Special Assessment will be included in the Fiscal Year 2024-2025 budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3435.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3435



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: July 22, 2024
Subject: Resolution 24-3436 - Conveyance of Easement to Duke Energy Florida, LLC for "Wheel Park" - Phase 1 & 2

Introduction: Approval of Resolution 24-3436 providing for authorizing the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC (Duke Energy) at "Wheel Park" - Phase 1, 951 N. Winter Park Dr., Parcel ID 04-21-30-526-0000-0080 and "Wheel Park" - Phase 2, 952 N. Winter Park Dr., Parcel ID 04-21-30-526-0000-0020 to allow for installation and maintenance of utilities needed for "Wheel Park" - Phase 1 & Phase 2 is requested.

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks, including "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2. On December 11, 2023, the City Commission approved Amendment No. 1 to Supplemental Agreement No. 3 for "Wheel Park" - Phase 1 and Amendment No. 1 to Supplemental Agreement No. 4 for "Wheel Park" - Phase 2 for the Guaranteed Maximum Price to construct both Parks Projects.

Discussion: As part of the design of the projects, Duke Energy will need to install and maintain utilities to facilitate power needed at "Wheel Park" - Phase 1 & 2. This easement agreement will allow installation and maintenance to be provided for permanent equipment placed within the two parcels, such as transformers. Therefore, Resolution 24-3436 authorizes the conveyance of an easement from the City to Duke Energy to make these adjustments.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3436.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3436
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: July 22, 2024
Subject: Resolution 24-3437 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #24-047

Introduction: Approval of Resolution 24-3437 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of \$5,000 for overtime high visibility education and enforcement, and related Budget Amendment #24-047 is requested.

Background: The High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program is an agreement from the Institute of Police Technology and Management (IPTM). Funds provided to agencies are allocated toward overtime for high visibility education and enforcement operations.

Discussion: According to a study done by the Florida Highway Safety and Motor Vehicles (FLHSMV), Florida is ranked #1 in bicycle fatalities and #2 in pedestrian fatalities. Of the various counties within Florida, Seminole County is ranked in the top 25 "most dangerous" for bicyclists and pedestrians. Within Seminole County, the High Visibility Program used crash data from 2017 - 2023 to determine the top 15 roadways with high pedestrian/bicycle crashes. This data showed that two areas within the City of Casselberry's jurisdiction, Winter Woods Boulevard to Howell Branch Road and S Winter Park Drive to Jasmine Road, fell within the top 15. As a result, High Visibility Education and Enforcement operations will be conducted in those locations by trained officers in accordance with the contract by IPTM. The contract provides \$5,000 in overtime for these operations.

Budget Impact: Budget Amendment #24-047 will increase IPTM Overtime account #001-0000-337.20-04 by \$5,000, and General Fund Overtime account #001-0610-521.14-00 by \$5,000.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 24-3437 authorizing the agreement with the Institute of Police Technology and Management for the High Visibility Enforcement Pedestrian & Bicycle Safety Agreement and related Budget Amendment #24-047.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 24-3437
2. Agreement
3. BA #24-047



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: July 22, 2024
Subject: Use of Federal Forfeiture Funds for the Sole Source Purchase of Eight (8) FDLE Falcon RapidID Edge Device (RID) Software and Fingerprint Scanners from DataWorks Plus and Related Budget Amendment #24-048

Introduction: Approval to use Federal Forfeiture Funds for the sole source purchase of eight (8) FDLE Falcon RapidID Edge Device (RID) software and fingerprint scanners from DataWork Plus to assist in providing a positive identification of an individual, and related Budget Amendment #24-048 is requested (SG-2024-1204).

Background: The federal asset forfeiture fund is a powerful tool that provides valuable resources to state and local law enforcement that may not have otherwise been available. Equitably shared funds must be used in accordance with the Federal Guide to Equitable Sharing for law enforcement purposes that directly fit specified criteria, one of which is law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. The agency seeks to spend funds in the total amount of \$17,640 under a project to purchase and use fingerprint identification systems for officers to use in the field.

The Police Department is already using DataWorks Plus' Rapid ID software and fingerprint scanners (since approximately 2017) to assist officers with positive identification in the field. The Rapid ID Edge Device provides positive ID to officers on traffic stops, victims, and suspects at incident/crime scenes, assists in serving warrants, and provides a watch-list of high priority suspects. The product is compatible with FDLE Falcon RapidID and these fingerprint scanners are used throughout Seminole County and the State of Florida.

Discussion: The Police Department is committed to providing quality law enforcement services to the community and the public. As a means of assisting in accomplishing such, the Police Department has a goal to purchase and use DataWorks Plus' Rapid ID software and fingerprint scanners to assist officers with positive identification in the field. The Police Department seeks City Commission approval to expend federal forfeiture funds in the amount of \$17,640 to purchase the systems. After City Commission approval, the Department will complete and submit the appropriate documents for purchase in line with current procurement policy. The units have a one-year warranty included in the purchase price. The software license is perpetual, so no annual fees are charged for software usage. No contract is required to purchase and use the devices.

Budget Impact: Budget Amendment #24-048 will utilize Federal forfeiture funds to increase the Professional Services Account #121-0610-521.31-00 by \$1,240, Operating

Supplies – Software account #121-0610-521.52-01 by \$2,000, and Small Tools and Minor Equipment account #121-0610-521.52-56-00 by \$14,400.

