CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, September 25, 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: Breast Cancer Awareness Month**

Mayor Henson will read a proclamation designating October 2023 as Breast Cancer Awareness month.

B. **Proclamation: Recognizing the Retirement of Jeffrey Napier**

Mayor Henson will present a proclamation in recognition of Jeffrey Napier's retirement from the City of Casselberry after 25 years of dedicated public service, retiring as a Police Officer in the Police Department.

7. PUBLIC HEARINGS

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.)

A. **Public Hearing: Resolution 23-3378 - Adoption of Fiscal Year 2023-2024 Final Millage Rate and Voted Debt Millage Rate**

Approval of Resolution 23-3378 adopting the tentative millage rate of 2.9000 mills as the final millage rate and the voted debt millage rate at 0.7181 mills for the Fiscal Year 2023-2024 (FY 2024) is requested.

B. **Public Hearing: Resolution 23-3379 - Adoption of Final Operating Budget for Fiscal Year 2023-2024**

Approval of Resolution 23-3379 to adopt the final budget for the Fiscal Year 2023-2024 (FY 2024) in the amount of $70,891,007 is requested.

C. **Resolution 23-3380 Adoption of a Citywide Real Property Inventory List (Affordable Housing)**

Florida Statute 166.0451 requires the City to review an inventory list at a public hearing every three years of all real property owned by the City appropriate for use as affordable housing.

8. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 23-1587 - Amending City Code of Ordinances, Chapter 2, Administration, by Adding a New Section on Real Property Transactions**

Approval of Ordinance 23-1587 amending City Code of Ordinances, Chapter 2, Administration, by adding a new section on real property transactions that provides for real property valued at $250,000 or less by the Seminole County Property Appraiser, the City may proceed with the transaction without acquiring an independent appraisal.is requested.

B. **First Reading of Ordinance 23-1588 - Amending the Official Zoning Designation for the Two (2) Parcels Located East of the Intersection of Concord Drive and S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement and Concept Plan (ZB 23-01)**

Approval of Ordinance 23-1588 on first reading, amending the Official Zoning Designation for the two (2) parcels located east of the intersection of Concord Drive and S. U.S. Hwy. 17-92 and also approving the associated Planned Unite Development (PUD) Agreement and Concept Plan (ZB 23-01) for a sit-down restaurant, is requested.

9. RESOLUTIONS - None

10. 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. 98458 - $20,433.14
- Bryant Miller Olive, Invoice No. 81506 - $5,356.18

B. **Resolution 23-3377 - Utility Easement Agreement with Dylan Tobar and Crystaline Rivera for Parcel ID: 08-21-30-518-0000-0280 (200 S. Embrey Drive)**

Approval of Resolution 23-3377 authorizing a Utility Easement Agreement with Dylan Tobar and Crystaline Rivera for utilities located on the property of 200 S. Embrey Drive is requested.

C. **Change Order No. 1 with CPH Consulting, LLC for English Estates Water Main Replacement Project Additional Design and Construction Services**

Approval of Change Order No. 1 to the agreement with CPH Consulting, LLC for additional work related to the design services of the English Estates Water Main Replacement Project in the amount of $237,851.50 is requested.

D. **Distribution of the Casselberry Police Department's Share of the FY22 Countywide Edward Byrne Memorial Justice Assistance Grant Award to the Seminole County Sheriff's Office**

Approval to distribute the Casselberry Police Department’s share of $132,199 in grant funds from the FY22 Countywide Edward Byrne Memorial Justice Assistance Grant Program, through the Florida Department of Law Enforcement, to the Seminole County Sheriff's Office for the CAD (Computer Aided Dispatch) Modernization Program is requested.

E. **Purchase of a Replacement Motor for the South Water Treatment Plant High Speed Service Pump #7 and Related Budget Amendment #23-086**

Approval of the capital purchase of a replacement motor for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #23-086 in the amount $5,671.21 is requested.

F. **Piggyback Agreement with Software House International (SHI) to renew licensing with Microsoft**

Approval to renew the current Microsoft Volume License subscriptions with SHI International in the amount of $311,681.76 for a 3-year term, plus an additional amount not to exceed $10,000.00 for additional licenses if needed, by utilizing State of Florida NASPO Agreement #43230000-23-NASPO-ACS with SHI, is requested.

