CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, June 23, 2025
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.

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. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of June 9, 2025 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Mayor's Proclamation: Recognizing July 2025 as Lakes Appreciation Month**
Mayor Henson will present a proclamation to Lake Management Technicians Damien Rockwood and Will Beck declaring July 2025 as Lakes Appreciation Month in the City of Casselberry.

B. **Mayor's Proclamation: Recognizing July 2025 as Parks and Recreation Month**
Mayor David Henson will present a proclamation to Recreation Programs and Events Supervisor Lynn Hoppes declaring July 2025 as Parks and Recreation Month in the City of Casselberry.

C. **Mayor's Proclamation: Recognizing the Retirement of Willam R. Nas**
Mayor Henson will present a proclamation in recognition of William R. Nas' retirement from the City of Casselberry after 25 years of dedicated public service, retiring as Captain in the Police Department.

7. CONSENT AGENDA

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

A. **Resolution 25-3520 - Casselberry Public Safety Facility Final Plat**
Approval of Resolution 25-3520, providing for the Casselberry Public Safety Facility Final Plat, is requested.

B. **Award of Contracts for Professional Services for Transportation Planning and Engineering**
Approval to award four (4) contracts for continuing professional services for transportation planning and engineering on a task authorization basis to Burgess & Niple, Inc.; CPH Consulting, LLC; Kimley-Horn and Associates, Inc.; and Patel, Greene and Associates, LLC is requested. Each contract will have a not-to-exceed limit of $3,000,000 and will be in effect from June 23, 2025 through June 22, 2030 with options to renew.

C. **Award of Bid and Contract to Precon Corporation for the North Water Treatment Plant Storage Tank and Aerators Rehabilitation**

Consideration to award the contract for the North Water Treatment Plant Storage Tank and Aerators Rehabilitation project in the amount of $150,700 is requested.

D. **Purchase of Fleetio Fleet Management Software Services via Piggyback of Agreement with General Services Administration (GSA)**

Approval of the purchase of Fleetio Fleet Management Software services in the total amount not to exceed $31,603.56 for the period beginning June 13, 2025, through September 30, 2026, by piggybacking General Services Administration (GSA) contract #47QTCA20D0044 is requested.

E. **Amendments to Contracts for Continuing Professional General Engineering Services**

Approval of four (4) Amendments to four (4) contracts for Continuing Professional General Engineering Services on a task authorization basis to extend terms and update wage rates is requested for the following firms: CHA Consulting, Inc. (formerly Reiss Engeering, Inc.); CPH Consulting, LLC (formerly CPH, Inc.); GAI Consultants, Inc.; and Wright-Pierce, Inc., is requested.

F. **Application for Department of Justice Assistance Bulletproof Vest Partnership Grant Award FY2025**

Approval to submit a grant application through the Bureau of Justice Assistance, U.S. Department of Justice, to the Bulletproof Vest Partnership Program for a grant to partially fund bullet-resistant body armor approved by the National Institute of Justice for designated use by the City of Casselberry is requested.

G. **Application for Florida Department of Environmental Protection for Inclusion on the Priority List as part of the Drinking Water State Revolving Fund Program for the Eastbrook Phase 1 Water Main Replacement Project**

Approval to submit a request for inclusion application to the Florida Department of Environmental Protection for the Drinking Water State Revolving Fund Program for the Eastbrook Phase 1 Water Main Replacement Project is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 25-3521 - Street Lighting Assessment Preliminary Rate**

Approval of Resolution 25-3521 as the Preliminary Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2025-26 is requested.

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS - None

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

12. OTHER ITEMS

A. **Selection of Voting Delegate at the 2025 Florida League of Cities Annual Conference**

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 16, 2025.

B. **Approval of 2025 City Commission Meeting Schedule**

Approval of the proposed meeting schedule for the City Commission for the remainder of 2025 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 May 1, 2025 through May 31, 2025**

The May 2025 Procurement Information Report is provided for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Minutes of June 9, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 9, 2025 Regular Meeting for approval.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Mayor's Proclamation: Recognizing July 2025 as Lakes Appreciation Month

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Introduction: Mayor Henson will present a proclamation to Lake Management Technicians Damien Rockwood and Will Beck declaring July 2025 as Lakes Appreciation Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Mayor's Proclamation: Recognizing July 2025 as Parks and Recreation Month