Recommendation: The City Manager and Police Chief recommend approval of the use of Federal Forfeiture Funds for the sole source purchase of equipment and associated software from DataWorks Plus in the amount of \$17,640 and related Budget Amendment #24-048.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #24-048
2. Equipment Quote
3. SG-2024-1204 PF-235
4. SG-2024-1204 PF-237



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: July 22, 2024
Subject: Change Order No. 1 to Task Authorization No. 24 with CHA Consulting, Inc for PW 2308 Lift Station #77 Quintuplet Rehabilitation Services

Introduction: Approval of Change Order No. 1 to Task Authorization No. 24 with CHA Consulting, Inc. for Project PW 2308 Lift Station #77 Quintuplet Rehabilitation for additional design services in the amount of \$53,145 is requested.(Ref: SOQ-2018-0276)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system made up of gravity sewer lines, force mains, and lift stations. The Wastewater and Reclaimed Water Master Plan proposed a capital improvements program for the wastewater collection and transmission system. Of these projects, upgrading Lift Station #77 (Quintuplet) has been proposed. The existing wet well is undersized and experiences capacity issues during wet weather events, causing the gravity sewer system that feeds this lift station to surcharge.

On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with CHA Consulting, Inc. for a Continuing Contract for Utilities Projects (SOQ-2018-0276). On May 15, 2023, the City Commission approved Task Authorization No. 24 with CHA Consulting, Inc which provided for the design of the Lift Station #77 Quintuplet Renovation project. Design has been underway for conversion of the existing wet well to a pass-through manhole, new wet well, new discharge pumps, new valve vault discharge piping, new electrical system, and new discharge force main connections.

Discussion: As part of the preliminary design stage, the City and CHA Consulting determined the need to relocate Lift Station #77 in order to prevent impacts to a community stormwater pond. The lift station is planned to be relocated across the street to a parcel already owned by the City. Due to this relocation, additional surveying and design services are required for the new parcel. CHA Consulting has provided a proposal for the additional services in the amount of \$53,145. Change Order No. 1 to Task Authorization No. 24 authorizes this work and also extends the duration of the Task Authorization to better align with a project closeout in mid-2025.

For tracking purposes, this item is associated with PW 2308 Lift Station #77 Quintuplet Renovation.

Budget Impact: Sufficient funding is available in the Lift Stations Infrastructure Improvements account #402-0752-535.63-40 to fund this item in an amount not to exceed \$53,145.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 1 to Task Authorization No. 24 with CHA Consulting, Inc in the amount not to exceed \$53,145.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No. 1



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: July 22, 2024
Subject: Resolution 24-3438 - Authorizing Execution of an Indemnification Agreement in Favor of the Florida Department of Transportation (FDOT)

Introduction: Approval of Resolution 24-3438 authorizing execution of an indemnification agreement in favor of the Florida Department of Transportation (FDOT) for any ramifications from a stable brownfield plume underneath US Hwy 17-92 which originated for the old police station site is requested.

Background: In 2012, the City of Casselberry applied for and was awarded an EPA Brownfields Cleanup grant for the former Casselberry Police Station located at 4195 S. U.S. Hwy 17-92. This included transitioning the subject property from the Petroleum Restoration Program (PRP). The City subsequently entered into a Brownfields Site Rehabilitation Agreement (BSRA) with the Florida Department of Environmental Protection (FDEP). Historically, the State Brownfields Program's ("Program") initiative was aimed at addressing environmental impacts, including petroleum-related contamination, focusing on redevelopment. The program provides a structured framework for cleanup efforts, including site assessment, contamination characterization, risk evaluation, and implementation of remediation technologies. Through the Program, responsible parties, property owners, and other stakeholders receive technical guidance and financial assistance to manage and mitigate the impacts of contamination. The Community Development Department has been working with Stantec, an environmental consulting firm, and FDEP on the closure of this site through a No Further Action without Controls (NFA) with conditions.

Additionally, a key component of the Program is accessing incentives, including Voluntary Cleanup Tax Credits (VCTCs), which offer reimbursement in the form of transferrable tax credits for eligible costs associated with site assessments, remediation, and monitoring. VCTCs alleviate the financial burden on property owners and encourage timely and effective cleanups. The Program also promotes collaboration between regulatory agencies, property owners, and environmental professionals to ensure that remediation efforts meet regulatory standards and protect human health and the environment. By facilitating the cleanup and redevelopment of contaminated sites, the Program helps to restore valuable land for productive use, stimulates economic growth, and enhances community wellbeing.

The current history of the project is listed below.

- June 2023 – Stantec was contracted to get a comprehensive round of groundwater sampling results.

- July 2023—Stantec completed the comprehensive round of groundwater sampling of the site. Based on the updated results, the plume was stable, and FDEP agreed that the site was still amenable to closure via an NFA with Conditions.
- January 2024 – VCTC application submitted for eligible activities integral to site rehabilitation.
- March 2024 – VCTC application approved by FDEP
- June 2024 – Stantec negotiated with FDEP Central District on acceptable institutional control (IC) boundaries to be used to support conditional closure and engaged with a professional surveyor and environmental attorney to help provide the necessary exhibits needed for the Declaration of Restrictive Covenant (DRC) which will rely on a deed restriction on groundwater use for the on-site groundwater contamination and an FDEP-FDOT Memorandum of Understanding (MOU) for the off-site groundwater contamination.

