

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



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Proclamation: National Police Week - May 14-20, 2023 & Peace Officer's Memorial Day - May 15, 2023

Introduction: 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.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Proclamation: National Public Works Week

Introduction: Mayor David Henson will present to Public Works & Utilities Director Kelly Brock a Proclamation declaring May 21 - May 27, 2023 as National Public Works Week 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: May 15, 2023
Subject: Proclamation: Recognizing June 2023 as Pride Month

Introduction: Mayor Henson will read a proclamation recognizing June 2023 as Pride 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: May 15, 2023
Subject: Approval of Legal Services Invoices

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

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

Discussion: The following invoices have been reviewed by the affected departments and are being presented for approval:

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - March 2023 - Invoice No. 115944 - \$962.50
- Code Enforcement Special Magistrate Services - April 2023 - Invoice No. 116178 - \$550.00

Budget Impact: Funds for the Special Magistrate's invoice are available in FY 2023 Budget Account No. 001-0140-514.31.03.

Recommendation: The City Manager and staff recommend approval of the legal services invoices as submitted.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 115944
2. Invoice No. 116178



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: May 15, 2023
Subject: Amended Resolution 23-3569- Agreement with Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project

Introduction: 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.

Background: Following Hurricane Ian, Public Works & Utilities staff observed significant erosive damage at multiple locations within Gee Creek and Howell Creek drainage basins. Staff determined that there is potential for risk to public and private property associated with these areas, especially if they are exposed to additional major storms without protective improvements.

In the past, the City has received funding through the United States Department of Agriculture (USDA) NRCS Emergency Watershed Protection (EWP) Program to assist with similar erosion issues. At least a 25% local match is required under the EWP program.

In November 2022, the City submitted a request to NRCS for funding assistance for impacts due to Hurricane Ian. NRCS and City staff conducted damage surveys together in January 2023, which resulted in two Damage Survey Reports (DSRs) in March 2023, one for the Howell Creek Basin and one for the Gee Creek Basin. These DSRs identified erosion issues and proposed fixes (with cost estimates) within Howell Creek and an outfall located near Carriage Hill subdivision and Casselberry Greenway Trail within the Gee Creek basin. In March 2023, the City submitted an Application for Federal Assistance based on the DSRs.

NRCS has followed up with approval of a project to address the areas identified in the DSRs, which include:

- 1) Howell Creek Basin: Howell Creek at Carmel by the Lake (DSR# 12-07-22-5078-051)
- 2) Gee Creek Basin: Carriage Hill outfall adjacent to Casselberry Greenway Trail (DSR# 12-07-22-5078-050)

On April 24, 2023, the City Commission approved a Cooperative Agreement with NRCS via the original Resolution 23-3569. The total maximum federal funding for the project is \$362,418.75, which includes up to \$319,781.25 for construction and \$42,637.50 for

technical assistance. A \$106,593.75 local match (25% of estimated total construction costs) is required. At the same time, the City Commission approved Budget Amendment #23-051 to provide for recognition of the revenue associated with the NRCS grant, as well as commitment of local funding from the Stormwater Utility Fund to cover the remainder of design and estimated construction costs.

Work must be completed by March 20, 2024 unless a time extension is granted. For tracking purposes, this item is associated with project PW 2317 Howell Creek and Carriage Hill Erosion Control (due to Hurricane Ian).

Discussion: 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.

Budget Impact: There is no budget impact associated with this item; a budget was previously established at the April 24, 2023 City Commission meeting via Budget Amendment #23-051.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of amended Resolution 23-3569.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Amended Resolution 23-3569
2. Agreement



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: May 15, 2023
Subject: Resolution 23-3570 - FY23 Second Quarter Budget Amendments and Budget Transfers

Introduction: Resolution 23-3570 provides for formal adoption of budget amendments and budget transfers approved during the second quarter of FY 2023.

