CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, June 12, 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 27, 2023 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing June 19, 2023 as Juneteenth**

Mayor Henson will read a proclamation recognizing June 19, 2023 as Juneteenth in the City of Casselberry.

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. **Approval of Legal Services Invoices**

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 97288 - $23,343.83
- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 97614 - $21,173.77

B. **Budget Amendment #23-058 - Hunterfield Well Abandonment Services**

Approval of Budget Amendment #23-058 to provide funding for the Hunterfield Well Abandonment in the amount $39,730 is requested.

C. **Approval to Purchase Additional Vehicles and Related Budget Amendment #23-060**

Approval to purchase additional vehicles totaling $285,000 funded utilizing capital lease financing and related Budget Amendment 23-060 is requested. These include two Ford F-150 trucks for the Code Compliance Division, a Flat Bed Truck for the Streets Maintenance Division, a Ford F-150 truck for the Recreation Division, and a Ford F-250 truck for the Facilities Division.

D. **Approval to Purchase Additional Vehicles and Related Budget Amendment #23-062**

Approval to purchase additional vehicles totaling $160,000 funded utilizing reserves and related Budget Amendment #23-062 is requested. These include one flat bed dump truck for the Stormwater Division at $80,000 and one Service Truck for the Water and Sewer D&C Division at $81,000.

E. **Budget Amendment #23-065 - Purchase of a Replacement Motor for South Water Treatment Plant High Service Pump #5**

Approval of Budget Amendment #23-065 to reallocate funding for the purchase of a capital replacement motor for the South Water Treatment Plant High Service Pump #5 in the amount of $5,672 is requested.

F. **Change Order No. 6 to the Agreement with CPH, Inc. for Design Services for the Lake Kathryn Circle Complete Street Improvements Project and Related Budget Amendment #23-063**

Approval of Change Order No. 6 to the Agreement with CPH, Inc. for Lake Kathryn Circle Complete Street Improvements Project PW 1805 for the additional amount not to exceed $13,260 to extend inspection services to July 30, 2023, and related Budget Amendment #23-063 is requested.

G. **Resolution 23-2574 - Utility Easement Agreement with Priscilla Hayes for Parcel ID: 34-21-30-519-0000-0330 (2415 Antilles Drive)**

Approval of Resolution 23-2574 authorizing a Utility Easement Agreement with Priscilla Hayes for utilities located on the property of 2415 Antilles Drive is requested.

H. **Resolution 23-2575 - Utility Easement Agreement with Donald Owens for Parcel ID: 34-21-30-525-0000-2700 (2335 Antilles Drive)**

Approval of Resolution 23-2575 authorizing a Utility Easement Agreement with Donald Owens for utilities located on the property of 2335 Antilles Drive is requested.

I. **Resolution 23-2576 - Utility Easement Agreement with Julio Robles for Parcel ID: 34-21-30-519-0000-0340 (2413 Antilles Drive)**

Approval of Resolution 23-2576 authorizing a Utility Easement Agreement with Julio Robles for utilities located on the property of 2413 Antilles Drive is requested. Through surveying, a City water line was found at the property of 2413 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded.

J. **Resolution 23-2577 - Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for Parcel ID: 34-21-30-519-0000-0510 (2421 Dominica Run)**

Approval of Resolution 23-2577 authorizing a Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for utilities located on the property of 2421 Dominica Run is requested.

K. **Resolution 23-2578 - Agreement for Dispatching Services Addendum for FY 2023-2024**

Approval of Resolution 23-2578 authorizing an Addendum for FY 2023-2024 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of $485,800 is requested.

L. **Resolution 23-2579 - Truist Master Lease Proposal No. 327073252 for FY 2023**

Approval of Resolution 23-2579 which provides for Master Lease Proposal No. 327073252 for FY 2023 and related exhibits in the amount of $724,401 with Truist Equipment Finance & Leasing Corporation for the purchase of equipment capital leases for police, public works, code compliance, recreation, and facilities divisions is requested.

