

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, October 28, 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 October 14, 2024 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS - None

A. Mayor's Proclamation: Recognizing October 2024 as National Code Compliance Month

Mayor Henson will read a proclamation recognizing October 2024 as National Code Compliance Month in the City of Casselberry.

7. CONSENT AGENDA

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

A. Approval of Legal Services Invoices

- Fishback Dominick LLP, Invoice No. 121521 - \$834.75

B. Amendment No. 2 to the Agreement with Quality Lawn Services Unlimited, Inc. for Grounds Maintenance Services for Lift Stations and Water Plants

Approval of Amendment No. 2 to the Agreement with Quality Lawn Services Unlimited, Inc. for grounds maintenance services for lift stations and water plants to extend the term to November 15, 2025 and to increase the cumulative contractual limit by \$70,000 to a total of \$350,000 is requested.

C. **Task Authorization No. 6 with Wright-Pierce, Inc. for Construction Engineering Inspection Services for the Winter Woods Force Main Replacement Project**

Approval of Task Authorization No. 6 with Wright-Pierce, Inc. for Construction Engineering Inspection services for the Winter Woods Force Main Replacement project in the amount of \$248,295 is requested.

D. **Piggyback Purchase of Continued Cellular Services from T-Mobile Through State of Florida Department of Management Services Contract DMS-19/20-006**

Approval to piggyback State of Florida Department of Management Services Contract DMS-19/20-006 for purchase of continued cellular service from T-Mobile in the amount of \$82,000 is requested.

E. **Reorganization of the Public Works Department**

Approval of the reorganization of the Public Works Department is requested.

F. **Authorize the Mayor to Sign a Support Letter for the University of Central Florida (UCF) to Secure State Funding for the John Scott Dailey Florida Institute of Government (IOG) to Serve Central Florida**

Authorization for the Mayor to sign a support letter for UCF to secure state funding for the John Scott Dailey Florida Institute of Government (IOG) to serve Central Florida through its faculty experts on local and state government and public policy and administration, is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS

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

A. **Public Hearing: Resolution 24-3468 - Electing to Not Exempt Certain Property from Ad Valorem Taxation (Live Local Act Opt Out)**

Approval of Resolution 24-3468, which addresses recent state legislative changes regarding property tax exemptions for affordable housing, is requested.

12. OTHER ITEMS

A. **Award of Bid and Construction Agreement with DBE Management LLC dba DBE Utility Services for the Winter Woods Force Main Replacement Project and Related Budget Amendment #25-004**

Consideration of Award of Bid and Agreement with DBE Management LLC dba DBE Utility Services and related Budget Amendment #25-004 to provide for the construction of the Winter Woods Force Main Replacement Project in the amount of \$2,021,699.96 is requested.

B. **Planning and Zoning Commission Board Appointment**

C. **Police Officers' & Firefighters' Pension Board Appointments**

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak

briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. **Procurement Information Report for the Period September 1, 2024 through September 30, 2024**

The September 2024 Procurement Information Report is provided for review.

15. CITY ATTORNEY'S REPORT

A. **City Attorney Billing Rate Consumer Price Index (CPI) Increase**

Notification of an increase in the City Attorney hourly rate is provided.

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: October 28, 2024
Subject: Minutes of October 14, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the October 14, 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: October 28, 2024
Subject: Mayor's Proclamation: Recognizing October 2024 as National Code Compliance Month

Introduction: Mayor Henson will read a proclamation recognizing October 2024 as National Code Compliance 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: October 28, 2024
Subject: Approval of Legal Services Invoices

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

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

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

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - September 2024 - Invoice No. 121521 - \$834.75

Budget Impact: 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 invoice as submitted.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 121521



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: October 28, 2024
Subject: Amendment No. 2 to the Agreement with Quality Lawn Services Unlimited, Inc. for Grounds Maintenance Services for Lift Stations and Water Plants

Introduction: Approval of Amendment No. 2 to the Agreement with Quality Lawn Services Unlimited, Inc. for grounds maintenance services for lift stations and water plants to extend the term to November 15, 2025 and to increase the cumulative contractual limit by \$70,000 to a total of \$350,000 is requested. (Ref: RFP-2020-0685)

Background: The City of Casselberry depends on contracted services for grounds maintenance of various publicly owned areas. In August 2020, the City posted solicitation RFP-2020-0685 Grounds Maintenance Services – Lift Stations and Water Plants. As a result of this process, in November 2020, the City Commission entered into an Agreement with Quality Lawn Services Unlimited, Inc. with an initial term from November 16, 2020 through November 15, 2023 with the opportunity for renewals. The estimated not-to-exceed amount was \$70,000 annually for a total of \$210,000 for the term of the agreement. In November 2023 the City Commission approved Amendment No. 1 to the Agreement to extend the term to November 15, 2024 and increase compensation by \$70,000 for a cumulative limit of \$280,000.