Background: According to Resolution 16-2815 approved by the City Commission January 11, 2016, the City Manager, on a quarterly basis, will provide an updated balance for City Commission reference information purposes as to budget changes authorized by the Commission via appropriate budget amendment resolutions. A listing of all budget amendments approved for the second quarter of FY 2023 is attached. Resolution 16-2815 also provides for City Manager budgetary authority to transfer monies within each department to the extent such transfers do not exceed appropriate levels for the departments or funds. A listing of the budget transfers made during the second quarter is also attached.

Discussion: The second quarter budget amendment and budget transfer listings for the Fiscal Year 2023 Approved Budget are attached for Commission review and approval.

Budget Impact: The Second Quarter Budget Amendment spreadsheet details changes to the budget as a result of Budget Amendments adopted by the City Commission at various meetings during the second quarter of Fiscal Year 2023. The second Quarter Budget Transfer spreadsheet details changes made to the budget within each department as approved by the City Manager.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3570.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 23-3570
2. FY23 Second Quarter Budget Amendments Summary
3. FY23 Second Quarter Budget Transfers Summary



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: May 15, 2023
Subject: 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)

Introduction: 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.

Background: The City of Casselberry owns and operates a potable water distribution system made up of different materials and sized water mains. The Potable Water Master Plan proposed a capital improvements program for the water distribution system. One of these projects includes the replacement of approximately 13,500 linear feet of water main in the Windward Square subdivision due to its age and pipe material. The water mains were built in 1974 and are made up of asbestos cement pipe, which the City has been proactively removing from the system. The Windward Square Subdivision is made up of private roadways which are owned by Windward Square Homeowners Association, Inc. At the time the utility lines and subdivision were built, utility easements were developed and dedicated to the City of Casselberry for the operation and maintenance of the distribution and collection systems located throughout this community.

On October 14, 2019, the City Commission approved Task Authorization No. 2 with Hazen and Sawyer for the design of the Windward Square Water Main Replacement Project. On the same date, the City Commission approved Task Authorization No. 3 with Southeastern Surveying and Mapping for utility surveying services associated with this project. After surveying was performed, it was determined that the majority of the existing water lines are outside of the previously recorded easements. On March 28, 2022, the City Commission approved Resolution 22-3301 for the Utility Easement Agreement with Windward Square Homeowners Association (HOA), Inc. for the Windward Square Subdivision, which includes a blanket easement to the City through the Windward Square Subdivision for the construction, installation, operation, maintenance and repair of public water and sewer utility lines, mains, pipes, pumps, valves, wires, structures, electrical controls, cables and similar appurtenances. This Utility Easement Agreement allowed the City to continue the design of the Windward Square Water Main Replacement. Through the surveying and design process, it was determined that additional water lines are located outside of the designated utility easements and outside the executed Utility Easement Agreement with Windward Square Homeowners Association.

Discussion: 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. Frank W. Hyatt, Evelyn Hyatt, and Victoria Hyatt, the owners of 2331 Antilles Drive, have executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2331 Antilles for the installation and maintenance of water infrastructure located within the property.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 23-3571 approving the Utility Easement Agreement with the owners of 2331 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 23-3571
2. Utility Easement Agreement



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: May 15, 2023
Subject: 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

Introduction: 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 for the Lake Kathryn Circle Utility and Roadway Improvement Project is requested.

Background: As part of its Multimodal Transportation Master Plan, the City programmed the Lake Kathryn Circle Complete Street Improvements project (PW 1805) to improve pedestrian connectivity and safety along the north-south portion of Lake Kathryn Circle from Seminola Boulevard to the Laura Street/Wisteria Lane intersection. The proposed project will generally narrow the existing road to 20 feet, providing space on the east side of the street for an 8 ft wide sidewalk and wide landscape strips.

For efficiency and cost effectiveness, the City has integrated proposed water and sewer utility improvements into this project as well. Utility improvements include extension of the City's sanitary sewer system so that several lakeside lots can potentially be switched from septic tanks to sanitary sewer, which may help reduce pollutant loads to Lake Kathryn.

On August 24, 2020 via Resolution 20-3187, the City Commission approved submittal of an application to Florida Department of Environmental Protection (FDEP) through the "Protecting Florida Together" website to assist with the utility portion of the project. In addition to utility improvements along the north-south portion of Lake Kathryn Circle, the grant submittal included an alternative that would also extend sewer to the lakefront residential lots on the east-west portion.