M. **Reorganization of the Finance Department - Accounting Division**

Reorganization of the Accounting Division in the Finance Department by reconfiguring the Accountant positions to Accountant I, Accountant II, and Accountant III is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 23-2580 - Expressing Support for the Casselberry Police Foundation, Inc.**

Approval of Resolution 23-2580 expressing support for the Casselberry Police Foundation, Inc. is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 23-1583 - Amending Section 3-13.7, Development Landscape and Buffer Requirements, of the City's Unified Land Development Regulations (LPA 23-01)**

Approval of Ordinance 23-1583 (LPA 23-01) on first reading, amending Section 3-13.7, Development Landscape and Buffer Requirements, of the Unified Land Development Regulations, 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

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 12, 2023

Subject: Minutes of March 27, 2023 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the March 27, 2023 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 12, 2023

Subject: Proclamation: Recognizing June 19, 2023 as Juneteenth

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Introduction: Mayor Henson will read a proclamation recognizing June 19, 2023 as Juneteenth 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 12, 2023

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney 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:

Garganese, Weiss, D'Agresta & Salzman, P.A.

- City Attorney Services - April 2023 - Invoice No. 97288 - $23,343.83
- City Attorney Services - May 2023 - Invoice No. 97614 - $21,173.77

Budget Impact: Funds for the City Attorney's invoices are available in FY 2023 Budget Account No. 001-0140-514-31.01.

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. 97288
2. Invoice No. 97614

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 12, 2023

Subject: Budget Amendment #23-058 - Hunterfield Well Abandonment Services

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Introduction: Approval of Budget Amendment #23-058 to provide funding for the Hunterfield Well Abandonment in the amount of $39,730 is requested. (Ref: RFQ-2023-1036)

Background: The City previously had a water treatment plant located at 2219 Hunterfield Road in unincorporated Seminole County. This water treatment plant has not been in operation in over 20 years. The remaining components at the Hunterfield site included two potable water production wells, a ground storage tank, a repump room, an elevated ground storage tank, and a garage. In 2021, the ground storage tank, pump room, elevated storage tank, and garage were demolished. The City has not held a Consumptive Use Permit (CUP) for the two existing Hunterfield potable water production wells since the water treatment plant stopped production 20 years ago. These wells were capped, but were never properly abandoned according to St. John's River Water Management District (SJRWMD).

Discussion: SJRWMD has requested that the two Hunterfield water production wells be properly abandoned according to caliper and video logs of the wells. Based on SJRWMD's recommendations, a scope of work was developed for the proper abandonment of the two wells. Public Works & Utilities staff worked with the Procurement and Contract Management Division to advertise a formal request for quotes (RFQ) for the well abandonment work. Five quotes were received, and based on the lowest most responsive and responsible quotation, the contract was awarded to Huss Drilling on May 4, 2023 for $39,730. Based on Procurement Policy, the City Manager can approve the agreement. However, a budget amendment is necessary to reallocate funding to the appropriate account.

Budget Impact: Budget Amendment #23-058 will provide necessary funding by increasing the Water and Sewer Fund Water Production Repair & Maintenance Account #401-0754-533.46-00 by $39,730.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-058 for Hunterfield Well Abandonment Services in the amount of $39,730.

Prepared by: Jiovani Charres, Utility Engineer

<u>Attachments</u>:

1. Budget Amendment #23-058

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 12, 2023

Subject: Approval to Purchase Additional Vehicles and Related Budget Amendment #23-060

Introduction: Approval to purchase additional vehicles totaling $285,000 funded utilizing capital lease financing and related Budget Amendment 23-060. These include two Ford F-150 trucks for Code Compliance Division, a Flat Bed Truck for the Streets Maintenance Division, a Ford F-150 truck for the Recreation Division, and a Ford F-250 truck for the Facilities Division.