Discussion: Amendment No. 2 provides for an additional extension of the Agreement with Quality Lawn Services to November 15, 2025 and a commensurate \$70,000 increase in the contractual limit for a cumulative limit of \$350,000.

Budget Impact: There is no impact to the budget associated with this item, as funding to cover expenses associated with this service are already budgeted within Utility operating accounts.

Recommendation: The City Manager and the Public Works Director recommend approval of Amendment No. 2 to the Agreement with Quality Lawn Services Unlimited, Inc. to extend the term to November 15, 2025 and to increase the cumulative contractual limit by \$70,000 to a total of \$350,000.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Amendment No. 2



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: October 28, 2024
Subject: Task Authorization No. 6 with Wright-Pierce, Inc. for Construction Engineering Inspection Services for the Winter Woods Force Main Replacement Project

Introduction: Approval of Task Authorization No. 6 with Wright-Pierce, Inc. for Construction Engineering Inspection services for the Winter Woods Force Main Replacement project in the amount of \$248,295 is requested. (Ref: SOQ-2020-0585)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system made up of gravity sewer lines, lift stations, and force mains. The Utility Master Plan proposed a capital improvements program for the wastewater collection and transmission system. One of these projects involves replacing the Winter Woods Force Main due to its age, material, and increasing potential for breaks. The scope of this project includes the installation of approximately 6,200 LF (linear feet) of 12-inch force main along Nottingham Drive, Winter Woods Boulevard, and SR-436 via primarily horizontal directional drilling.

On May 15, 2023, the City Commission awarded Task Authorization #3 with GAI Consultants, which provided for surveying, subsurface utility engineering, geotechnical services, design, permitting, bidding services, and construction administration for the Winter Woods Force Main Replacement project.

An Invitation to Bid, ITB-2024-1208, was issued on August 15, 2024 requesting bids from qualified firms for the construction of the Winter Woods Force Main Replacement Project. DBE Management LLC dba DBE Utility Services provided the lowest, most responsive, and responsible bid. The award of this project and associated construction agreement is presented as a separate item on this Commission agenda.

Discussion: Task Authorization No. 6 with Wright-Pierce provides for full-time construction engineering inspection services for the duration of the Winter Woods Force Main Replacement project. The scope includes attending the pre-construction meeting, reviewing submittals/shop drawings received from the Engineer of Record (EOR), reviewing construction payment requests, attending construction progress and field meetings, assisting the EOR with addressing contractor requests for information during construction, assisting with review of as-builts, and attending substantial and final completion inspections. Construction engineering inspection services shall be paid at an hourly rate, not to exceed a total of \$248,295.

For tracking purposes, this item is associated with PW 2306 Winter Woods Force Main Replacement.

Budget Impact: Sufficient funding is available in the FY25 Distribution & Collection Renewal and Replacement Infrastructure Account #402-0751-536.63-40 to fund this item in an amount not to exceed \$248,295.

Recommendation: The City Manager and the Public Works Director recommend approval of Task Authorization No. 6 with Wright-Pierce for Construction Engineering Services for the Winter Woods Force Main Replacement Project for an amount not to exceed \$248,295.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 6



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: October 28, 2024
Subject: Piggyback Purchase of Continued Cellular Services from T-Mobile Through State of Florida Department of Management Services Contract DMS-19/20-006

Introduction: Approval to piggyback State of Florida Department of Management Services Contract DMS-19/20-006 for purchase of continued cellular service from T-Mobile in the amount of \$82,000 is requested. (Ref. PBA-2024-1134)

Background: In 2021, the City began to purchase cell phone devices and cell phone plans through T-Mobile while piggybacking off the State of Florida Department of Management Services contract DMS-19/20-006. This contract locks in the monthly costs T-Mobile can charge Florida government customers for their products and services. The contract also allows government customers to switch carriers or cancel cell phone service at any time with no additional fees. Due to the low cost of these devices and services, staff were able to authorize these purchases with their own spending authority.

Since 2021, the City has hired additional staff and created new positions, which has led to purchasing additional cellular services. The annual cost for cellular services for fiscal year 2025 is estimated to be \$82,000.