Discussion: The FDEP-FDOT MOU allows groundwater contamination in the ROW to stay in place if the contamination is properly noted in FDEP’s State IC Registry and FDOT’s ROW maps. This coordination ensures that existing FDEP, FDOT, and water management district permitting processes can restrict use, mitigate exposure, and protect human health and the environment. Utilization of the FDEP-FDOT MOU requires the City to execute an Indemnification Agreement with the FDOT. If the Indemnification agreement is approved by the City Commission, staff, assisted by Stantec, will proceed with the next steps, which include the following tentative timelines:

- Stantec will provide an updated Institutional Control Boundary to Maria Labrador at FDEP Central District. Once FDEP approves the IC boundary, Stantec will mobilize the surveyor.
- Preparation (by Stantec) of a proposal to FDEP for the Conditional Site Rehabilitation Completion Order (CSRCO). This proposal will include a DRC Package with special purpose survey, GIS shape files with GPS coordinates, a summary of the soil and groundwater data, legal description and FDOT map notes, proposed restrictions and requirements, title work, notifications to affected parties, draft recitals, the executed indemnification agreement, and draft “deed notice” to be recorded for the source property, per FDEP Institutional Control Procedural Guidance
- The draft DRC Package will be submitted to FDEP Central District and FDEP Office of General Counsel for review. (September 2024)
- Once FDEP approves the DRC Package, they’ll issue a Provisional CSRCO; this review is typically six to 18 months. (March 2025)
- Following the issue of the Provisional CSRCO, staff will need the City to record the deed restriction at the County Clerk’s office. The site will be placed on a State IC Registry maintained by FDEP, and FDOT will maintain map notes for the ROW. Once proof of the recording is submitted, FDEP will issue the final CSRCO.
- Once CSRCO is issued, treatment system removal and well abandonment(s) can be completed within 30 days (April 2025)
- Stantec will then need to pull the AS/SVE treatment system offsite, abandon the treatment and monitor wells, and provide a Remediation System Decommissioning and Well Abandonment Report.

- The City may choose to list the property for sale, and the Remediation System Decommissioning and Well Abandonment Report can be submitted to FDEP to close their file 30 days after the abandonment (May 2025)

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 24-3438.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Resolution 24-3438
2. Indemnification Agreement
3. Institutional Control Boundary



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: July 22, 2024
Subject: Resolution 24-3439 - Authorizing Joint Submittal of a "Safe Streets and Roads for All" Planning Grant Application to the U.S. Department of Transportation

Introduction: Approval of Resolution 24-3439 authorizing the City of Casselberry to participate in joint submittal of a Safe Streets and Roads for All (SS4A) Planning Grant with MetroPlan Orlando and other agencies to the U.S. Department of Transportation to assist with furthering Vision Zero initiatives, inclusive of a local match of 20%, not to exceed \$30,000, is requested.

Background: The federal Safe Streets and Roads for All (SS4A) Grant Program supports Vision Zero efforts through two different grant types: 1) Planning and Demonstration and 2) Implementation. Planning and Demonstration Grants provide federal funds to develop, complete, or supplement an action plan. These can also be used to implement quick-build strategies using low-cost and temporary materials that may inform future permanent projects. Implementation Grants provide federal funds to implement projects and strategies identified in an Action Plan to address roadway safety problems.

In 2022, in cooperation with the City of Casselberry and other Cities and Counties in the the MetroPlan region, MetroPlan Orlando applied for and subsequently received an SS4A Planning Grant to develop Vision Zero Action Plans for the region and its Cities and Counties. As a result, in cooperation with the entire MetroPlan Orlando region, the City of Casselberry has been working on Vision Zero initiatives, including developing its own local Vision Zero Action Plan. The goal of Vision Zero is to achieve zero deaths and severe injuries on the transportation system. As part of this effort, a local High Injury Network (HIN) analysis has been completed, which identifies portions of the transportation system within the City that may be in most need of improvements to mitigate traffic crashes.

In May 2024, the City of Casselberry applied for an SS4A Planning and Demonstration Grant for a combination of planning and demonstration (e.g., quick-build) activities. Planning activities proposed included efforts to help the City complete its new Mobility and Access Plan, which will be coordinated with the City's new Vision Zero Action Plan. Demonstration activities proposed included a combination of striping, delineators, temporary curbing, speed cushions, and other eligible safety and accessibility improvements at various locations, especially on the City's High Injury Network. As of the writing of this agenda item, SS4A awards for the May 2024 grant cycle have not been announced.

Discussion: As the region wraps up various Vision Zero Action Plans, MetroPlan Orlando is planning to submit for another SS4A Planning and Demonstration Grant in August 2024 to conduct supplemental planning activities that will further Vision Zero initiatives. MetroPlan has reached out to partner agencies to consider joining in on this new application.

City staff recommends participating in the new application with MetroPlan Orlando. Staff tentatively anticipates the City's "portion" of the grant application would include a focus on additional planning efforts for SR 436 and/or US 17-92, especially since SR 436 is the corridor of most concern in the City's High Injury Network. A 20% local match is required. As of the writing of this agenda item, as the regional grant proposal is not yet completed, the precise value of the 20% match relative to the City's fair share of the grant has not been precisely determined. To provide flexibility, City staff is requesting consideration to allow the submittal of a regional grant proposal that includes components benefiting Casselberry up to \$150,000, which would include a City match not to exceed \$30,000. Should City staff receive improved guidance prior to submittal of the support letter, the City Manager may commit less than this amount (but not more). If a grant were awarded, it is anticipated that the announcement of awards will be made in late 2024.

Resolution 24-3439 provides for authorization to participate in a joint submittal for an SS4A application, including authorization for the City Manager to sign application-related documents and/or support letters as needed and a commitment of a match up to \$30,000 in local funding should the partners be awarded a grant.

It should be noted that this item does not affect the City's independent SS4A application that was submitted in May 2024. Should the City receive notification it did not receive that award, staff may update and resubmit that application in August 2024, independent of the joint submittal, as previously authorized by the City Commission. As of the writing of this agenda item, staff is awaiting verification from the Federal Highway Administration that this would not be considered a duplicative application in order to ensure neither the City's independent nor the region's applications are jeopardized for eligibility purposes. Staff will strategize final submittal of grant application(s) based on the verification received.

