

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, May 15, 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.

AMENDED AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES - None

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: National Police Week - May 14-20, 2023 & Peace Officer's Memorial Day - May 15, 2023**

Mayor Henson will present a proclamation recognizing the week of May 14 – 20, 2023 as National Police Week and May 15, 2023, as Peace Officers' Memorial Day to Police Chief Larry D. Krantz.

B. **Proclamation: National Public Works Week**

Mayor David Henson will present a proclamation to Public Works & Utilities Director Kelly Brock declaring May 21 - May 27, 2023 as National Public Works Week in the City of Casselberry.

C. **Proclamation: Recognizing June 2023 as Pride Month**

Mayor Henson will read a proclamation recognizing June 2023 as Pride 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. 115994 - \$962.50
- Fishback Dominick LLP, Invoice No. 116178 - \$550.00

B. Amended Resolution 23-3569- Agreement with Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project

Approval of amended Resolution 23-3569 to provide for a Cooperative Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for erosion control improvements to Howell Creek and an outfall near Carriage Hill, consisting of up to grant \$362,418.75 in federal funding with a required local match of \$106,593.75 is requested. The original Resolution 23-3569 approved on April 24, 2023 contained a scrivener's error in authorizing the Mayor to execute the Agreement, as the Agreement was written based on the City Manager executing it instead. Amended Resolution 23-3569 now references the City Manager for the official record.

C. Resolution 23-3570 - FY23 Second Quarter Budget Amendments and Budget Transfers

Approval of Resolution 23-3570 to formally adopt budget amendments and budget transfers approved during the second quarter of FY 2023 is requested.

D. Resolution 23-3571 - Utility Easement Agreement with Frank W. Hyatt, Evelyn Hyatt and Victoria Hyatt for Parcel ID: 34-21-30-525-0000-2720 (2331 Antilles Drive)

Approval of Resolution 23-3571 authorizing a Utility Easement Agreement with Frank W. Hyatt, Evelyn Hyatt, and Victoria Hyatt for utilities located on the property of 2331 Antilles Drive is requested. Through surveying, a City water line was found at the property of 2331 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded.

E. Resolution 23-3572 - Amendment No. 1 to the Grant Agreement with the Florida Department of Environmental Protection for Funding Assistance for the Lake Kathryn Circle Utility and Roadway Improvement Project to Extend Deadline

Approval of Resolution 23-3572 authorizing execution of Amendment No. 1 to the Agreement with the Florida Department of Environmental Protection to extend the Task and Grant Agreement deadlines to December 31, 2023 for the Lake Kathryn Circle Utility and Roadway Improvement Project is requested.

F. Task Authorization No. 24 with CHA Consulting, Inc. for Lift Station #77 Quintuplet Renovation Project Design Services and Related Budget Amendment #23-050

Approval of Task Authorization No. 24 with CHA Consulting, Inc. for Lift Station #77 Quintuplet Renovation Project design services in the amount of \$143,648 and related Budget Amendment #23-050 is requested.

G. Task Authorization No. 3 with GAI Consultants, Inc. for Winter Woods Force Main Replacement Design Services and Related Budget Amendment #23-054

Approval of Task Authorization No. 3 with GAI Consultants, Inc. for design services for the Winter Woods Force Main Replacement in the amount of \$246,093 and related Budget Amendment #23-054 is requested.

H. Task Authorization No. 5 with Hazen and Sawyer for Corrosion Control Optimization Study Services

Approval of Task Authorization No. 5 with Hazen and Sawyer for the Corrosion Control Optimization Study Services in an amount of \$119,254 is requested. The study will provide recommendations to improve corrosion control in accordance with the latest USEPA corrosion control guidance.

I. Amendment No. 8 to the Professional Services Agreement with Dewberry Architects, Inc. for Additional Design Services for the New Casselberry Police Department Headquarters and Related Budget Amendment #23-057

Approval of Addendum No. 8 to the Professional Services Agreement with Dewberry Architects, Inc., in the amount of \$7,225, for the provision of additional design services for the new Police Department Headquarters and Related Budget Amendment #23-057 is requested.

J. Purchase of a Chilled Water Fountain from Most Dependable Fountains, Inc. in the amount of \$8,230 for Lake Concord Park, Related Budget Amendment #23-056, and Acceptance of a \$5,000 Donation from the Casselberry Chamber of Commerce

Approval to purchase a chilled water fountain from Most Dependable Fountains, Inc. in the amount of \$8,230 for Lake Concord Park and related Budget Amendment #23-056 allocating funding and acceptance of a donation from the Casselberry Chamber of Commerce in the amount of \$5,000 toward this purchase is requested.

K. **Budget Amendment #23-045 - Amending the Fiscal Year 2022-2023 Budget**

Approval of Budget Amendment #23-045 to amend the Fiscal Year 2023 Budget is requested.

L. **Budget Amendment #23-053 - Purchase of a Replacement Variable Frequency Drive for the South Water Treatment Plant Transfer Pump**

Approval of Budget Amendment #23-053 to reallocate funding for the purchase of a replacement Variable Frequency Drive for the South Water Treatment Plant Transfer Pump in the amount of \$9,346 is requested.

M. **Budget Amendment #23-055 Reallocation of Contingency Funding for Project PW 2111 Lake Concord Park - Art House Expansion**

Approval of Budget Amendment #23-055 to reallocate \$6,779 in contingency funding for construction of project PW 2111 Lake Concord Park - Art House Expansion from one account line to another within the overall project budget is requested.

N. **Reorganization of the Public Works & Utilities Department**

Approval of the reorganization of the Administration, Distribution & Collection, Recreation, and Streets Maintenance Divisions of the Public Works & Utilities Department is requested.

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

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 23-3573 - Sale of Surplus Real Property at 329 Seminola Boulevard to Valerie Herrel**

Approval of Resolution 23-3573 which provides for the sale of surplus real property located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020) to Valerie Harrel is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 23-1582 - Amending an Existing Planned Unit Development (PUD) for the Property Located at 380 S.R. 436 and Approving the Associated PUD Agreement (ZB 22-09)**

Approval of Ordinance 23-1582 on first reading, amending the Planned Unit Development (PUD) Agreement and Concept Plan for the Icon Commons PUD established via Ordinance No. 21-1553, for one parcel, totaling approximately 1.04 acres, located at 380 S.R. 436 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 April 1, 2023 through April 30, 2023**

The April 2023 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