Discussion: Since the estimated annual cost for cellular service is \$82,000, the real cost will most likely exceed the City Manager's purchasing authority. To resolve this, staff have drafted purchase authorization PBA-2022-0835 requesting the authorization from the Commission to approve the spending of funds to pay for the City's monthly cell phone bill. Funds for these costs are already included in the approved budget for fiscal year 2025.

Budget Impact: Sufficient funds are included in the FY2025 City Budget in the Information Systems Division Communications account 001-0151-516.41-00.

Recommendation: The City Manager and Administrative Services Director recommend approval of purchase authorization PBA-2022-0835 in the amount of \$82,000.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. Procurement Action Approval Form
2. Contract No. DMS-19/20-006

3. Price Sheet for Contract No. DMS-19/20-006



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: October 28, 2024
Subject: Reorganization of the Public Works Department

Introduction: Approval of the reorganization of the Public Works Department is requested.

Background: The Public Works Department consists of Administration, Recreation, Fleet Maintenance, Parks Maintenance, Stormwater, Engineering, Streets Maintenance, and City Facilities. The Public Works Director supervises a Public Works Divisions Director, Public Works and Utilities Business Analyst, Senior Staff Assistant, and Recreation Manager. The Public Works Divisions Director position became vacant due to a resignation in September 2023. The position was posted and advertised soon after. Although the City was able to fill the position, it was unsuccessful and has been vacant since August 2024.

Discussion: The recent creation of a Utilities Department combined with a vacant Public Works Divisions Director and a recent promotion of the Parks and Facilities Superintendent to the Public Works Maintenance Manager position provides an opportunity to reorganize the department. It is requested to delete the Public Works Divisions Director, to add a second Special Projects Manager and to have the City Engineer and Public Works Maintenance Manager report directly to the Public Works Director. The Parks and Facilities Superintendent would also be retitled to Parks and Landscaping Superintendent as the Public Works Maintenance Manager will assume the responsibility of facilities management.

Positions to be added:
Special Projects Manager, paygrade 50
Public Works Business Analyst I/II, paygrade 35/37

Positions to be deleted:
Public Works Divisions Director, paygrade 62
Public Works and Utilities Business Analyst, paygrade 39

Position with reassigned paygrade:
City Engineer reassigned from paygrade 59 to paygrade 61

Position to be retitled with no change to paygrade:
Parks and Facilities Superintendent retitled to Parks and Landscaping Superintendent

Budget Impact: Sufficient funding exists in the FY2025 budget for these changes.

Recommendation: The City Manager recommends approval of the reorganization of the Public Works Department.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments: None



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: October 28, 2024
Subject: Authorize the Mayor to Sign a Support Letter for the University of Central Florida (UCF) to Secure State Funding for the John Scott Dailey Florida Institute of Government (IOG) to Serve Central Florida

Introduction: Authorization for the Mayor to sign a support letter for UCF to secure state funding for the John Scott Dailey Florida Institute of Government (IOG) to serve Central Florida through its faculty experts on local and state government and public policy and administration, is requested.

Background: The John Scott Daley Florida Institute of Government (IOG) was established in 1981 and has a long history of serving local governments by funding higher education institutions to share training and expertise with local governments. There are currently three IOG programs in the State, but none in the Central Florida region. UCF's School of Public Administration in the College of Community Innovation and Education is seeking support from County and Municipal leaders in Orange, Seminole, Osceola, Volusia, Brevard, Citrus, Flagler, Lake, Levy, Marion, and Sumter Counties to secure state funding to launch a Florida Institute of Government at their downtown campus in Orlando.

Discussion: It is important to note that this proposed reformation of the IOG at UCF would centered on education, training, research and the needs of Central Florida local governments and would not be affiliated with the administration of the Tri-County League of Cities organization as it was previously. A copy of the letter requesting support from the UCF Director of the School Public Administration is provided for your reference as well as the proposed support letter.

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

Recommendation: The City Manager and the City Clerk recommend approval to authorize the Mayor to sign a support letter for the University of Central Florida (UCF) to secure state funding for the John Scott Daily Florida Institute of Government (IOG) to serve Central Florida through it faculty experts on local and state government and public policy and administration.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. SPA Director Letter for IOG

2. IOG Support Letter



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 28, 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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 28, 2024
Subject: Public Hearing: Resolution 24-3468 - Electing to Not Exempt Certain Property from Ad Valorem Taxation (Live Local Act Opt Out)

Introduction: Approval of Resolution 24-3468, which addresses recent state legislative changes regarding property tax exemptions for affordable housing, is requested.