Background: The City routinely purchases replacement and new capital vehicles and equipment and does so through manufacturer's outlets via negotiated contract prices. Unfortunately, the City is limited as to when such orders can be placed. Recent experience finds that a manufacturer will open a narrow "order window" and there is no plain schedule to follow to know when a particular order window will open. To be successful, the City must be prepared to place an order by having the budget already approved and the funding in place.

Discussion: In conjunction with FY 2024 budget planning, it is foreseen that the City will need to purchase five vehicles using capital lease financing. They are: two Ford F-150 trucks for Code Compliance Division; one flatbed truck for the Streets Division at $80,000; one Ford F-150 truck for the Recreation Division at $50,000; and one Ford F-250 truck for the Facilities Division at $55,000. It is unknown whether the relative order windows will open at the end of FY23, early FY24 or even later than that. The agenda item respectfully requests approval to purchase the vehicles if the opportunity presents itself within FY23 and the related Budget Amendment.

Budget Impact: Funding is provided in Budget Amendment #23-060 per various accounts noted in the attached Budget Amendment Summary. The budget also provides for the payment of the first annual payment due at the inception of the lease.

Recommendation: The City Manager and the Finance Director recommend approval to purchase two Ford F-150 trucks for Code Compliance Division, one flatbed truck for the Streets Division at $80,000, one Ford F-150 truck for the Recreation Division at $50,000, and one Ford F-250 truck for the Facilities Division at $55,000 and related Budget Amendment #23-060.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Budget Amendment #23-060

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 12, 2023

Subject: Approval to Purchase Additional Vehicles and Related Budget Amendment #23-062

Introduction: Approval to purchase additional vehicles totaling $160,000 funded utilizing reserves and related Budget Amendment #23-062. These include one flat bed dump truck for the Stormwater Division at $80,000 and one Service Truck for the Water and Sewer D&C Division at $81,000.

Background: The City routinely purchases replacement and new capital vehicles and equipment and does so through manufacturer's outlets via negotiated contract prices. Unfortunately, the City is limited as to when such orders can be placed. Recent experience finds that a manufacturer will open a narrow "order window" and there is no published schedule to follow to know when a particular order window will open. To be successful, the City must be prepared to place an order by having the budget already approved and the funding in place.

Discussion: In conjunction with FY 2024 budget planning, it is foreseen that the City will need to purchase two vehicles using fund balance reserves. They are one flat bed dump truck for the Stormwater Division at $80,000 and one Service Truck for the Water and Sewer D&C Division at $81,000. It is unknown whether the associated order windows will open at the end of FY23, early FY24 or even later than that. The agenda item respectfully requests approval to purchase the vehicles if the opportunity presents itself within FY23 and the related Budget Amendment.

Budget Impact: Funding is provided in Budget Amendment #23-062 per various accounts noted in the attached Budget Amendment Summary.

Recommendation: The City Manager and the Finance Director recommend approval to purchase one flat bed dump truck for the Stormwater Division at $80,000 and one Service Truck for the Water and Sewer D&C Division at $81,000 and related Budget Amendment #23-062.

Prepared by: Gladymir Ortega, Finance Director

Attachments:
1. Budget Amendment #23-062

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 12, 2023

Subject: Budget Amendment #23-065 - Purchase of a Replacement Motor for South Water Treatment Plant High Service Pump #5

Introduction: Approval of Budget Amendment #23-065 to reallocate funding for the purchase of a replacement motor for the South Water Treatment Plant High Service Pump #5 in the amount of $5,672 is requested.

Background: Recently, the motor for the South Water Treatment Plant High Service Pump #5 malfunctioned, putting the pump out of service. After troubleshooting, it was determined that the motor was irreparable and needed to be replaced. Because the South Water Treatment Plant has two other functioning high service pumps, the plant remains fully operational.

Discussion: In accordance with the City's Procurement Policy, Public Works & Utilities staff obtained two quotes for the purchase of the replacement motor (RFQ-2023-1061). Power & Pump, Inc. provided the lowest quote for $5,671.21 (which includes delivery fees). Since the motor replacement cost is over $5,000, this purchase is considered a capital expenditure. Therefore, a budget amendment is necessary to reallocate budgeted Fiscal Year 2023 operating funds to provide for this capital purchase within a capital outlay account.