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Introduction: Mayor David Henson will present a proclamation to Recreation Programs and Events Supervisor Lynn Hoppes declaring July 2025 as Parks and Recreation Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Mayor's Proclamation: Recognizing the Retirement of Willam R. Nas

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Introduction: Mayor Henson will present a proclamation in recognition of William R, Nas' retirement from the City of Casselberry after 25 years of dedicated public service, retiring as Captain in the Police Department.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Resolution 25-3520 - Casselberry Public Safety Facility Final Plat

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Introduction: Approval of Resolution 25-3520, providing for the Casselberry Public Safety Facility Final Plat, is requested. (PLAT 23-03)

Background: The subject properties total approximately 5.02 acres and are located just west of the intersection of Wilshire Boulevard and S.R. 436, in Casselberry, Florida. They are designated Public Service (PS) on the City's Future Land Use Map (FLUM) designation and zoned PS (Public Service). The City of Casselberry and Seminole County are requesting to reconfigure the subject properties into two parcels. The City of Casselberry Police Department is situated on the western parcel (Lot 1), and the Seminole County Fire Department (SCFD) intends to build a fire station on the eastern parcel (Lot 2). SCFD received site plan approval (SPR 25-01) for a new fire station from the City's Planning and Zoning Commission (P&Z) on May 14, 2025. Additionally, on June 11, 2025, the P&Z approved a conditional use request for protective services for SCFD to operate the station.

Discussion: Chapter IV, Article XIX of the City's Unified Land Development Regulations, as well as Chapter 177 of the Florida Statutes, govern the City's subdivision procedures. The final plat has been reviewed and deemed compliant with applicable regulations by the City Attorney, City Engineer, City Addressing/GIS Division, City Utilities Department, City Planning Division, and the contract surveyor for the City of Casselberry.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 25-3520.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Resolution 25-3520
2. Final Plat

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Award of Contracts for Professional Services for Transportation Planning and Engineering

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Introduction: Approval to award four (4) contracts for continuing professional services for transportation planning and engineering on a task authorization basis to Burgess & Niple, Inc.; CPH Consulting, LLC; Kimley-Horn and Associates, Inc.; and Patel, Greene and Associates, LLC is requested. Each contract will have a not-to-exceed limit of $3,000,000 and will be in effect from June 23, 2025 through June 22, 2030 with options to renew. (Ref. SOQ-2025-1297)

Background: The City of Casselberry depends on contracted services to carry out various transportation planning and engineering tasks. The previous continuing contracts focused on these services expired in December 2024.

Request for Statement of Qualifications (SOQ-2025-1297) was properly advertised and publicly opened on April 3, 2025, with a total of fourteen (14) responses received by the due date and time:

Ardurra Group, Inc.
Bentley Group, Inc.
Burgess & Niple, Inc.
Burns & McDonnell Engineering Company, Inc.
CPH Consulting, LLC
Dyer, Riddle, Mills & Precourt, Inc.
Element Engineering Group, LLC
GAI Consultants, Inc.
HDR Engineering, Inc.
Kimley-Horn and Associates Inc.
Kittelson & Associates, Inc.
Patel, Green and Associates, LLC
Stantec Consulting Services, Inc.
Vanasse Hangen Brustlin, Inc.

On April 22, 2025, the Evaluation Committee met and discussed proposals based on the following criteria: (1) Firm Qualifications/Project Team Experience (2) Similar Projects/References (3) Project Approach and (4) Location of Firm. The Evaluation Committee reached a consensus, and the top five shortlisted firms were determined to be: (1) Burgess & Niple, Inc. (2) CPH Consulting, LLC (3) Kimley-Horn and Associates, Inc. (4)

Patel, Greene and Associates, LLC and (5) Vanasse Hangen Brustlin, Inc. The Evaluation Committee met on May 6, 2025 for Phase 2 informal interviews of the shortlisted firms. As a result the Evaluation Committee recommended award to four (4) firms: 1) Burgess & Niple, Inc. (2) CPH Consulting, LLC (3) Kimley-Horn and Associates, Inc. and (4) Patel, Greene and Associates, LLC.

Discussion: This procurement process has provided the City with a term agreement for each of the selected firms, which may be utilized by the City on a task authorization basis. The initial term is for a period of five (5) years beginning June 23, 2025 through June 22, 2030, with the option to renew for two (2) additional one (1) year terms when it is in the best interest of the City. The estimated not-to-exceed amount is $3,000,000 per contract for the initial five-year term. Selection of firms for task assignments will be monitored to ensure equitable distribution of projects as funds become available. It should be noted that the not-to-exceed threshold was established as a means to provide for the maximum authorization. However, it does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. In addition, appropriations beyond Fiscal Year 2025 are subject to future City Commission approval.