FDEP subsequently informed the City that it has been awarded grant funding for a total project amount not to exceed \$1,615,107, inclusive of a local match not to exceed \$807,553.50. The project includes constructing approximately 3,000 linear feet of gravity sewer, installing manholes and sanitary service laterals, decommissioning more than 30 septic tanks, and roadway restoration.

On March 8, 2021 via Resolution 21-3227, the City Commission approved the final version of the grant Agreement. Under the terms of the grant, the work (Task No. 1 - construction and Task No. 2 - connection to central sewer) was originally expected to be completed by

December 31, 2022, with an Agreement Date of Expiration of June 30, 2023. Based on the anticipated actual construction timeline, the deadlines for Task No. 1 and Task No. 2 were later changed to May 31, 2023 through a staff level Change Order with FDEP.

The project is currently under construction and nearing completion.

Discussion: As of the writing of this agenda item, it is anticipated the project may not be fully completed by the May 31, 2023 deadline for Task No. 1 and Task No. 2. Staff requested another time extension from FDEP. As a result, FDEP has proposed Amendment No. 1 to the Grant Agreement to extend both the Task deadlines to September 30, 2023 and the Agreement Date of Expiration to December 31, 2023.

Resolution 23-3572 provides for approval of Amendment No. 1. It should be noted that staff anticipates the project should be fully completed in early summer 2023, well in advance of the new deadlines.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend 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 for the Lake Kathryn Circle Utility and Roadway Improvement Project.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 23-3572
2. Amendment No. 1



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: May 15, 2023
Subject: Task Authorization No. 24 with CHA Consulting, Inc. for Lift Station #77 Quintuplet Renovation Project Design Services and Related Budget Amendment #23-050

Introduction: 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. (Ref: SOQ-2018-0276)

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

Discussion: On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with CHA Consulting, Inc. for a Continuing Contract for Utilities Projects (SOQ-2018-0276). Public Works & Utilities staff requested CHA Consulting provide a scope of services for the design of the Lift Station #77 Quintuplet Renovation project. Task Authorization No. 24 provides for 30% design, final design (60% and 100%), permitting, bidding services, and limited construction services for the upgrades to Lift Station #77. Upgrades will include conversion of the existing wet well to a pass-through manhole, new wet well, new discharge pumps, new valve vault discharge piping, new electrical system, and new discharge force main connections. CHA Consulting's total cost for these services is \$143,648.

Funds in the amount of \$120,000 are available in the Fiscal Year (FY) 2023 budget for this project. However, Budget Amendment #23-050 is necessary to provide an additional \$23,648 to fully fund Task Authorization No. 24, and an additional amount of \$4,352 is being provided as contingency funds.

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

Budget Impact: Budget Amendment #23-050 will increase the Renewal and Replacement Fund Lift Stations Infrastructure Improvements Account #402-0752-535.63-40 and decrease

the Lift Stations Equipment Other Account #402-0752-535.67-35 by \$28,000 in order to provide for funding for this item.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 24 with CHA Consulting, Inc. for Lift Station #77 Quintuplet Renovation Project design services, in an amount not to exceed \$143,648, and related Budget Amendment #23-050.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 24
2. Budget Amendment #23-050



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

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Task Authorization No. 3 with GAI Consultants, Inc. for Winter Woods Force Main Replacement Design Services and Related Budget Amendment #23-054

Introduction: 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. (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 Wastewater and Reclaimed Water 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 replacing approximately 6,300 linear feet of 6-inch ductile iron and 12-inch asbestos cement force main. About 3,100 linear feet of the current force main runs along the back of private property. In order to provide easier access for operation and maintenance activities in the future, it is City staff's intention to ensure that the new force main is placed in the right-of-way for the entirety of the route. The installation methods, sizing requirements, and specific route of the new force main will be determined during preliminary design. The design will also include installation of valving so that the original force main can be used as a back-up in case of emergencies.