Background: In December 2023, the City Commission adopted Ordinance 23-1586, amending the City's Unified Land Development Regulations (ULDR) of the City's Code of Ordinances. The Ordinance provided standards for multifamily developments and addressed the Live Local Act (Act). The Act was adopted in the 2023 Legislative Session and amended Florida Statutes 66.04151

Earlier this year, during the 2024 Legislative Session, the Florida Legislature passed House Bill No. 7073. Governor Ron DeSantis signed it into law on May 7, 2024. This legislation, codified as Chapter 2024-158 of Florida Law, amends Section 196.1978 of the Florida Statutes to establish the "Live Local Act Property Tax Exemption."

The amendment requires that rental properties meeting specific criteria are eligible for an ad valorem tax exemption if they serve households with an annual income between 80 and 120 percent of the median annual adjusted gross income for the Orlando-Kissimmee Metropolitan Statistical Area (MSA), which includes the City of Casselberry. According to Section 16 of Chapter 2024-158, a taxing authority such as the City of Casselberry may opt out of providing this exemption if it can be demonstrated that the number of affordable and available rental units in the MSA exceeds the number of renter households within the income brackets specified.

A notice for Resolution 24-3468 was published in the Orlando Sentinel on Friday, October 18, 2024, in accordance with Section 50.011(1), Florida Statutes. Further, a copy of the adopted Resolution shall be provided to the Seminole County Property Appraiser before January 1, 2025.

Discussion: The City of Casselberry must decide whether to opt out of the tax exemption based on the findings of the Shimberg Center for Housing Studies Annual Report. The report, attached to the resolution, indicates a surplus of affordable and available rental units within the MSA that falls within the 0 to 120 percent AMI category.

With this surplus in mind, the City Commission, through a super-majority vote, has the authority to decide whether to continue providing the tax exemption. This decision would

lead to the Seminole County Property Appraiser withholding the exemption for properties that would otherwise qualify under the new legislation.

The information provided in the Shimberg Annual Report indicates that there is a surplus of affordable and available units in the Orlando-Kissimmee MSA. As such, it is recommended that the City Commission adopt the proposed resolution to opt out of providing the 80 to 120 percent AMI tax exemption as the City cannot financially support the loss of ad valorem taxes.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 24-3468.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Resolution 24-3468
2. Attachment to Res. 24-3468 - Shimberg Annual Report
3. Chapter No. 2024-158, Laws of Florida (HB 7073)
4. Published Legal Ad



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: October 28, 2024
Subject: Award of Bid and Construction Agreement with DBE Management LLC dba DBE Utility Services for the Winter Woods Force Main Replacement Project and Related Budget Amendment #25-004

Introduction: Consideration of Award of Bid and Agreement with DBE Management LLC dba DBE Utility Services and related Budget Amendment #25-004 to provide for the construction of the Winter Woods Force Main Replacement Project in the amount of \$2,021,699.96 is requested. (Ref: ITB-2024-1208)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system made up of gravity sewer lines, lift stations, and force mains. The Utility Master Plan proposed a capital improvement program for the wastewater collection and transmission system. One of the projects included replacing the Winter Woods Force Main due to its age and material. On May 15, 2023, City Commission awarded Task Authorization #3 with GAI Consultants, which provided for surveying, subsurface utility engineering, geotechnical services, design, permitting, bidding services, and construction administration for the Winter Woods Force Main Replacement Project.

The scope of this project includes installation of approximately 6,200 LF of 12-inch force main via Horizontal Direction Drill from Lift Station 63 Winter Woods, along Nottingham Drive, Winter Woods Boulevard, and SR-436 via primarily horizontal directional drilling. GAI Consultants' cost estimate for this project was \$1,859,000.

Discussion: An Invitation to Bid, ITB-2024-1208, was issued on August 15, 2024 requesting bids from qualified firms for the Winter Woods Force Main Replacement Project. The work consists of furnishing all labor, equipment, and materials necessary to install approximately 6,200 feet of existing force main, additional valving for the old force main and lift station, and lining of the terminating manhole. Bids for the project were due September 16, 2024. Only one contractor responded with a proposal, which included a construction cost of \$1,837,909.05. Since DBE Management was the lowest, most responsive bid, they were chosen to perform these services.

The total project construction cost, inclusive of the base bid proposal and 10% contingency, is \$2,021,699.96. It should be noted that usage of the contingency will require prior authorization. Staff recommends authorization for the City Manager to approve change orders up to 5% of the base proposal amount (\$91,895.45), should the need arise. Any additional contingency utilization would require City Commission approval. Under a separate item on this agenda, Utilities staff is requesting the approval of related Construction

Engineering Inspection (CEI) services in the amount of \$248,295, which has been budgeted in the FY25 account for this project.