Budget Impact: Budget Amendment #23-065 increases the Water & Sewer Fund Water Production Equipment Other account #401-0754-533.67-35 and decreases the Water Production Repair and Maintenance account #401-0754-533.46-00 each by $5,672.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-065.

Prepared by: Tara Lamoureux, Utility Divisions Director

Attachments:

1. Budget Amendment #23-065

7.F.

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 12, 2023

Subject: Change Order No. 6 to the Agreement with CPH, Inc. for Design Services for the Lake Kathryn Circle Complete Street Improvements Project and Related Budget Amendment #23-063

Introduction: Approval of Change Order No. 6 to the Agreement with CPH, Inc. for Lake Kathryn Circle Complete Street Improvements Project PW 1805 for the additional amount not to exceed $13,260 to extend inspection servicesto July 30, 2023, and related Budget Amendment #23-063 is requested. (Ref. SOQ-2019-0437)

Background: The City's adopted Multimodal Transportation Master Plan (MTMP) includes programming of complete street improvements for the portion of Lake Kathryn Circle from Seminola Boulevard to Laura Street. The resulting "Lake Kathryn Circle Complete Street Improvements" project (PW 1805) includes filling in sidewalk gaps, narrowing portions of the road to accommodate wider sidewalks and landscaping, and other safety improvements. Significant utility improvements are also integrated into the project. Design of the project has been completed, and construction is underway.

On June 24, 2019, the City Commission entered into an Agreement with CPH, Inc. to complete the design of the project, pursuant to solicitation SOQ-2019-0437. The cost for initial services under this Agreement was not to exceed $334,286. Change Order No. 1 in the amount of $3,310 was executed at the staff level to provide additional survey services as part of the utility locate process along the project limits. (This specific amount was mentioned as an optional service in the original agreement, and sufficient contingency funding was already budgeted and available to cover it.) As part of the strategy to pursue grant funding for the utility improvements, staff recommended extending the project to bring sewer service to the east-west portion of Lake Kathryn Circle (between the Laura Street/Wisteria Lane intersection and the road terminus west of Dogwood Drive at the canal to which Lake Kathryn discharges.) This resulted in additional design, survey, and geotechnical work, as the original project extent only included utility improvements up to approximately Holly Hill Avenue. To cover these costs, on October 12, 2020 the City Commission approved Change Order No. 2 at an additional cost of $26,692. The project also proposed to use directional drilling for a 12 inch water main. This required additional environmental permitting as it passes underneath a conservation area owned by the City but dedicated to St. Johns River Water Management District. These additional permitting services were outside the original scope of the project; therefore, on April 12, 2021 the City Commission approved Change Order No. 3 at a cost of $19,644.50.

The original scope with CPH for this project included limited post-design construction services, including a limited amount of inspection services. Although in-house staff is providing significant inspection services for this project, based on its complexity, duration, and limited staff resources, it was anticipated significant additional post-design/inspection services would be needed from CPH. Thus on June 13, 2022 the City Commission approved Change Order No. 4 with CPH to provide additional services at a cost of $127,382.50 on an hourly not-to-exceed basis.

Due to the project taking longer to fully construct than expected, Change Order No. 5 was subsequently executed at the staff level in order to extend the contract term with CPH to June 30, 2023.

Discussion: The complexity and extended duration of the project has resulted in CPH exhausting its inspection services budget. CPH has therefore provided a proposal, which is presented in Change Order No. 6, to provide additional inspection services in order to fully complete the project. Change Order No. 6 is for $13,260 on an hourly not to exceed basis and will also extend the contract term to July 30, 2023 to allow time to complete and close out the project. A Budget Amendment is also necessary in order to provide sufficient funding for the Change Order. Budget Amendment #23-063 proposes to divide the additional CEI services equally between the Infrastructure Surtax (sales tax) Fund and Water/Sewer Utility Fund.