Discussion: On July 27, 2020, the City of Casselberry entered into a Professional Services Agreement with GAI Consultants for Continuing Professional General Engineering Services (SOQ-2020-0585). Public Works & Utilities Staff requested that GAI Consultants provide a scope of services for design of the Winter Woods Force Main Replacement project. Task Authorization No. 3 with GAI Consultants provides for surveying, subsurface utility engineering, geotechnical services, design, permitting, bidding services, and construction administration for the Winter Woods Force Main Replacement project. GAI Consultant's total cost for these services is \$246,093.00.

Funding is available in the Fiscal Year (FY) 2023 Budget in an amount \$215,000. However, Budget Amendment #23-054 is necessary to provide an additional \$31,093.00 to fully fund Task Authorization No. 3.

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

Budget Impact: Budget Amendment #23-054 will increase the Renewal and Replacement Fund Distribution & Collection Infrastructure Account #402-0751-536.63-40 and decrease the Distributions and Collections Sewer Improvements Account #402-0751-536.63-12 each by \$31,093 to provide funding for this item.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 3 with GAI Consultants, Inc. for design services for Winter Woods Force Main Replacement Project in an amount not to exceed \$246,093.00 and related Budget Amendment #23-054 .

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 3
2. Budget Amendment #23-054



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

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Task Authorization No. 5 with Hazen and Sawyer for Corrosion Control Optimization Study Services

Introduction: 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. (Ref: SOQ-2018-0276)

Background: In 1991, the United States Environmental Protection Agency (USEPA) published regulations to control lead and copper in drinking water known as the Lead and Copper Rule (LCR). The USEPA is revising the LCR to additionally require utilities to develop service line inventories and sample all schools and child care facilities served by the utility. If any school or child care facilities exceed the lead and copper action level, the utility is required to prove that a Corrosion Control Study has been completed recently.

The City's most recent Corrosion Control Study was performed in January 1999. The original study was performed to evaluate four different inhibiting agents and demonstrate that the chosen chemicals met the expected corrosion control throughout the City's water distribution system. Since the original Corrosion Control Study was performed over 20 years ago, the City is aiming to perform an updated study to improve the current water distribution system's corrosion control in accordance with the latest USEPA corrosion control guidance.

Discussion: On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with Hazen and Sawyer for a Continuing Contract for Utilities Projects (SOQ-2018-0276). Public Works & Utilities Department staff requested that Hazen and Sawyer provide a scope of services for performing a Corrosion Control Optimization Study. Hazen and Sawyer Task Authorization No. 5 provides for professional consulting services including project administration, desktop corrosion control evaluation, and flow-through bench-scale corrosion testing. The study will provide recommendations to improve corrosion control in accordance with the latest USEPA corrosion control guidance. Hazen and Sawyer's total cost for these services is \$119,254.

Budget Impact: Sufficient funding is available in the Water Production Professional Services account #401-0754-533.31-00 to fund this item in an amount not to exceed \$119,254.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No.5 with Hazen and Sawyer for Corrosion Control Optimization Study Services for an amount not to exceed \$119,254.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 5



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

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: 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

Introduction: 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 Budget Amendment #23-057 is requested. (Ref. SOQ-2019-0481)

Background: The City of Casselberry has a professional services agreement with Dewberry Architects, Inc. to provide design services for the new Police Department Headquarters. The agreement was established through contract reference number SOQ-2019-0481. The new Police Department Headquarters will be located 115 Wilshire Blvd. as part of an ultimate Public Safety Complex with the relocated Fire Station 25 by Seminole County. The approved design provided for the inclusion of a generator for emergency power. Occupancy will be allowed when the entire project design is constructed and approved.

Discussion: The purpose of Amendment No. 8 is to add additional design services for the new Police Department Headquarters in the amount of \$7,225 for the installation of a temporary generator. Due to supply chain issues, the provision and installation of the permanent generator has been delayed. In order for the project to avoid delay, a temporary rented generator is necessary for the provision of emergency power to the life safety systems and must be in place in order to obtain temporary conditional occupancy of the building. Additional design services are needed to accommodate the temporary generator.