Budget Impact: There is no immediate impact to the City Budget. However, should the City be awarded a planning grant (through joint application) and enter into a grant agreement, and/or agreement with participating agencies, it is anticipated a local match, not to exceed \$30,000 (as proposed in this agenda item), would be included as part of the agreement. This would be addressed by future agenda item(s) with Budget Amendment(s) as needed.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Resolution 24-3439.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3439



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

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Piggyback Purchase for Replacement of One (1) Police Vehicle and Related Budget Amendment #24-052

Introduction: Consideration for approval to piggyback the Bradford County Sheriff's Contract #BCSO 22-27-1.0 for the purchase of one (1) replacement Ford Explorer unmarked police traffic unit for the total amount of \$45,770 and related Budget Amendment #24-052 is requested (REF: PBA-2024-1214).

Background: Officers assigned to the Police Department's Traffic Squad patrol the city in unmarked vehicles. One of the officers was recently involved in a traffic accident which resulted in the City's insurance adjuster deeming the vehicle a total loss. The Police Department seeks to replace the vehicle to maintain the existing level of service and capability.

Discussion: The Police Department is committed to providing quality law enforcement services to the community and the public. As a means of assisting in accomplishing such, the Police Department has a goal to replace a recently totaled Ford Explorer with a new unit. Upon consultation with the City's fleet maintenance department, it was determined much of the existing lighting, safety, and storage equipment salvaged from the totaled vehicle could be repurposed in the new unit resulting in a substantial cost savings to the city.

The cost for the new Ford Explorer taking advantage of the Bradford County Sheriff's contract pricing is \$45,770. The city's insurance adjuster offered the actual cash value (ACV) of the vehicle, which was \$14,848, less the City's elected \$1,000 deductible. As the city wished to retain the vehicle to salvage the emergency equipment parts originally purchased for approximately \$7,100 the adjuster deducted an additional \$1,002 (representing the highest salvage value) from the ACV, in which a check for \$12,846 is being issued to the city. The remaining difference of \$32,924 will come out of the regular salaries and wages.

Budget Impact: Approval of Budget Amendment #24-052 will increase the Insurance Proceeds account #001-0000-369.85-00 in the amount of \$12,846 and the Vehicles account #001-0610-521.67-22 in the amount of \$45,770 and decrease the Salaries account #001-0610-521.12-01 in the amount of \$32,924.

Recommendation: The City Manager and Police Chief recommend approval to expend existing funds in the amount of \$45,770 for the purchase of a replacement Ford Explorer unmarked police traffic unit and Budget Amendment #24-052.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #24-052
2. Quote



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

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Resolution 24-3432 - Interlocal Agreement for Contribution of Individual Opioid Settlement Funds Between the City of Casselberry and Seminole County and Related Budget Amendment #24-053

Introduction: Approval of Resolution 24-3432 authorizing an Interlocal Agreement with Seminole County for allocation of the City's share of the Opioid Settlement, authorization to transmit already received settlement funds in the amount of \$54,491.36 to the County and related Budget Amendment 24-053 is requested.

Background: In 2018, the State of Florida sued eleven corporations for wrongful conduct in the opioid epidemic. The State of Florida won the lawsuit and will receive approximately \$3,000,000 and has identified five key strategies for the use of the settlement funds; prevention, Coordinated Opioid Recovery (CORe), treatment, recovery and peer support, and technology and data exchange in accordance with 397.335 F.S. – Statewide Council on Opioid Abatement. As a participant in the lawsuit, the City of Casselberry has received and will continue to receive settlement proceeds of about \$20,000 annually until the year 2039. On April 25, 2024, Seminole County staff, Central Florida Cares, the Casselberry Police Department, along with other agencies discussed the Opioid Settlement and mitigation. During the meeting, there was a review of the opioid litigation, approved uses for the funds, and the reporting requirements for recipients of the Opioid Settlement funds. Seminole County representatives suggested pooling funds to share the burden of opioid mitigation services and to provide continuity of service throughout the region.

Discussion: If approved, the Interlocal Agreement allows Seminole County to retain all future proceeds designated for the City of Casselberry from the Opioid Settlement. The funds will be disbursed to critical opioid mitigation partners in support of a regional program. These partners include the Seminole County Sheriff's Office, the Seminole Collaborative Opioid Response Effort Team (SCORE), and Hope and Healing Center.

The City of Casselberry has already received payments totaling \$54,491.36 from the Opioid Settlement. Upon Commission approval, these funds will be transmitted to Seminole County. Additionally, the remaining payments through 2039 will be directly dispersed from the State of Florida to Seminole County.

Budget Impact: Budget Amendment 24-053 will fund the distribution to Seminole County of settlement proceeds received totaling \$54,491.36. The budget for expenditure account 001-0190-563.81-00, Aid to Govt Agencies will be increased. The funding source will be account 001-0000-389.90-00, Other Non-operating Sources.