Budget Impact: Budget Amendment #23-063 will provide sufficient funding for this item by increasing the Infrastructure Surtax (sales tax) Fund Other Non-operating source account #114-000-389.90-00, Sales Tax Infrastructure account #114-0710-541.63-40, Water & Sewer Capital Improvement Other Non-operating Source account # 403-0000-389.90-00 and the Capital Improvement Infrastructure account #403-0751-536.63-40 each by $6,630.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 6 to the Agreement with CPH, Inc. for Design Services for the Lake Kathryn Circle Complete Street Improvements Project PW 1805 to provide additional post-design/inspection services in the additional amount not to exceed $13,260 and related Budget Amendment #23-063.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Change Order No. 6
2. Budget Amendment #23-063

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 12, 2023

Subject: Resolution 23-2574 - Utility Easement Agreement with Priscilla Hayes for Parcel ID: 34-21-30-519-0000-0330 (2415 Antilles Drive)

Introduction: Resolution 23-2574 provides for a Utility Easement Agreement with Priscilla Hayes for utilities located on the property of 2415 Antilles Drive.

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, 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, 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, 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 appurtences. 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 2415 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded. Priscilla Hayes, the owner of 2415 Antilles Drive, has

executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2415 Antilles Drive 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 23-2574 approving the Utility Easement Agreement with the owner of 2415 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 23-2574
2. Utility Easement Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 12, 2023

Subject: Resolution 23-2575 - Utility Easement Agreement with Donald Owens for Parcel ID: 34-21-30-525-0000-2700 (2335 Antilles Drive)

Introduction: Resolution 23-2575 provides for a Utility Easement Agreement with Donald Owens for utilities located on the property of 2335 Antilles Drive.

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, 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, 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, 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 appurtences. 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 2335 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded. Donald Owens, the owner of 2335 Antilles Drive, has

executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2335 Antilles Drive 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 the Public Works & Utilities Director recommend approval of Resolution 23-2575 approving the Utility Easement Agreement with the owner of 2335 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 23-2575
2. Utility Easement 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 12, 2023

Subject: Resolution 23-2576 - Utility Easement Agreement with Julio Robles for Parcel ID: 34-21-30-519-0000-0340 (2413 Antilles Drive)

Introduction: Approval of Resolution 23-2576 authorizing a Utility Easement Agreement with Julio Robles for utilities located on the property of 2413 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 appurtences. 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 2413 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded. Julio Robles, the owner of 2413 Antilles Drive, has

executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2413 Antilles Drive 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 23-2576 approving the Utility Easement Agreement with the owners of 2413 Antilles Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 23-2576
2. Utility Easement 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 12, 2023

Subject: Resolution 23-2577 - Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for Parcel ID: 34-21-30-519-0000-0510 (2421 Dominica Run)

Introduction: Resolution 23-2577 provides for a Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for utilities located on the property of 2421 Dominica Run.

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, 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, 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, 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 appurtences. 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 the design of the Windward Square Water Main Replacement Project, the City determined that a fire hydrant is required at the property of 2421 Dominica Run to comply with the Seminole County Fire Code. In order to install and maintain the fire hydrant and related water infrastructure, a Utility Easement Agreement is required to be recorded. Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney, the owners of 2421 Dominica Run, have executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 2421 Dominica Run 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 23-2577 approving the Utility Easement Agreement with the owners of 2421 Dominica Run.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 23-2577
2. Utility Easement 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 12, 2023

Subject: Resolution 23-2578 - Agreement for Dispatching Services Addendum for FY 2023-2024

Introduction: Approval of Resolution 23-2578 concerning an Addendum for FY 2023-2024 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of $485,800 is requested.

Background: On June 28, 2021, the City of Casselberry entered into an Agreement for the term October 1, 2021, until September 30, 2024, with the Seminole County Sheriff's Office to provide dispatch services for the City of Casselberry. The Agreement is renewed annually by an Addendum representing the City of Casselberry's fair share of the Sheriff's Office Communications Division budget for the upcoming fiscal year.