Budget Impact: There is no impact to the City Budget at this time. Various operating and/or capital accounts in various City Departments will be used for future Task Authorizations, subject to funding availability.

Recommendation: The City Manager and the Public Works Director recommend approval to award four separate contracts for continuing professional services for transportation planning and engineering on a task authorization basis to Burgess & Niple, Inc.; CPH Consulting, LLC; Kimley-Horn and Associates, Inc.; and Patel, Greene and Associates, LLC. at an amount not to exceed $3,000,000 per contract.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Solicitation
2. Submittal - Ardurra
3. Submittal - Bentley
4. Submittal - Burgess & Niple
5. Submittal - Burns & McDonnell
6. Submittal - CPH
7. Submittal - DRMP
8. Submittal - Element
9. Submittal - GAI
10. Submittal - HDR
11. Submittal - Kimley-Horn
12. Submittal - Kittelson
13. Submittal - Patel Greene
14. Submittal - Stantec
15. Submittal - VHB
16. Phase I - Final Scores
17. Phase II - Final Scores
18. Burgess & Niple Agreement

19. CPH Agreement
20. Kimley-Horn Agreement
21. Patel Greene Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Award of Bid and Contract to Precon Corporation for the North Water Treatment Plant Storage Tank and Aerators Rehabilitation

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Introduction: Consideration to award the contract for the North Water Treatment Plant Storage Tank and Aerators Rehabilitation project in the amount of $150,700. (Ref: RFQ-2025-1327)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers. All three treatment facilities have two ground storage tanks on site which store the treated water prior to it entering the distribution system. The water treatment process includes tray aerators which the water flows through to remove hydrogen sulfide from the water before entering the ground storage tanks. The ground storage tanks and aerators need to be inspected and maintained regularly to meet the Florida Department of Environmental Protection's requirements and extend their life expectancy. City staff identified the need to rehabilitate the aerators on the North WTP ground storage tanks. City staff budgeted in Fiscal Year (FY) 2025 for the rehabilitation of the two potable ground storage tank aerators at the North WTP. The budget also includes various corrosion-related rehabilitation to the ground storage tanks at this treatment plant.

Discussion: A Request for Quotes, RFQ-2025-1327, was issued on May 5, 2025, requesting bids from qualified firms for the North Water Treatment Plant Storage Tank and Aerators Rehabilitation Project. On June 5, 2025, the City received three (3) quotes, and based on the lowest, most responsive and responsible quotation, the contract is recommended for award to Precon Corporation in the amount of $150,700. There is sufficient budget in the Fiscal Year (FY) 2025 account for this project.

Budget Impact: There is sufficient budget in the #402-0754-533-67-35-002501 Water Production Renewal & Replacement Machinery and Equipment Account to provide for these services.

Recommendation: The City Manager and Utilities Director recommend approval to award Bid RFQ-2025-1327 and execute a Construction Agreement for the North Water Treatment Plant Ground Storage Tank and Aerators Rehabilitation project with Precon Corporation in the amount of $150,700.

Prepared by: Jiovani Charres, Utility Engineer

<u>Attachments</u>:

1. NWTP Ground Storage Tank Aerators Solicitation
2. Crom Submittal
3. Precon Submittal
4. Razorback Submittal
5. Price Summary Schedule
6. Precon Corporation Agreement

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Purchase of Fleetio Fleet Management Software Services via Piggyback of Agreement with General Services Administration (GSA)

Introduction: Approval of the purchase of Fleetio Fleet Management Software services in the total amount not to exceed $31,603.56 for the period beginning June 13, 2025, through September 30, 2026, by piggybacking General Services Administration (GSA) contract #47QTCA20D0044 is requested. (Ref. PBA-2025-1320)

Background: The City currently has a fleet of 215 vehicles that it maintains and for which it tracks various expenses. Previously, the City had used its ERP (Enterprise Resource Planning) software to assist with tracking of fleet expenses with limited effectiveness. Recently, the City transitioned to new ERP software, and staff has determined there is a need for separate software dedicated to fleet management for improved tracking.

Fleetio is a cloud-based fleet and asset management platform that enables organizations to manage vehicles, equipment, maintenance, inspections, and personnel in one centralized interface. Access to Fleetio software services is available via "piggybacking" an existing agreement with General Services Administration (GSA).