Recommendation: The City Manager and the Police Chief recommend approval of Resolution 24-3432 authorizing the Interlocal Agreement with Seminole County to allocate the City's share of the Opioid Settlement to help mitigate the impact of the opioid epidemic in Seminole County and authorization to transmit already received settlement funds in the amount of \$54,491.36 to the County and related Budget Amendment #24-053 is requested.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 24-3432
2. Interlocal Agreement
3. Opportunity Letter
4. Settlement Schedule
5. BA 24-053



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

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Amendment No. 2 to the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair

Introduction: Approval of Amendment No. 2 to the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feeds Systems Maintenance and Repair on an as-needed basis for an amount not to exceed \$130,000.00 for the term of the agreement and extending the term of the agreement for a one (1) year period is requested. (PBA-2022-0911)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers and the Water Reclamation Facility (WRF), which treats wastewater then distributes it for use as reclaimed irrigation. As part of the water treatment process, the three plants inject orthophosphosphate for corrosion control and sodium hypochlorite (chlorine) for disinfection. Orthophosphosphate is injected using chemical diaphragm pumps and the potable water chlorine is injected using peristaltic pumps. As part of the wastewater treatment process, sodium hypochlorite (chlorine) is injected into the treated effluent for disinfection prior to being distributed as reclaimed water. Chlorine is injected at the WRF using chemical diaphragm pumps. Corrosion control is required at the WTPs and disinfection is required at all facilities by the Florida Department of Environmental Protection. All chemical feed systems are currently in good condition, but in the event of an emergency it is vital the City maintains different options for maintenance and repair of the systems.

On July 21, 2020, Volusia County entered into an Agreement with Guardian Equipment for Chemical Feed Systems Maintenance and Repair. The term of the agreement is July 21, 2020 through July 20, 2023, with option to renew for a maximum of two (2) additional one (1) year periods.

The City of Casselberry entered into Piggyback Agreement PBA-2022-0911 with Guardian Equipment for Chemical Feed Systems Maintenance and Repair from April 18, 2022 through July 20, 2023. On August 24, 2023, Amendment No. 1 was approved by the City Manager to increase the compensation to a not-to-exceed amount of \$64,610.00 for an additional one (1) year period from August 24, 2023 through July 21, 2024.

Discussion: City staff has identified the need for additional compensation with this agreement in the event of an emergency. The proposed Amendment No. 2 increases the compensation under the agreement to a total not to exceed \$130,000.00 and extends the term of the agreement for a one (1) year period to begin on July 22, 2024 through July 20, 2025.

Budget Impact: Funding has been provided for these services in the FY 2024 budget in the following Water and Sewer Fund accounts:

- Water Reclamation Repairs and Maintenance account #401-0753-535.46-00
- Water Production Repairs and Maintenance account #401-0754-533.46-00

Other various operating accounts may be used as deemed appropriate. Appropriations beyond Fiscal Year 2024 are subject to future City Commission approval.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment No. 2 to the Piggyback Agreement with Guardian Equipment, Inc. for Chemical Feed Systems Maintenance and Repair on an as-needed basis for a cumulative amount not to exceed \$130,000 for the period beginning July 22, 2024 through July 20, 2025.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Amendment No. 2



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

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Employee Health Insurance Renewal for Fiscal Year 2024-2025

Introduction: Approval provides for renewal of City employees' health insurance coverage from United Healthcare for Fiscal Year 2024-2025.

Background: Along with wages, medical insurance coverage is often considered to be one of the most important elements of employee compensation. The City pays approximately 75% of the medical insurance coverage and the employees contribute approximately 25%. Retirees and former employees who elect coverage through COBRA pay the entire cost.

Discussion: The insurance plans for City employees are due for a twelve-month renewal effective October 1, 2024. The current medical insurance provider, United Healthcare, provided a renewal summary resulting in a 15.2% premium rate increase. Following negotiations with our insurance broker, Brown and Brown, United Healthcare agreed to a renewal with a 8.5% increase.

The employee contribution rates will remain the same as the current rates and are shown below. Discounts to employees' monthly premium contributions are offered for non-tobacco users and those who participate in a wellness program. Full copies of the renewal plans covering details of coverage are available from Human Resources. Employees' monthly premiums, taken through payroll withholding as follows, will begin with payroll in September:

Employee Only - \$225

Employee and Spouse - \$500

Employee and Child(ren) - \$470

Family - \$650

Rates are reduced by \$125 for employees eligible for the Non-Tobacco and Wellness Discount.

Rates are reduced by \$100 for employees eligible for only the Non-Tobacco Discount.

Rates are reduced by \$25 for employees eligible for only the Wellness Discount.

All rates will be \$50 higher for employees that complete the enrollment after the due date.

Budget Impact: Funds for the City's share of employee health insurance premiums will be provided in the adopted budget for FY 2025 in the applicable Health Insurance expenditure account for each department.

Recommendation: The City Manager and Administrative Services Director recommend approval of the renewal for health insurance coverage with United Healthcare for FY2024-2025.

Prepared by: Andy Brooks, Administrative Services Director

Attachments: None



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

7.M.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Resolution 24-3442 - 2024-2028 Inter-Local Voluntary Cooperation
Operational Assistance Combined Mutual Aid Agreement

Introduction: Approval of Resolution 24-3442 authorizing the execution of the 2024-2028 Inter-Local Voluntary Cooperation Operational Assistance Combined Mutual Aid Agreement is requested.

Background: An Inter-Local Voluntary Cooperation Assistance Combined Mutual Aid Agreement has existed between the Police Departments for the Cities of Altamonte Springs, Apopka, Casselberry, Lake Mary, Longwood, Maitland, Oviedo, Sanford, Winter Park, and Winter Springs; the Sanford Airport Authority Police Department; the University of Central Florida Board of Trustees on behalf of its Police Department; and the Seminole County Sheriff's Office for a number of years. The current agreement is set to expire on January 31, 2025. The renewal of this Agreement ensures the law enforcement activities across jurisdictional lines in certain defined circumstances will be provided for the purpose of preserving the lives and property of the citizens of each participating jurisdiction.

The aforementioned law enforcement agencies have the authority under Part I of Chapter 23, Florida Statutes, The Florida Mutual Aid Act, to enter into a Voluntary Cooperation Agreement for assistance of a routine law enforcement nature that crosses jurisdictional lines and a Request Operational Assistance Agreement for rendering of assistance in connection with law enforcement emergencies.

