

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 27, 2023
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 March 13, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Proclamation: Education and Sharing Day

Mayor Henson will present a proclamation to Rabbi Tzviky Dubov, Director at Chabad of Greater Orlando, proclaiming April 2, 2023 as Education and Sharing Day.

B. Proclamation - Water Conservation Month

Mayor Henson will present Kelly Brock, Public Works & Utilities Director, with a proclamation designating April as Water Conservation 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. 115382 - \$632.50

- B. **Resolution 23-3553 - Utility Easement Agreement with Rebecca Reitzel for Parcel ID: 34-21-30-525-0000-2680 (2339 Antilles Drive)**
Approval of Resolution 23-3553 authorizing a Utility Easement Agreement with Rebecca Reitzel for utilities located on Parcel ID: 34-21-30-525-0000-2680 (2339 Antilles Drive) is requested.
- C. **Resolution 23-3554 - Utility Easement Agreement with Angela Boatwright for Parcel ID: 34-21-30-525-0000-2980 (2329 Antilles Drive)**
Approval of Resolution 23-3554 authorizing a Utility Easement Agreement with Angela Boatwright for utilities located on Parcel ID: 34-21-30-525-0000-2980 (2329 Antilles Drive) is requested.
- D. **Resolution 23-3555 - Utility Easement Agreement with Brian Petrasko and Cheryl Petrasko for Parcel ID: 34-21-30-525-0000-2690 (2337 Antilles Drive)**
Approval of Resolution 23-3555 authorizing a Utility Easement Agreement with Brian Petrasko and Cheryl Petrasko for utilities located on Parcel ID: 34-21-30-525-0000-2690 (2337 Antilles Drive) is requested.
- E. **Resolution 23-3556 - Local Agency Program Agreement with Florida Department of Transportation for the Southcot Drive Bicycle / Pedestrian Improvements Project and Related Budget Amendment #23-040**
Approval of Resolution 23-3556 authorizing a Local Agency Program Agreement with the Florida Department of Transportation to construct Project 439064-1-58-01, Southcot Drive Bicycle / Pedestrian Improvements (from Sunset Drive to South Triplet Lake Drive) Project, with an estimated construction cost of \$550,358 including up to \$112,962 in federal funds, and related Budget Amendment #23-040 is requested.
- F. **Resolution 23-3557 - Locally Funded Agreement with Florida Department of Transportation to provide Shortfall Funding for Construction Engineering and Inspection Services for the Southcot Drive Bicycle / Pedestrian Improvements Project**
Approval of Resolution 23-3557 authorizing a Locally Funded Agreement with the Florida Department of Transportation to provide for shortfall funding in the estimated amount of \$61,688 for construction engineering and inspection (CEI) services for the Southcot Drive Bicycle / Pedestrian Improvements Project is requested.
- G. **Resolution 23-3558 - Three Party Escrow Agreement with Florida Department of Transportation and Department of Financial Services to provide for Construction Engineering and Inspection Services for the Southcot Drive Bicycle / Pedestrian Improvements Project.**
Approval of Resolution 23-3558 authorizing a Three Party Escrow Agreement with the Florida Department of Transportation and the Florida Department of Financial Services Division of Treasury to provide for construction engineering and inspection (CEI) services for the Southcot Drive Bicycle / Pedestrian Improvements Project is requested.
- H. **Resolution 23-3559 - Locally Funded Agreement with the Florida Department of Transportation to provide Funding for Non-Federal Portion of Construction Engineering and Inspection Services for the Southcot Drive Bicycle / Pedestrian Improvements Project**
Approval of Resolution 23-3559 authorizing a Locally Funded Agreement with the Florida Department of Transportation to provide for funding for the non-federal portion of construction engineering and inspection (CEI) services for the Southcot Drive Bicycle/Pedestrian Improvements (from Sunset Drive to South Triplet Lake Drive) Project, including an initial advance deposit of \$20,563 is requested.
- I. **Resolution 23-3561- Residential Solid Waste CPI Rate Adjustment**
Approval of Resolution 23-3561 providing for a rate adjustment for Waste Pro of Florida for residential solid waste collection services based on the 2022 Consumer Price Index effective January 1, 2023 to June 30, 2023 is requested. The rate increases 6.32% from \$17.10 to \$18.18 per month for residential collection. Rates charged to customers are not impacted by this resolution.
- J. **Amendment No. 2 to Agreement with Etech-360, Inc. for Utility Customer Portal Software and Support to Add a Unified Payment Solution and Related Budget Amendment #23-037**
Approval of Amendment No. 2 to Agreement with Etech-360, Inc. for utility customer portal software and support development costs to add a unified payment solution in the amount of \$19,864.80 and related Budget Amendment #23-037 is requested.

K. **Task Authorization No. 10 with Vanasse Hangen Brustlin, Inc. for Project PW 2309 Road Rehabilitation - Various Streets**

Approval of Task Authorization No. 10 with Vanasse Hangen Brustlin, Inc. for Project PW 2309 for complete design of road rehabilitation along 8.66 miles of roadway for the amount of \$183,948 is requested.

L. **Award of Bid for RFP-2022-0866 and Agreement with Risk Management Associates Inc. for Insurance Agent/Broker Consultant Services for Employee Benefits and Insurance**

Consideration of an Agreement with Risk Management Associates, Inc. in the amount of \$42,500 annually for three years to provide insurance agent/broker consultant services to the City for employee benefits and insurance is requested.

M. **Donation from State Law Enforcement Trust Funds to Ali's Hope Foundation and Related Budget Amendment #23-036**

Approval of a donation in the amount of \$1,000 from accumulated funds pursuant to the Florida Contraband Forfeiture Act and related Budget Amendment #23-036 is requested.

N. **Budget Amendment #23-039 Removal of Construction Funding for Sunnyside Park Improvements**

Approval of Budget Amendment #23-039 to remove \$1,947,260 in Fiscal Year 2023 parks bond funding for construction of Sunnyside Park is requested.

O. **Excuse Absence of Commissioner Andrew Meadows**

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 23-3560 - Annual Comprehensive Financial Report for Fiscal Year 2022**

Approval of Resolution 23-3560 which provides for the acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2022 is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 23-1581 - Amending the Official Zoning Designation for the Property Located at 5803 S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement (ZB 22-08)**

Approval of Ordinance 23-1581 on first reading, amending the official zoning designation of one (1) parcel located at 5803 S. U.S. Hwy. 17-92 from PMX-H (Planned Mixed-Use: High Intensity) to PMX-HIGH (Planned Mixed-Use: High Rise) and the associated PUD (Planned Unit Development) Agreement is requested.

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 - None

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. **Procurement Information Report for the Period February 1, 2023 through February 28, 2023**

The February 2023 Procurement Information Report to the City Commission pursuant to the Procurement Policy 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