Budget Impact: Budget Amendment #23-057 increases account #001-0610-521.62-25 Building Improvements and decreases account #001-0610-521-12-01 Salaries, each by \$7,225 to fund this amendment.

Recommendation: The City Manager and Police Chief recommend approval of Amendment No. 8 to the Professional Services Agreement with Dewberry Architects, Inc. in the amount of \$7,225 for additional design services for the new Police Department Headquarters and related Budget Amendment #23-057.

Prepared by: Cheryl Olson, Procurement Manager

Attachments:

1. Amendment No. 8
2. Budget Amendment #23-057



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

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: 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

Introduction: 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. (Ref: RFQ-2023-1056)

Background: The existing fountain on the east side of Lake Concord Park near the Art House was installed as part of the original Lake Concord Park Development and it no longer serves the needs of the community, especially during events. The proposed chilled water fountain from Most Dependable Fountains, Inc., is a heavy duty stainless steel product that has an additional bottle filler, ADA arm, regular adult arm, and a dog bowl.

Partial funding in the amount of \$5,000 has been provided by the Casselberry Chamber of Commerce. This year, they selected the City of Casselberry to be the recipient of funding raised from their Casselberry Food and Wine Festival and other events and requested that the funds be allocated to help purchase a new drinking fountain that meets the needs of the community.

The Casselberry Chamber was founded in 2003 to promote the prosperity of the Greater Casselberry Community. The Chamber is a strong supporter of local entrepreneurs, beginning with the scholarship program for high school graduates. In addition, one of the top priorities of the Chamber is to nurture and care for the community by making donations to community organizations.

Discussion: Public Works/Recreation Division obtained two quotes for the fountain. The lowest quote was from Most Dependable Fountains, Inc., in the amount of \$8,230 that includes freight and delivery. The chilled drinking fountain, model 10145-18-SMSS is the same model that was recently installed at Secret Lake Park. This item is being brought forth for consideration because Most Dependable Fountains, Inc., is an industry leader in providing commercial grade outdoor drinking fountains used in numerous parks throughout the United States.

This item was discussed at the May 9, 2023 Parks and Recreation Advisory Board (PRAB)

meeting, during which the PRAB recommended that the City Commission approve allocating funding and recognizing the donation from the Casselberry Chamber of Commerce to purchase the chilled water fountain.

Budget Amendment #23-056 is proposed to recognize a donation from the Casselberry Chamber of Commerce and to allocate the necessary funding to purchase the fountain.

Budget Impact: Budget Amendment #23-056 will increase the FY 23 General Fund Contributions/Donation - Private Sources Account #001-0000-366.91-00 by \$5,000 and the Parks Maintenance Equipment Other Account #001-0410-572.67-35 by \$8,230 and decrease the General Fund Parks Maintenance Small Tools & Minor Equipment Account #001-0410-572.56-00 by \$3,230.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to purchase a chilled water fountain from Most Dependable Fountains, Inc. in the amount of \$8,320 for Lake Concord Park and related Budget Amendment #23-056, and acceptance of a \$5,000 donation from the Casselberry Chamber of Commerce.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Quote
2. Budget Amendment #23-056



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

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Budget Amendment #23-045 - Amending the Fiscal Year 2022-2023 Budget

Introduction: Budget Amendment #23-045 amends the Fiscal Year 2023 Budget.

Background: The Fiscal Year 2023 Budget was adopted by Resolution 22-3332 on September 26, 2022. Unanticipated revenues and actual cash balance forward dollars have been received by and are available to the City of Casselberry. In order to provide a budget for the utilization of the unanticipated revenues and expenditures, it is deemed necessary, appropriate and advisable to amend the budget.

Discussion: Since the Fiscal Year 2023 budget was adopted in September 2022, new information has been received which warrants its modification. This information is included in the description area of the attached Mid-Year Budget Amendment Summary.

Budget Impact: The Mid-Year Budget Amendment spreadsheet details changes to the budget as a result of unanticipated revenues and expenditures. These changes are presented in summary in the attached "Mid-Year Budget Amendment Summary" spreadsheet and reflect changes in individual funds.