G. Budget Amendment #23-087 Recognizing Net Proceeds of the 2022 Swing "Fore" the Arts Golf Tournament

Approval of Budget Amendment #23-087 to recognize net proceeds of $10,320 for the 2022 (Fiscal Year 2022-2023) Swing "Fore" the Arts Golf Tournament is requested.

H. Sole Source Agreement with Flock Group Inc. for the Purchase of Flock Safety License Plate Recognition Cameras and Associated Software, and Related Budget Amendment #23-080

Approval of a sole source agreement with Flock Group Inc. for License Plate Recognition (LPR) cameras and associated software to assist in solving and preventing crime for an amount that shall not exceed $79,800 over a two-year period with the term beginning on September 11, 2023, through September 10, 2025, and related Budget Amendment #23-080 is requested.

11. DISCUSSION ITEMS

A. Future Agenda Items

12. OTHER ITEMS

A. Award of Bid and Construction Agreement with Murphy Pipeline Contractors, LLC for Windward Square Water Main Replacement Project and Related Budget Amendment #23-085

Consideration of the Award of Bid and Agreement with Murphy Pipeline Contractors, LLC and related Budget Amendment #23-085 to provide for construction of the Windward Square Water Main Replacement Project in the amount of $3,465,825 is requested. This is an American Recovery Plan Act (ARPA) project.

B. Central Casselberry Connectivity Improvement Concept Design Presentation

The project team will present the concept design plan for the Central Casselberry Connectivity Improvement Project (PW 2301) and pursue discussion, recommendations, and guidance from the City Commission.

C. Site Plan Approval for a Development of Community Impact for Wheel Park Phase I (SPR 22-03)

Site Plan Approval for a Development of Community Impact (DCI) for Wheel Park Phase I, located east of N. Winter Park Drive, is requested.

D. Site Plan Approval for a Development of Community Impact for Wheel Park Phase II (SPR 22-07)

Site Plan approval for a Development of Community Impact (DCI) for Wheel Park Phase II, located west of N. Winter Park Drive, is requested.

E. Site Plan Approval for a Development of Community Impact for Wirz Park (SPR 22-04)

Site Plan approval for a Development of Community Impact (DCI) for proposed improvements to Wirz Park, located at 806 Mark David Boulevard, is requested.

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

A. Procurement Information Report for the Period August 1, 2023 through August 31, 2023

The August 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: September 25, 2023

Subject: Proclamation: Breast Cancer Awareness Month

Introduction: Mayor Henson will read a proclamation designating October 2023 as Breast Cancer Awareness month.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Proclamation: Recognizing the Retirement of Jeffrey Napier

---

Introduction: Mayor Henson will present a proclamation in recognition of Jeffrey Napier's retirement from the City of Casselberry after 25 years of dedicated public service, retiring as a Police Officer in the Police Department.

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Public Hearing: Resolution 23-3378 - Adoption of Fiscal Year 2023-2024 Final Millage Rate and Voted Debt Millage Rate

---

Introduction: Resolution 23-3378 provides for adoption of the tentative millage rate of 2.9000 mills as the final millage rate and the voted debt millage rate at 0.7181 mills for the Fiscal Year 2023-2024 (FY 2024).

Background: Florida Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2023 Notice of Proposed Property Taxes (TRIM Notice) mailed to all taxpayers by the Seminole County Property Appraiser in August, 2023. The first public hearing was held at the City Commission meeting on September 11, 2023 when a tentative millage rate of 2.9000 and a voted debt millage rate of 0.7181 were approved. It was followed by a separate vote for a tentative budget.

In compliance with "Truth in Millage" (TRIM) rules promulgated by the Florida Department of Revenue, the time and place of the second public hearing was advertised in the Orlando Sentinel on September 21, 2023 and is scheduled for the City Commission meeting on September 25, 2023. The tentative tax levy was compared to the aggregate rolled-back taxes calculated under (TRIM) rules and reported on Form DR-420. If the tentative levy is greater than aggregate rolled-back taxes, then a Notice of Tax Increase is advertised. If the tentative levy is less, then a "Notice of Budget Hearing" is advertised. In this case, a "Notice of Tax Increase" was advertised. If Resolution 23-3378 is approved, the result will be the final adoption of the millage rates followed by a separate vote for the adoption of the final budget for Fiscal Year 2023-2024.

Discussion: It is requested that the City Commission adopt the tentative millage rate of 2.9000 mills as its final millage rate and 0.7181 as its voted debt millage rate for the Fiscal Year 2023-2024. The final millage rate of 2.9000 will yield a tax levy which is more than "rolled-back" taxes. The requested rate falls within the range requiring a simple majority (3 – 2) vote.