Discussion: Fleetio is proposed to replace the previous tracking system and improve reporting, cost tracking, and compliance related to the City's fleet. The City has obtained a proposal from Rarestep, Inc. d.b.a. Fleetio based on contract #47QTCA20D0044 with GSA. The proposed agreement supports the City's strategic modernization of asset management tools and is aligned with our fleet tracking and operational efficiency objectives.

The prorated agreement spans from June 13, 2025, to September 30, 2026. The total cost for Fiscal Year (FY) 2025 is $8,653.56, and the total cost for FY 2026 is $22,950, for a total initial term cost of $31,603.56. The contract with GSA currently extends through January 5, 2030, so there is opportunity for the City to execute future renewals with Fleetio.

The proposal includes the following components:

1. Fleetio Premium Subscription (250 licenses)
   A. Prorated Term: June 13, 2025 – September 30, 2025
      A1. Total Cost: $6,853.56 (after 10% discount)
   B. Annual Term: October 1, 2025 – September 30, 2026
      B1. Unit Price: $102/license/year
      B2. Total Cost: $22,950.00 (after 10% discount)

2. Standard Onboarding Services
   A. One-time fee: $2,000.00
   B. Discounted total: $1,800.00 (after 10% discount)

Budget Impact: Funding is available in the FY 2025 Budget for the initial $8,653.56 using a 50/50 split between Streets Maintenance accounts #001-0720-541-46-16 and #001-0720-541-52-00 as the sources of funds. Upon City Commission approval, staff will initiate a Budget Transfer from these accounts to Fleet Maintenance account #001-0721-541.46-00. Funding for the $22,950 in FY 2026 will be addressed by the final FY 2026 budget.

Recommendation: The City Manager and Public Works Director recommend approval of the purchase of Fleetio Fleet Management Software services in the total amount not to exceed $31,603.56 for the period beginning June 13, 2025, through September 30, 2026, by piggybacking General Services Administration (GSA) contract #47QTCA20D0044.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:
1. GSA Contract
2. Fleetio Quote

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Amendments to Contracts for Continuing Professional General Engineering Services

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Introduction: Approval of four (4) Amendments to four (4) contracts for Continuing Professional General Engineering Services on a task authorization basis to extend terms and update wage rates is requested for the following firms: CHA Consulting, Inc.; CPH Consulting, LLC; GAI Consultants, Inc.; and Wright-Pierce, Inc. (Ref. SOQ-2020-0585)

Background: The City of Casselberry depends on consultants to provide a variety of professional engineering services. As the result of procurement processes for solicitation SOQ-2020-0585, on July 27, 2020, the City Commission awarded contracts for general engineering services to the following four firms:

- CPH, Inc. (CPH)
- GAI Consultants, Inc. (GAI)
- Reiss Engineering, Inc. (Reiss)
- Wright-Pierce, Inc. (Wright-Pierce)

This procurement provided the City with a term agreement for each of the four selected firms, which may be utilized by all City departments/divisions/offices on a task authorization basis. The initial term is for a period of five (5) years from July 27, 2020 through July 26, 2025, with the opportunity for two (2) additional one (1) year renewals when in the best interest of the City. The estimated total not-to-exceed amount is $2,000,000 per contract.

Amendment No. 1 was subsequently executed for the contract with CPH, Inc. to update company information to CPH Consulting, LLC. Amendment No. 1 was subsequently executed for the contract with Reiss Engineering, Inc. to update company information to CHA Consulting, Inc. Amendment No.1 was subsequently executed for the contract with Wright-Pierce, Inc. to update wage rates.

Discussion: Amendments are requested for each of the four (4) firms, to extend the term for the first (1) of two (2) additional one (1) year terms and to provide wage rate modification with no change to maximum compensation during the renewal term.

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

Recommendation: The City Manager and the Public Works Director recommend approval of four (4) Amendments to the four (4) contracts for Continuing Professional General Engineering Services on a task authorization basis to extend terms and update wage rates (as applicable) for the following firms: CHA Consulting, Inc.; CPH Consulting, LLC.; GAI Consultants, Inc.; and Wright-Pierce, Inc.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. CHA Amendment No. 2
2. CPH Amendment No. 2
3. GAI Amendment No. 1
4. Wright-Pierce Amendment No. 2

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Application for Department of Justice Assistance Bulletproof Vest Partnership Grant Award FY2025

Introduction: Approval to submit a grant application through the Bureau of Justice Assistance, U.S. Department of Justice, to the Bulletproof Vest Partnership Program for a grant to partially fund bullet-resistant body armor approved by the National Institute of Justice for designated use by the City of Casselberry is requested.