BA #25-004 is necessary to roll over the FY24 funds sufficient to fully fund the construction with contingencies and to fund the remaining encumbered balance of P.O. 81822 for GAI Consultants for design services.

For tracking purposes, this item is associated with PW 2306 Winter Woods Force Main Replacement Project.

Budget Impact: Budget Amendment #25-004 rolls over and rebudgets \$1,120,116 to account #402-0751-536.63-40 to provide for sufficient funding for the Winter Woods Force Main Replacement Project.

Recommendation: The City Manager and Public Works Director recommend an Award of Bid for ITB-2024-1208 and execution of an agreement with DBE Management LLC dba DBE Utility Services in the amount of \$1,837,909.05 to provide for construction of the Winter Woods Force 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 #25-004 to rollover and rebudget \$1,120,116 to fully fund the project and provide for contingencies.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement
2. BA 25-004



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: October 28, 2024
Subject: Planning and Zoning Commission Board Appointment

Introduction: Applications are being presented for consideration for appointment to the Planning and Zoning Commission.

Background: The Planning and Zoning Commission consists of seven (7) members and one (1) alternate member who serve two (2) year terms. In 2022, the City Commission decided to not fill the alternate member position since there were no quorum issues as a result of the alternate position remaining vacant for an extended period of time. Board members are limited to three (3) consecutive terms on a board. Appointments to fill unexpired terms do not count as a member's first term.

Discussion: The current vacancy on the Planning and Zoning Commission is due to resignation of Thomas Kirk in August 2024 due to his election to the City Commission on August 20, 2024. Mr. Kirk's term expires on January 31, 2026.

Applications on file to date from those who have expressed an interest in serving on the Planning and Zoning Commission are from Thomas Cardenas, Michael Montalvo, Richard Pyne, and Tim Veigle.

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

Recommendation: The City Manager and the City Clerk recommend the City Commission consider appointment to the Planning and Zoning Commission to fill the unexpired regular term effective until January 31, 2026.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Board Application - Cardenas, Thomas
2. Board Application - Montalvo, Michael
3. Board Application - Pyne, Richard
4. Board Application - Veigle, Francis (Tim)



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: October 28, 2024
Subject: Police Officers' & Firefighters' Pension Board Appointments

Introduction: Applications are being presented for consideration for appointment to the Police Officers' & Firefighters' Pension Board.

Background: The Police Officers' & Firefighters' Pension Board meets quarterly and consists of five (5) members: two (2) members are appointed by the City Commission, one (1) elected police officer member, one (1) elected firefighter member, and the fifth member is selected by the other four members and ratified by the City Commission. The member terms are two (2) years and the Pension Board is exempt from the City's three term limit policy.

Discussion: Current City Commission appointed members Tim Veigle and Travis Kelley have applications for reappointment to the Board. Both terms will expire on November 30, 2024. No other applications were received. Tim Veigle is currently serving his first full term and is eligible to serve a second term. Travis Kelly was appointed in January 2024 to fill the unexpired term of Nancy Divita and is eligible to serve his first full term.

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

Recommendation: The City Manager and the City Clerk recommend the City Commission consider reappointment of Tim Veigle to a second term and Travis Kelley to a full first term to the Police Officers' & Firefighters' Pension Board, terms effective through November 30, 2026.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Board Application - Kelley, Travis
2. Board Application - Veigle, Francis (Tim)



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 28, 2024
Subject: Procurement Information Report for the Period September 1, 2024 through September 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 September 1, 2024 through September 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 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 September 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. September 2024 Procurement Information Report



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

15.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 28, 2024
Subject: City Attorney Billing Rate Consumer Price Index (CPI) Increase

Introduction: Notification of an increase in the City Attorney hourly rate is provided.

Background: In 2015, the hourly rate for the City Attorney was adjusted with a provision approved by the City Commission for an automatic increase annually based on the Consumer Price Index (CPI) for the Southeast Region if warranted. At that time, the Commission also requested that they be notified if and when any rate increase should come into effect.

Discussion: The City Attorney has sent a letter advising that the annual increase in the firm's hourly rate is based on the Consumer Price Index (CPI) of 2.3% for the Southeast Region. The current hourly rate for attorneys (\$210) would increase to \$214.83 rounded up to \$215. The new hourly rate will take effect November 1, 2024

Budget Impact: Funds have been budgeted accordingly in the City Attorney Legal Services account #001-0140-514.31-01.

Recommendation: The City Attorney and the City Manager recommend acceptance of the rate adjustments for City Attorney services.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. CPI Adjustment Letter