Discussion: An email was received on May 01, 2023, from Barbara Taylor, Procurement and Agreements Manager, Seminole County Sheriff's Office, with the FY 2023 – 2024 Dispatch Addendum. The Addendum displays an amount of $121,450 due each quarter for a total amount of $485,800 for dispatching services for FY 2023–2024. This is an increase of $14,100 which is approximately 2% for fiscal year 2023-2024 as compared to FY 2022-2023. The information has been reviewed by Police Chief Larry D. Krantz and is attached for reference.

Budget Impact: The amount of $485,800 has been proposed to be budgeted in FY 2023-2024 in General Fund Dispatch Services Account #001-0610-521.34-09.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 23-2578 and the Addendum for FY 2023-2024 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of $485,800.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 23-2578
2. Addendum

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 12, 2023

Subject: Resolution 23-2579 - Truist Master Lease Proposal No. 327073252 for FY 2023

Introduction: Approval of Resolution 23-2579 which provides for Master Lease Proposal No. 327073252 for FY 2023 and related exhibits in the amount of $724,401 with Truist Equipment Finance & Leasing Corporation for the purchase of equipment capital leases for police, public works, code compliance, recreation, and facilities divisions.

Background: Truist has prepared a new Master Lease Proposal No. 327073252 that includes the amount, term, and interest rate. The lease purchase of capital equipment is financed with fixed tax exempt rates and repayment schedules appropriate for the vehicles to be acquired.

Discussion: Within the FY 2023 approved budget, certain new capital equipment and vehicles were budgeted in the Equipment Replacement Fund to be purchased through debt-financed leases. Due to the auto manufacturers closing their order window, only seven (7) equipment and vehicles are being requested to be financed within the existing budget lease purchases under Exhibit 1. These are: five (5) vehicles for the Police Department, and one (1) Streets Bucket Truck, and one (1) Street Service Truck for the Public Works Streets Division. It is foreseen that another five (5) budgeted vehicles and equipment may need to be purchased in FY23 should the auto manufacturers open their purchasing window. These have been appropriated in a separate agenda item with budget amendment 23-060. The lease proceeds are budgeted as a revenue source to be used to pay for the purchases. Lease payments are budgeted as an operating expenditure. Annual lease payments related to Exhibit 1 will begin in FY 2023 and are included in the operating budgets of the applicable divisions. The total to be borrowed and expended on capital items is $774,593.28. The first year lease payments are budgeted within the General Fund for the affected divisions and are due at inception.

The term of the lease is five years in five annual installments, with the first installment due at inception. The applicable interest rate is 4.23%. The total interest to be paid over the life of the lease agreement is $50,192.28.

Budget Impact: There is no change to the adopted budget.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-2579 and Truist Master Lease Proposal No. 327073252 for FY 2023 in the amount of $724,401.00.

Prepared by: Gladymir Ortega, Finance Director

Attachments:
1. Resolution 23-2579
2. Truist Master Lease Proposal

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 12, 2023

Subject: Reorganization of the Finance Department - Accounting Division

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Introduction: Reorganization of the Accounting Division in the Finance Department by reconfiguring the Accountant positions to Accountant I, Accountant II, and Accountant III is requested.

Background: The Finance Department includes Budget, Payroll, and Accounting. The Accounting Division is a support and a control function for all departments within the City. Major functions include all accounting and financial reporting related to everyday City operations. The Accounting Division currently has six full-time employees and this request will not change the head count. Recently, the Senior Accountant position became vacant.