Background: The Bulletproof Vest Partnership Program, created by the Bulletproof Vest Partnership Grant Act of 1998, which is administered by the Bureau of Justice Assistance, is a unique U.S. Department of Justice initiative designed to provide a critical resource to law enforcement. The Bulletproof Vest Partnership Program provides support for the purchase of bullet-proof vests for law enforcement officers. The Bureau of Justice Assistance will notify the City of Casselberry when the application funding period for the Bulletproof Vest Partnership Award is open and is eligible for the distribution of grant funds to the Casselberry Police Department.

Discussion: The Police Department is committed to providing high-quality equipment to its officers who serve the community and public. Each law enforcement officer employed by the City of Casselberry is issued a ballistic vest. Each issued vest expires in a five (5) year time frame and must be replaced. This causes a reoccurring need for funding. The Police Department seeks Commission approval to submit the grant application in order to obtain the funds provided via the Bulletproof Vest Partnership Program to assist with the purchase of the vests. Upon approval, the City of Casselberry will submit the grant application to apply for the reimbursement grant, which provides a 50% reimbursement of funds used to pay for eligible body armor.

Budget Impact: Sufficient funds for the purchase of bulletproof vests will be requested in the FY2025 proposed budget Law Enforcement/Operating Supplies - Grant account 001-0610-521-52-01. Revenue will be recognized when received.

Recommendation: The City Manager and the Police Chief recommend approval to submit a grant application for the FY2025 Bulletproof Vest Partnership Program.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments: None

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Application for Florida Department of Environmental Protection for Inclusion on the Priority List as part of the Drinking Water State Revolving Fund Program for the Eastbrook Phase 1 Water Main Replacement Project

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Introduction: Submission of the request for inclusion application to the Florida Department of Environmental Protection (FDEP) for the Drinking Water State Revolving Fund (SRF) Program to provide loan funds with 20% principal forgiveness to be used for the Eastbrook Phase 1 Water Main Replacement Project is requested.

Background: The Drinking Water State Revolving Fund (SRF) Program is a statewide FDEP administered loan program which provides funds from the federal level to help water systems improve drinking water treatment processes, improve source water supply, replace finished water storage tanks, replace water distribution pipes, among other infrastructure projects needed to protect public health.

For municipalities to be eligible, the project must be a part of a public water system which may include drinking water supply, storage, transmission, treatment, disinfection, distribution, residuals management, and appurtenant facilities. Once the municipality applies, the project is placed on a priority list based on components including the level of public health risk, assurance of compliance, and improvements to the system being made. The loans can be awarded with a minimum of 20% principal forgiveness (grant funding). The funds are awarded primarily based on the level of priority.

Discussion: The City's Utility consultant, CPH Consulting, has designed the Eastbrook Phase 1 Water Main Replacement Project. This project represents a phase of a water infrastructure program initiated by City staff to rehabilitate and standardize its aging water infrastructure. This specific project includes replacement of all asbestos cement piping within the project area, increasing the size of the water main to meet adequate fire flow demands, and system looping for reliability. Additionally, construction will include removal of galvanized services lines/lead goosenecks in existing service lines and replacement with new service lines and associated fittings in preparation for the future lead and copper rule regulations.

The total cost estimated for the project is $11,022,265. This project cost includes the construction costs, FDEP's required 10% construction contingency, and the construction administrative services required from CPH after the bid opening and during construction. The request includes a 20% principal forgiveness which would amount to an estimated amount of $2,204,453.

City staff request approval to submit the request for inclusion application to provide consideration with FDEP's Drinking Water State Revolving Fund (SRF) Program for a loan amount covering the total estimated cost of the project. City staff additionally request the delegation of authority to the City Manager to execute related documents, applications, and releases necessary for the program. If the City is considered for the loan, an agreement will be brought forth for City Commission approval on a future Commission agenda. The Eastbrook Phase 1 Water Main Replacement project will be proposed in the FY2026 budget and it will be proposed that it be funded with a SRF loan.

Budget Impact: Submitting the application for this program creates no immediate impact to the City Budget. However, if an agreement is awarded, the FDEP Drinking Water SRF Program would provide the City with a loan in Fiscal Year (FY) 2026 with a minimum of 20% principal forgiveness.