Discussion: The approval of this agreement allows the City of Casselberry to continue operating under the guidelines provided in cooperation with the aforementioned jurisdictions and so noted in the agreement. The agreement takes effect August 1, 2024, and will expire January 31, 2028.

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

Recommendation: The City Manager and the Police Chief recommend the approval of Resolution 24-3442 and the 2024-2028 Inter-Local Voluntary Cooperation Operational Assistance Combined Mutual Aid Agreement.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution #24-3442
2. Agreement



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

7.N.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Resolution 24-3443 - Contract for Sale and Purchase of Residential Property at 106 Wilshire Drive (Parcel ID: 21-21-30-501-0200-0050) and Related Budget Amendment #24-055

Introduction: Approval of Resolution 24-3443 authorizing the execution of a Contract for Sale and Purchase of Residential Property located at 106 Wilshire Drive for the expansion of the Howell Park Water Treatment Plant and related Budget Amendment #24-055 is requested. (Ref: EX2024-1220)

Background: The subject property consists of a parcel of land and a residential home at 106 Wilshire Drive. This property is located next to 92 Wilshire Drive and 720 SR 436 which are owned by the City of Casselberry for the use of the City's Howell Park Water Treatment Plant. The water treatment plant has two ground storage tanks (GST), a 250,000 gallon GST and a 500,000 gallon GST. The 500,000 gallon GST was rehabilitated in 2019. The 250,000 gallon GST has not yet been replaced and is currently not usable outside of emergency situations. City staff discussed increasing the size of the ground storage tank in order to hold more reserves, however the existing property area would not be sufficient for increasing the size of the ground storage tank. 106 Wilshire Drive would provide the Howell Park Water Treatment Plant with an additional 0.22 acres for expansion of the ground storage tank.

Discussion: City staff requested the City's real estate consultant, Nancy Grove of Yellow Door Realty, to approach the owner of 106 Wilshire Drive to determine the selling price of the property. The owner listed the property at \$289,900. The City proposed \$285,000 to purchase the property, with an additional sum for the City to pay for up to 2% of the contract price (\$5,700) towards the seller's closing costs. The owner has accepted the City's offer. The City will incur closing costs as well. An appraisal has been ordered but is not yet available. The City's realtor independently estimates the value at \$311,980 (estimate attached). If approved, the closing date is scheduled to be August 15, 2024.

Resolution 24-3443 provides for approval of the Contract for Sale and Purchase of Residential Property at 106 Wilshire Drive.

Budget Impact: Budget Amendment #24-055 will provide sufficient funding for the purchase of property located at 106 Wilshire Drive by increasing the FY 24 Water and Sewer Water Production Land account# 401-0754-533.61-07 by \$310,000 and decreasing the Water and Sewer Non-Departmental Contingency Reserve account #401-0190-536.58-00 by \$310,000.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3443 and related Budget Amendment #24-055.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 24-3443
2. Contract for Sale and Purchase (1)
3. BA 24-055
4. Realtor Property Report
5. Property Appraiser Description



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Future Agenda Items

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



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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Resolution 24-3440 - Adoption of the City of Casselberry Vision Zero Action Plan

Introduction: Approval of Resolution 24-3440 adopting the City of Casselberry Vision Zero Action Plan is requested.

Background: Through its Healthy Community Complete Streets Policy, the City of Casselberry has set a goal to become the most walkable, rollable, and bikeable City in Central Florida, where active transportation becomes a viable and routine choice for daily mobility needs.

In cooperation with the entire MetroPlan Orlando region, the City of Casselberry has been working on Vision Zero initiatives, including developing its own local Vision Zero Action Plan. The goal of Vision Zero is to achieve zero deaths and severe injuries on the transportation system. As part of this effort, a local High Injury Network (HIN) analysis has been completed, which identifies portions of the City's transportation system that may be in most need of improvements to mitigate traffic crashes.

One of the first steps of Vision Zero is for the Mayor and key elected officials to commit to a goal of eliminating traffic fatalities and serious injuries within a specific timeframe. The City Commission made such a commitment via Resolution 24-3418 on May 13, 2024, which set a goal to eliminate all traffic deaths and severe injuries on City-owned streets by 2030 and on all other streets by 2040. It further committed to periodic review of progress toward achieving Vision Zero and taking additional actions to advance the goal once the City has adopted a Vision Zero Action Plan.

A draft of the City's Vision Zero Action Plan was presented at the June 24, 2024 City Commission for discussion and feedback to help guide finalization of the Plan.

Discussion: The proposed final Vision Zero Action Plan (attached) analyzes crash trends, identifies the City's High Injury Network, documents public engagement, identifies a toolkit of strategies, identifies and prioritizes projects, presents a plan of action, and sets forth a process for implementation and tracking of efforts to achieve the City's Vision Zero Goal.

This version of the Action Plan is similar to the previously presented draft Plan. While most updates were minor, most significantly, it now includes a Technical Appendix with various documents developed during the planning process, including factsheets and countermeasures for the City's High Injury Network, including associated planning level project cost

estimates. Other updates since the draft that were incorporated into the final proposed Plan include: 1) updated the disclaimer language near the beginning of the document based on feedback from the City Attorney 2) eliminated the action to support MetroPlan in the development of a portal for citizen requests, as this was eliminated from the regional plan due to lack of resources (it may be added back in future years) 3) added project prioritization scores (shown in the Appendix) 4) removed unused acronyms, and 5) corrected various typographical and consistency errors.

Resolution 24-3440 provides for adoption of the City's Vision Zero Action Plan.