Recommendation: The City Manager and the Finance Director recommend approval of Budget Amendment #23-045.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Budget Amendment #23-045



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

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Budget Amendment #23-053 - Purchase of a Replacement Variable Frequency Drive for the South Water Treatment Plant Transfer Pump

Introduction: 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. (Ref: RFQ-2023-1048)

Background: A few weeks ago, one of the South Water Treatment Plant's clear well transfer pump's variable frequency drives (VFDs) broke, putting the pump out of service. After troubleshooting the broken VFD, the Utility Plant Operators determined that it was irreparable and needed to be replaced. Fortunately, the South Water Treatment Plant is currently still operational since one out of the two transfer pumps is still functioning. It is important to get the second transfer pump back in operation quickly for redundancy purposes. Public Works & Utilities staff obtained three quotes for the purchase of the replacement VFD. Since the cost of the replacement VFD is over \$5,000, this purchase is considered to be a capital purchase. The Water Production division does not have renewal and replacement funds set aside in the FY23 budget for this purchase, meaning a budget amendment is necessary. There is an 18-week lead time before receiving the replacement VFD.

Discussion: Due to the long lead time, Public Works & Utilities staff requested that the purchase of the replacement VFD for the South Water Treatment Plant transfer pump be made as an emergency so that the purchase order could be issued prior to a budget amendment being approved by City Commission. On April 17, 2023, the City Manager approved the emergency purchase so that a purchase order could be issued to the vendor and reported same to the City Commission at its meeting on April 24, 2023. Budget Amendment #23-053 reallocates the funding for this purchase after the fact.

Budget Impact: Budget Amendment #23-053 increases the Renewal and Replacement Water Production Equipment Other account #402-0754-533.67-35 and decreases the Water and Sewer Fund Water Production Repair and Maintenance account #401-0754-533.46-00 by \$9,346.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-053.

Prepared by: Tara Lamoureux, Utility Divisions Director

Attachments:

1. Budget Amendment #23-053
2. Emergency Purchase Memo



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

7.M.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Budget Amendment #23-055 Reallocation of Contingency Funding for Project PW 2111 Lake Concord Park - Art House Expansion

Introduction: 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. (Ref. SOQ-2021-0715)

Background: As part of implementing a voter-approved parks bond referendum, the City of Casselberry planned improvements to Lake Concord Park, known as project PW 2111 Lake Concord Park - Art House Expansion.

On April 25, 2022, the City Commission approved Amendment No. 3 to Supplemental Agreement No. 2 to the Contract Agreement with Wharton-Smith, Inc. for Construction Manager at Risk (CMAR) for Parks Construction Projects for a Guaranteed Maximum Price (GMP) in the amount of \$3,191,055.00 to construct project PW 2111 Lake Concord Park - Art House Expansion. The City Commission also simultaneously approved Budget Amendment #22-033, which included \$157,267 in contingency funds to be used subject to approval by the City Manager if needed to cover unanticipated additional work during the project.

As established in Budget Amendment #22-033 and embedded in the GMP for Wharton-Smith, the \$157,267 in contingency funding was split across several accounts, including (to the nearest dollar) \$51,086 in Parks Master Plan Fund Improvements Other account #307-0410-572.63-24 and \$99,267 in Parks Master Plan Fund Building Improvements account #307-0410-572.62-25. On April 10, 2023 the City Commission approved Budget Amendment #23-046 to reallocate \$9,415 in contingency funding from account #307-0410-572.62-25 to account #307-0410-572.63-24 to properly account for use of contingency through that date.

Construction of the project is currently underway and anticipated to conclude in summer 2023.

Discussion: As of the writing of this agenda item, a total of \$143,320.67 of the \$157,267 contingency for the project has been consumed. As part of this, in late April 2023, Change Order #19 for the project resulted in use of an additional \$6,778.72 of contingency that should be allocated against Parks Master Plan Fund Improvements Other account #307-0410-572.63-24 rather than account #307-0410-572.62-25. Budget Amendment #23-055 is

therefore proposed to reallocate an additional \$6,779 in contingency funding from account #307-0410-572.62-25 to account #307-0410-572.63-24.