This request is to upgrade the FY23 positions from three authorizations for any combination of Accountant and/or Senior Accountant to three authorizations for any combination of Accountant I, Accountant II, and/or Accountant III. In addition, the Junior Accountant position will be retitled to Accounting Specialist. This request is to align the Finance Department's current accounting positions with the market, and provide internal growth opportunities, including additional training for our staff for a more specialized technical accounting position, and promotional opportunities, while continuing work on everyday accounting operations. The Accountant's responsibilities will include cross-training, continuing to implement new required Governmental Accounting Standards Board (GASB) pronouncements and standards, updating and/or writing accounting/financial policies and procedures, and publication of the City's Annual Comprehensive Financial Report (ACFR).

Discussion: Finance staff discussed an analysis to determine whether there was an opportunity for improved efficiency and effectiveness through potentially reorganizing current accounting functions and positions within the division. This included opportunities to upgrade positions so that they could focus more effectively on specialized accounting functions. As a result, staff has proposed a reorganization of the accounting division, which is summarized below:

1) Replace Accountant (Pay Grade 139) with Accountant I (Pay Grade 139)
2) Replace Senior Accountant (Pay Grade 142) with Accountant II (Pay Grade 142)
3) Add new Accountant III classification (Pay Grade 202)
4) Retitle Junior Accountant, currently an accounts payable position (Pay Grade 130), to Accounting Specialist (Pay Grade 130)

Budget Impact: There is no immediate budget impact associated with this item, as sufficient funding is available within the personal services accounts to cover anticipated additional costs associated with this item in the near term. However, City staff will monitor expenditures and the reorganization when implemented and address budget concerns in the future if the need arises.

Recommendation: The City Manager and the Finance Director recommend approval of the reorganization of the Finance Accounting Division.

Prepared by: Gladymir Ortega, Finance 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: June 12, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 12, 2023

Subject: Resolution 23-2580 - Expressing Support for the Casselberry Police Foundation, Inc.

Introduction: Approval of Resolution 23-2580 expressing support for the Casselberry Police Foundation, Inc. is requested.

Background: The Casselberry Police Foundation, Inc., (the "Foundation") is a Florida Not For Profit Corporation formed in 2021, organized by citizens and businesses to bring together charitable donors, community leaders, and other stakeholders who support law enforcement and encourage non-tax based philanthropic efforts for the benefit of the Casselberry Police Department to keep the City safe and support the police officers who work tirelessly to protect the City. The Foundation is organized and operated exclusively for charitable or other specified purposes and meets certain other requirements and is thereby tax exempt under Internal Revenue Code Section 501(c)(3) with no paid employees. The mission of the Foundation is to seek, perpetuate and grow the Foundation's principal fund whose earnings and principal are used exclusively to provide aid to police officers to enhance public safety and community engagement through training, education, and purchase of equipment.

Discussion: The Casselberry City Manager and the Chief of Police are seeking support for the Foundation's mission to provide assistance for the City's police officers to enhance public safety and community engagement.

Budget Impact: There is no financial impact associated with this item.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 23-2580 for the support of the Casselberry Police Foundation, Inc..

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 23-2580

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 12, 2023

Subject: First Reading of Ordinance 23-1583 - Amending Section 3-13.7, Development Landscape and Buffer Requirements, of the City's Unified Land Development Regulations (LPA 23-01)

Introduction: The Community Development Department, with the Public Works & Utility Department, request approval of Ordinance 23-1583 (LPA 23-01), on first reading, amending Section 3-13.7, Development Landscape and Buffer Requirements, of the *Unified Land Development Regulations* (ULDR), offering accommodation and flexibility for passive recreational uses to minimally encroach into landscape buffers when site constraints are present.

Background: In 2020, through a bond referendum approved by Casselberry voters, the City committed to significant improvements to multiple City parks, emphasizing enhanced pedestrian connectivity while highlighting user safety and comfort. This concentrated focus aligns with the goals, objectives, and policies related to multimodal mobility and community health outlined in the City's Comprehensive Plan. However, the City has faced a myriad of site constraints during the park improvement design phases, including environmentally sensitive areas and restrictive third-party utility easements. Currently, ULDR Section 3-13.7 does not provide specific parameters for parks and recreation uses when planning for enhanced pedestrian mobility and connectivity.