Recommendation: The City Manager and Utilities Director recommend approval to submit a request for inclusion application to the Florida Department of Environmental Protection for the Drinking Water State Revolving Fund Program for the Eastbrook Phase 1 Water Main Replacement Project and delegate authority to the City Manager to execute related forms and attachments for the SRF.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Request for Inclusion Application

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Future Agenda Items

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

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Resolution 25-3521 - Street Lighting Assessment Preliminary Rate

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Introduction: Resolution 25-3521 serves as as the Preliminary Rate Resolution to provide for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2025-26.

Background: In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statute. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successful funding the City's street lighting for fiscal years 2010 through 2025.

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

Discussion: As a part of the process established in Ordinance 09-1301, the City must adopt a Preliminary Rate Resolution each year a street lighting service assessment is considered. The Preliminary Rate Resolution (Resolution 25-3521) presented for Fiscal Year (FY) 2025-26 represents the assessment methodology and fee structure presented in the July 18, 2023 rate study. Resolution 25-3521 delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment of properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped properties. The rate is $45.25 per equivalent residential unit (ERU), an increase from the $44.04 per ERU assessed for FY 2024-25 based on the fee structure established in the rate study dated

July 18, 2023. Upon approval of Preliminary Rate Resolution 25-3521, a public hearing for the Final Assessment Resolution will be advertised and held at the August 11, 2025 City Commission meeting. Revenues generated by the Street Lighting Assessment will be budgeted in FY 2025-26 accordingly. Upon approval of the Final Assessment Resolution on August 11, 2025, it is estimated that net revenue from the Street Lighting Assessment will be approximately $568,200.

Budget Impact: There is no impact to the City Budget at this time. Once the streetlighting fee increase option is approved, revenues generated by the Street Lighting Assessment will be budgeted in FY 2025-26 accordingly.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3521.

Prepared by: Jane Dai, City Engineer

Attachments:
1. Resolution 25-3521
2. Presentation

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Selection of Voting Delegate at the 2025 Florida League of Cities Annual Conference

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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 16, 2025.

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 Hilton Orlando Bonnet Creek in Orlando August 14-16, 2025.

Discussion: The Florida League of Cities has asked each city to formally designate a voting delegate for the Business Meeting, scheduled for Saturday, August 16, 2025.

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

Recommendation: The City Manager recommends the City Commission designate a voting delegate for the 2025 Florida League of Cities Annual Conference.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Designation of 2025 Voting Delegate FLC Annual Conference

CITY MANAGER MEMORANDUM

12.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Approval of 2025 City Commission Meeting Schedule

Introduction: Approval of the proposed meeting schedule for the City Commission for the remainder of 2025 is requested.

Background: The City Commission adopted Ordinance 25-1621 on June 9, 2025. Ordinance 25-1621 created a new section in the City Code, Section 2-39, which requires the City Clerk to bring forward a schedule of proposed meeting dates for the Commission for approval. Because we are at mid year, the CIty Clerk is bringing forward the remaining schedule of 2025 for consideration.

Discussion: The attached schedule of meetings was approved by the City Manager in December 2024 and published to the CIty's website calendar. One proposed change is being requested for November by moving the previously published meeting date of November 10th to November 17th due to the Casselberry Chamber of Commerce's Food and Wine Festival being scheduled to be held in Lake Concord Park on November 10th, beginning at 5 PM and thus creating a parking issue if the Commission meeting was held on the same date at 5:30 p.m. It should be noted that the remaining schedule for 2025 proposes only one regular meeting in July, with the first meeting being replaced with the Budget Workshop, and only one meeting in November and one meeting in December. The November meeting wil be considered a special meeting since it will be held on the third Monday of the month. The December meeting will be a regular meeting because it is held on the second Monday of the month. This schedule meets the City Charter requirement that the City Commission meet at least once a month.

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

Recommendation: The City Manager and the City Clerk recommend approval of the City Commission meeting schedule for the remainder of 2025.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. 2025 City Commission Meeting Schedule

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 23, 2025

Subject: Procurement Information Report for the Period May 1, 2025 through May 31, 2025

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from May 1, 2025 through May 31, 2025 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 Manger, Procurement Manger, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manger shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of May 2025.

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

Recommendation: The City Manager recommends acceptance of the Procurement Information Report for the stated period.

Prepared by: Elsie Burgess, Procurement Manager

Attachments:
1. May 2025 Procurement Information Report