Budget Impact: There is no Fiscal Year 2024 Budget impact associated with this item.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3440.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3440
2. Vision Zero Action Plan



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

9.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Resolution 24-3441 - Agreement with Florida Wildflower Foundation for 2024 Viva Florida Landscape Demonstration Garden Grant and Related Budget Amendment #24-054

Introduction: Approval of Resolution 24-3441 providing for an Agreement for a 2024 Viva Florida Landscape Demonstration Garden Grant through the Florida Wildflower Foundation to install a Florida native plant demonstration garden along the Secret Lake Conservation Area in the amount of \$3,000 and related Budget Amendment #24-054 is requested.

Background: The Secret Lake Conservation Area is one of the five conservation areas currently maintained by City staff. In an effort to keep this area from being overrun with nonnative plant species, staff have drafted a plan to create a Florida native plant demonstration garden at this location. The proposed demonstration garden will serve as an educational centerpiece for the conservation area by providing a great habitat for pollinators while also creating various educational opportunities for visitors of all ages who utilize the garden pathway. The demonstration garden will be installed along the western border, near the multipurpose field at Secret Lake Park. This area will include the planting of numerous different species of Florida native wildflowers and flowering shrubs, will serve as a great habitat for wildlife, be aesthetically pleasing, and have educational signage throughout.

The Florida Wildflower Foundation is a non-profit organization that is funded through private citizen donations that are used to support native wildflower research, education, and planting.

Discussion: The City applied for and was recently awarded a 2024 Viva Florida Landscape Demonstration Garden Grant from the Florida Wildflower Foundation, in an amount not to exceed \$3,000, for the purchase and installation of Florida native plants to support the proposed demonstration garden at Secret Lake Park. The terms of the grant include the City receiving two equal payments of \$1,500 (at the start and conclusion of the project, respectively), the project being constructed in a two-phased approach, a requirement of detailed record-keeping and reporting, an educational component with measurable effectiveness, followed by inspections by Florida Wildflower Foundation staff. The grant proposal includes a City match consisting of City staff labor costs. City staff will continue to provide maintenance and upkeep of this area following construction. The project is expected to begin in FY 2024 and conclude prior to the end of FY 2025. Resolution 24-3441 provides for approval of the Agreement with the Florida Wildflower Foundation for the grant.

Budget Impact: Budget Amendment #24-054 will recognize grant funding in the amount of \$3,000 provided by the Florida Wildflower Foundation by increasing the FY 2024 Stormwater Fund Contributions/Donations/Private Sources account #110-0000-366.91-00 and Stormwater Operating Supplies account #110-0740-538-52.00 each by \$3,000. This revenue will be received in two separate installments as stipulated in the terms of the agreement.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3441 and Budget Amendment #24-054.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3441
2. Agreement
3. Presentation
4. BA 24-054



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: July 22, 2024
Subject: First Reading Ordinance 24-1605 - Amending Chapter 46, Floods, of Part II, City Code of Ordinances

Introduction: Approval of Ordinance 24-1605 on first reading amending Chapter 46, Floods, of Part II, City Code of Ordinances, to update the City's flood regulations to satisfy the Community Rating System (CRS) Class 8 Prerequisite, is requested.

Background: Starting with the 2010 edition, Florida Building Code (FBC) incorporated certain flood provisions which were previously covered under Chapter 46 of the Code of Ordinances. Changes to local floodplain management regulations (contained within the City Code) are necessary to properly coordinate with Florida Building Code. The State of Florida developed a model ordinance for local governments to use to assist with the needed updates while satisfying the requirements of the National Flood Insurance Program (NFIP). (Participation in and adherence to NFIP requirements allows the City's residents to purchase flood insurance through NFIP.)

The City of Casselberry's current flood ordinance was last updated in 2018 to better align with and be better administered and enforced in conjunction with the Florida Building Code. In 2020, the NFIP Community Rating System (CRS) program established certain minimum prerequisites for communities to qualify for or maintain class ratings of Class 8 or better. The City of Casselberry joined the CRS program in 2019 and has been maintaining the Class 8 status.

Discussion: The updated City Code will eliminate certain obsolete definitions, and provide specific elevation requirements for mobile homes. The resulting Ordinance 24-1605 will facilitate the City to maintain Class 8 under the CRS program, which helps lower flood insurance rates for Casselberry residents.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Ordinance 24-1605 on first reading.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Ordinance 24-1605

2. Business Impact Statement



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: July 22, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1604 - Amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590

Introduction: Adoption of Ordinance 24-1604 on second and final reading, amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590 to state that all Charter Amendments, if approved by the electors on August 20, 2024, apply to the August 20, 2024 election, is requested.

Background: The City Commission adopted Ordinance 23-1590 on December 11, 2023 to propose eight (8) Charter amendments to the voters. Section 9 of Ordinance 23-1590 states that the revised Charter provisions proposed for approval shall become effective upon their approval at a referendum election pursuant to State Law and City Charter. The proposed Charter amendments will be appearing on the August 20, 2024 ballot along with candidates for City Commissioner Seat No. 4.

Discussion: Under the existing City Charter provisions, if there are more than two candidates for any seat and no one candidate receives a majority of the votes cast, then the two candidates receiving the highest votes in the first election shall run again in run-off election in November. Charter Amendment No. 7 proposes to eliminate the run-off provision. Because there are three (3) candidates qualified and running for City Commissioner Seat No. 4, the City Attorney recommended bringing Ordinance 24-1604 forward for consideration to clarify that should Charter Amendment No. 7 be approved by the electors on August 20, 2024, it would be effective immediately and apply to the candidates appearing on the August 20th ballot; meaning the candidate for City Commissioner Seat No. 4 with the most votes would be the outright winner and there would be no run-off election. However, if Charter Amendment No. 7 is not approved by the electors, then the run-off provision of the existing City Charter remains in effect, and if no one candidate receives a majority of the votes cast, then there will be a run-off election on November 5, 2024.