It should be noted that a future budget amendment(s) may be necessary to provide additional reallocations and/or budget cleanup as the project comes to a close. In such case, these items will be brought forward for approval at a future City Commission meeting.

Budget Impact: Budget Amendment #23-055 will reallocate contingency funding by increasing the Parks Master Plan Improvements Other account #307-0410-572.63-24 and decreasing the Parks Master Plan Building Improvements account #307-0410-572.62-25 each by \$6,779. This does not increase the overall construction budget for the project.

Recommendation: The City Manager and Public Works & Utilities Director recommend 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.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Budget Amendment #23-055



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

7.N.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Reorganization of the Public Works & Utilities Department

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

Background: The Public Works & Utilities Department is a large and diverse department, with multiple divisions responsible for water/sewer utilities, stormwater/lakes, streets, parks, recreation, fleet, facilities, and solid waste. Currently the Department has a Staff Assistant II position in both its Administration Division and Recreation Division, as well as a Senior Staff Assistant in the Streets Division. All of these positions assist with various administrative functions (often across multiple divisions), including (but not limited to) answering resident/customer phonecalls, greeting visitors, processing payroll, requisitioning purchase orders, arranging for training, and preparing travel, leave, and check requests.

Recently the Staff Assistant II position in the Administration Division was vacated and has not yet been refilled.

Discussion: Staff conducted an analysis to determine whether there was an opportunity for improved redundancy/resiliency, efficiency, and effectiveness through potentially reorganizing various administrative functions across staff in multiple divisions. This included opportunities to reduce the routine administrative tasks of some management positions so that they could focus more effectively on management functions. As a result, staff has proposed a reorganization of the Department, which is summarized below:

1) Administration Division: Replace the Staff Assistant II position (Pay Grade 125, funded 100% by the Water/Sewer Utility) with a new Senior Staff Assistant position (Pay Grade 131, funded 75% by the General Fund and 25% by the Water/Sewer Utility). This position will report directly to the Public Works & Utilities Director and will provide services to both the Administration Division and Recreation Division, as well as ancillary support to other divisions within the Department.

2) Distribution & Collection Division: Create a new Staff Assistant I/II position (Pay Grade 118/125, funded 100% by the Water/Sewer Utility). This position will be supervised by the Distribution and Collection Superintendent but will provide services to all Utility Divisions as well as ancillary support to other divisions within the Department.

3) Recreation Division: Delete the Staff Assistant II position (Pay Grade 125, funded 100%

by the General Fund). The functions of this position will be merged into the new Administration Senior Staff Assistant position.

4) Streets Maintenance Division: No changes to personnel are proposed, but the funding source for the current Senior Staff Assistant position is proposed to be 50% General Fund, 25% Water/Sewer Utility, and 25% Stormwater Utility (compared to current split of 25% General Fund, 50% Water/Sewer Utility, and 25% Stormwater Utility). This funding change reflects a shift in certain utility-related functions to the new Staff Assistant I/II position in Distribution & Collection, although this position will continue to provide ancillary services to multiple divisions within the Department.

Collectively there is no net increase in staff positions associated with this item both overall and by funding source. However, it is anticipated that, due to changes in compensation and funding split of some positions, this will result in a modest increase in personal services costs for the General Fund and a modest decrease for the Water/Sewer Utility. Spending will be monitored for the remainder of Fiscal Year 2023, and changes in personal services costs due to this reorganization will be accounted for in the Fiscal Year 2024 proposed budget.

Budget Impact: There is no immediate budget impact associated with this item, as sufficient funding is available within the personal services accounts of the Administration, Distribution & Collection, Recreation, and Streets Maintenance Divisions of the Public Works & Utilities Department to cover anticipated additional costs associated with this item in the near term. However, City staff will monitor expenditures as the reorganization is implemented and address budget concerns in the future if the need arises.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of the reorganization of the Administration, Distribution & Collection, Recreation, and Streets Maintenance Divisions of the Public Works & Utilities Department.