In April 2023, the City Commission approved Resolution 23-3350 signaling the intent to pursue amendments to ULDR Section 3-13.7 based on previously approved resolutions related to pedestrian mobility. Most notably, the City Commission passed Resolution 19-3109 in 2019, in which the City made a "100% promise" to the 10-Minute Walk Campaign, where all residents within the City are within a 10-minute safe and comfortable walk of a park. Further, Resolution 19-3118, also approved in 2019, the City adopted the Casselberry Healthy Community Complete Streets Policy and Design Guidelines, which established a bold and ambitious goal to become the most walkable, rollable, and bikeable City in Central Florida by 2040.

An advertisement for a public hearing for the proposed amendment was published in the *Orlando Sentinel* on April 27, 2023. The Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on May 10, 2023, by a 3-1 vote.

Discussion: ULDR Article XIII, Landscaping, outlines the purpose, intent, applicability, and regulations for landscaping requirements for all development. Specifically, ULDR

Section 3-13.7 indicates that all new construction shall follow the landscape requirements provided within Section 3-13.7.C, specifically mentioning office, commercial, industrial, multi-family residential, and planned residential development uses. There is currently no consideration for passive park and recreation uses nor the discretion to grant special allowances to permit sidewalks or shared-use paths within landscape buffers, as needed.

Consequently, when evaluating compatibility using ULDR Table 3-13.7.(C2), park areas are generally considered a "low impact." And in many instances, City parks are situated in single-family residential neighborhoods. As a result, according to ULDR Table 3-13.7.(C2), a Type B Buffer, requiring a minimum width of 20 ft per ULDR Table 3-13.7.(C1), will likely always be mandated. The City's existing regulations currently prohibit encroachments within this buffer yard, including sidewalks and shared-use paths. Further, ULDR Section 3-13.7.C.2 mandates landscape strips along the street frontage, and while it allows for vehicular access across the buffer yard, the Code's current language does not mention sidewalks or shared-use paths. Given the City's commitment to multimodal transportation, staff finds it appropriate to update regulations to include additional transportation modes.

Due to the geometry, size, and placement of City parks, it has proven challenging, and at times unattainable, to simultaneously fulfill the City's objectives for active transportation connectivity and the community's vision for the parks under the current ULDR. Particularly, these conflicts have significantly affected the design of both Wirz Park and Dew Drop Park. The proposed amendment to ULDR Section 3-13.7 designates City staff to authorize minimum necessary encroachments into landscape buffers for passive recreation uses, such as sidewalks or shared-use paths. As a result, if approved, the flexibility the proposed amendments to ULDR Section 3-13.7 provide will translate to better connectivity to and within the parks while maintaining sufficient buffering and screening against adjacent land uses to ensure compatibility. Further, it is the intent of the proposed ordinance that this opportunity only applies when site constraints are present on properties with Recreation and Open Space FLUM use designation and zoned ROS. Any encroachment by a passive recreation use is subject to the approval procedures outlined in ULDR Article XVII, Site Plan Review.

Additionally, the proposed amendments are also consistent with specific goals, objectives, and policies outlined in the City's Comprehensive Plan and Multimodal Transportation Master Plan (MTMP) related to enhancing connectivity and overall community health, including the following:

- Policy FLU 1.13 Recreation and Open Space
- Policy FLU 2.2 Design Flexibility
- Policy FLU 13.1.c. Reduction of Greenhouse Gas Emissions
- Policy MTE 1.1 Multimodal Focus
- Policy MTE 1.5 Site Plan Review
- Policy MTE 1.13 Bicycle Facilities
- Policy MTE 1.14 Pedestrian Facilities
- Policy RO 1.5 Connectivity
- Policy HC 1.2A Healthy Communities

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

Recommendation: The City Manager, Community Development Director, and Public Works & Utilities Director recommend approval of Ordinance 23-1583 (LPA 23-01) on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 23-1583 Landscape Buffer Text Amendment (LPA 23-01)