Additionally, Charter Amendment No. 3 proposes to seat the newly elected Commissioners at one organizational meeting in December following certification of the election, rather than staggered seatings. If Charter Amendment No. 3 is approved by the electors on August 20, 2024, then regardless of the outcome of Charter Amendment No. 7, the seating of the unopposed candidates for Seats No. 2 and Seat No. 5 along with Seat No. 4 will be sworn in and seated in December. If Charter Amendment No. 3 does not pass, then the unopposed candidates for Seats No. 2 and Seat No. 5 will be sworn in and seated in September and the swearing in of Seat No. 4 will be contingent on the outcome of the vote for Charter

Amendment No. 7.

The first reading of Ordinance 24-1604 was approved by the City Commission on June 10, 2024. A notice of public hearing for the second reading of Ordinance 24-1604 was advertised in the *Orlando Sentinel* on July 12, 2024.

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

Recommendation: The City Manager, City Attorney and City Clerk recommend adoption of Ordinance 24-1604 on second and final reading.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Ordinance 24-1604
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: July 22, 2024
Subject: Tentative Tax Rate and Voted Debt Millage Rate for Fiscal Year 2024/2025

Introduction: Consideration to set the tentative millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills for Fiscal Year 2024/2025 (FY 2025) is requested.

Background: Pursuant to “TRIM” legislation, the City Commission is required to set the proposed millage rate for FY 2025 within thirty-five (35) days of certification of taxable value by the Property Appraiser. Form DR-420, Certification of Taxable Value, and form DR-420DEBT, Certification of Voted Debt Millage, must be delivered to the Property Appraiser with this information by August 4, 2024.

Form DR-420 advises of: a) prior year millage rate; b) current year proposed millage rate; c) current year roll-back millage rate pursuant to F.S. 200.065; and d) states the date, time and meeting place of the tentative budget hearing.

Form DR-420DEBT advises of the current year proposed voted debt millage rate levied under Section 12, Article VII of the State Constitution.

The proposed millage rate set at the July 22, 2024 City Commission meeting cannot be easily increased after certification to the Property Appraiser, but it can be decreased as part of the final budget adoption. The City Commission has set September 9, 2024 for a public hearing on the FY 2025 tentative budget and millage rate, and September 23, 2024 for final adoption.

Discussion: The City Commission held its budget workshop on Monday, July 15, 2024 and discussion ensued to determine the tentative millage rate and voted debt rate for FY 2025. Commission consensus at the workshop was to select 2.9000 as the tentative millage rate and 0.6633 as the voted debt millage rate.

By selecting 2.9000 mills, the City would collect \$617,760 in revenue above what the FY 2024 millage rate of 2.9000 mills yielded. At 2.9000, the millage is higher than the “roll back” rate of 2.7012. The FY 2025 gross levy would be \$502,658 more than at the “roll back” millage rate. Under Florida law despite having lowered the millage rate, the City would have to advertise before the final budget hearing and disclose that there was a tax increase.

Based on this directive, attached are drafts Form DR-420 and Form DR-420DEBT for FY 2025 consistent with the millage rates discussed at the Budget Workshop.

The millage requires a simple majority vote of the City Commission. Given formal approval of the 2.9000 millage rate and the 0.6633 voted debt millage rate, the forms will be executed and delivered to the Seminole County Property Appraiser. Should a different tentative rate be approved at the September 9th Commission meeting, revised forms will be created.

Budget Impact: The millage rate of 2.9000 will produce a tax levy of \$7,332,538 in property taxes but will yield only \$7,112,561 (97%) after taking into account early payer discounts and billing and collection costs.

The voted debt millage rate of 0.6633 will produce a tax levy of \$1,677,129 in voted debt taxes but will yield only \$1,626,816 (97%) after taking into account early payer discounts and billing and collection costs. This is sufficient to cover the Parks General Obligation Bond FY25 debt service payments. Revenue will be budgeted in the FY 2025 Adopted Budget in Debt Service Fund Special Assessments/Capital Improvements account 201-0000-325.10-00.

Recommendation: The City Manager and the Finance Director recommend approval to set the tentative millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills for FY 2025 as required by the “TRIM” legislation.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Draft Certification of Taxable Value DR 420 Forms
2. Draft Certification of Voted Debt Millage DR 420 Debt Forms



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

12.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: July 22, 2024
Subject: Selection of Voting Delegate at the Florida League of Cities Annual Conference

Introduction: The Florida League of Cities (FLC) has asked each municipality to designate one official to be the voting delegate for the Business Meeting scheduled for Saturday, August 17, 2024.

Background: Election of the Florida League of Cities' leadership and adoption of resolutions are undertaken at the Business Meeting. One official from each municipality will make decisions that determine the direction of the League. In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida. This year, the League will hold the Annual Conference at the Diplomat Beach Resort in Hollywood August 15 - 17, 2024.

Discussion: The Business Meeting is scheduled for Saturday, August 17, 2024 at 9:00 a.m.

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

Recommendation: The City Manager and City Clerk recommend the City Commission consider designating a voting delegate for the Florida League of Cities 2024 Annual Conference.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Voting Delegate Memo and Form



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: July 22, 2024
Subject: Procurement Information Report for the Period June 1, 2024 through June 30, 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 June 1, 2024 through June 30, 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 this 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 June 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. June 2024 Procurement Information Report