Prepared by: Kelly Brock, Public Works & Utilities Director

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: May 15, 2023
Subject: Excuse Absence of Commissioner Andrew Meadows

Introduction: Commissioner Andrew Meadows has advised that he will be out of town and unable to attend the May 15, 2023 Regular City Commission meeting. He has respectfully requested that his Excuse of Absence be placed on the Consent Agenda for consideration.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Future Agenda Items

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



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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: Resolution 23-3573 - Sale of Surplus Real Property at 329 Seminola Boulevard to Valerie Harrel

Introduction: 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, for the amount of \$567,500.00 (Five Hundred Sixty-Seven Thousand Five Hundred and 00/100 Dollars) to Valerie Harrel is requested.

Background: On June 13, 2022 the City Commission approved Resolution 22-3310, which declared City-owned real property located at 329 Seminola Boulevard, Parcel ID 09-21-30-502-0000-0020, as surplus in order to place this City-owned real property for sale in accordance with the City's Procurement Policy.

Discussion: On May 3, 2023 the City listed 329 Seminola Boulevard for sale "AS-IS". Two appraisals were previously obtained in accordance with the City's Procurement Policy. Valerie Harrel submitted the best offer to the City. A total of four (4) offers were received by the City.

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

Recommendation: The City Manager recommends approval of Resolution 23-3573 for the sale of surplus real property located at 329 Seminola Boulevard, Parcel ID 09-21-30-502-0000-0020, for the amount of \$567,500.00 (Five Hundred Sixty-Seven Thousand Five Hundred and 00/100 Dollars) to Valerie Harrel.

Prepared by: Cheryl Olson, Procurement Manager

Attachments:

1. Resolution 23-3573
2. Agreement



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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 15, 2023
Subject: 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)

Introduction: Approval of Ordinance 23-1582 (ZB 22-09) 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.

Background: The subject property is ±1.04 acres and is generally located northwest of the intersection of S.R. 436 and Lamplite Way, falling within both the Community Redevelopment District (CRD) and the Oxford Park Overlay District (OPOD). The subject property has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation. The City Commission approved rezoning the subject property on June 14, 2021, from CG (Commercial General) to PMX-MID (Planned Mixed-Use: Medium Rise) via Ordinance 21-1553 to establish the Icon Commons Planned Unit Development (PUD) for the development of a six-story mixed-use building. The site plan was approved in 2022, but development never commenced, and the site remains vacant. Now, the Applicant desires to substantially modify the existing PUD Agreement to provide for the development of a single-story drive-through coffee establishment. 7 Brew Coffee is an Arkansas-based drive-through coffee chain focused on custom hand-crafted drinks and swift service.

The current zoning district, PMX-MID, is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR Article XX, Planned Unit Development. Further, modifications to existing PUD Agreements require approval of a revised PUD Agreement and associated Concept Plan as part of a rezoning process. The City's Development Review Committee (DRC) approved a revised Concept Plan for ZB 22-09 on February 16, 2023.

This public hearing was advertised in the Orlando Sentinel on March 30, 2023. A notification letter was also mailed on March 30, 2023, to all property owners within 500 ft. of the subject property. Notices for the proposed amendment were posted on the subject property on March 29, 2023. The Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on April 12, 2023, by a 3-1 vote.

Discussion: Staff finds that the request to amend the Icon Commons PUD Agreement and Concept Plan to provide for the development of a drive-through coffee establishment for the subject property is:

1. Consistent with the City's Comprehensive Plan and the Major Thoroughfare Mixed-Use Future Land Use designation;
2. Compatible and consistent with the adjacent land uses and zoning districts; and
3. That connections for City water and sanitary sewer services are available to the subject property.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 23-1582 (ZB 22-09) on first reading.

Prepared by: Antonia DeJesus, Planner II

Attachments:

1. Ordinance 23-1582 and PUD Agreement



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: May 15, 2023
Subject: Procurement Information Report for the Period April 1, 2023 through April 30, 2023

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 April 1, 2023 through April 30, 2023 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 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 April 2023.

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: Cheryl Olson, Procurement Manager

Attachments:

1. April 2023 Procurement Information Report