Budget Impact: The final millage rate of 2.9000 mills is expected to deliver $6,551,717 (at 97% of the total tax levy) in ad valorem tax revenue to the General Fund.

The City is obligated to pay to its Community Redevelopment Agency (CRA) a distribution called Tax Increment Funding (TIF) based on taxes assessed and collected from properties within the geographic boundaries of the CRA. The final millage rate of 2.9000 mills will lead to a TIF payment from the City to the CRA of $599,644. Both are included in the requested final budget for Fiscal Year 2023-2024.

The voted debt millage rate of 0.7181 is expected to produce $1,622,342 (at 97% of the total tax levy).

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3378 to set the final adopted millage rate for Fiscal Year 2023-2024 at 2.9000 mills and the voted debt millage rate at 0.7181 mills.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 23-3378
2. Adopted Millage Budget Presentation FY2024

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: September 25, 2023

Subject: Public Hearing: Resolution 23-3379 - Adoption of Final Operating Budget for Fiscal Year 2023-2024

Introduction: Resolution 23-3379 provides for the adoption of the final budget for the Fiscal Year 2023-2024 (FY 2024) in the amount of $70,891,007.

Background: The City adopts a budget each September for the next fiscal year. The budget serves as a public policy document where the City Commission makes funding decisions to be implemented by the City Manager. The budget is also a financial plan where inflows of resources are estimated to ensure that they are adequate to meet the funding needs of the City. Lastly, the budget is a fiscal control tool that limits authorized spending during the year to that which the City Commission has approved.

Florida State Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2023 Notice of Proposed Property Taxes mailed to all taxpayers by the Seminole County Property Appraiser in August, 2023, in accordance with Truth in Millage (TRIM) requirements as set by Florida State Statute. The first public hearing was held at the City Commission meeting on September 11, 2023 when a vote was taken to approve the tentative operating budget in the amount of $70,891,007.

The second public hearing is scheduled for the City Commission meeting on September 25, 2023. The time and place of the second public hearing, as well as a summary budget, was advertised in the Orlando Sentinel on September 21, 2023 in compliance with TRIM rules promulgated by the Florida Department of Revenue. Approval of Resolution 23-3379 will result in the adoption of the final operating budget for Fiscal Year 2023-2024.

Discussion: The City Commission held a budget workshop on July 10, 2023, at which time the City Manager presented and explained the proposed budget for Fiscal Year 2023-2024 totaling $70,651,022. Following the budget workshop, at its meeting on July 24, 2023 the City Commission approved the proposed budget in that amount. Since that time, however, new information was learned that warranted modification to the proposed budget which resulted in an increase of $239,985. Therefore, the tentative budget presented and approved at the first public hearing on September 11, 2023 totaled $70,891,007. The changes by fund are as follows:

General Fund	$(35,961) Decrease
Stormwater Utility Fund	$(18,149) Decrease

Building Safety Fund	$(2,462)	Decrease
Street Light Fund	$39,084	Increase
ARPA Fund	$135,936	Increase
Water & Sewer Fund	$121,537	Increase

A detailed analysis is attached.

Budget Impact: The final budget requested for FY 2024 for the City of Casselberry remains at $70,891,007. Attached are schedules that summarize expenditures by Department, sources and uses of funds, and budgeted personnel by Department and Division.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 23-3379 adopting the operating budget for the City of Casselberry for the Fiscal Year 2023-2024 totaling $70,891,007.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:
1. Resolution 23-3379
2. Changes Proposed to Adopted Budget FY24
3. Expenditures by Object FY24
4. Sources and Uses FY24
5. Personnel Summary FY24

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Resolution 23-3380 Adoption of a Citywide Real Property Inventory List (Affordable Housing)

Introduction: Resolution 23-3380 provides for approval of the Real Property Inventory List required under F.S. 166.0451.

Background: The Disposition of Municipal Property for Affordable Housing Law, Florida Statute 166.0451, requires the City to prepare an inventory every three years of all real property within its jurisdiction to which the City holds fee simple title and to determine if any are appropriate for use as affordable housing. In accordance with the City's Procurement Policy, Section 7.0, the City also maintains a list of City-owned property that the Commission has declared to be surplus property. As neither list is expected to have many properties, if any, the two lists have been combined.

Discussion: City staff have reviewed the various parcels, and staff are of the opinion that there are no City-owned parcels that can be identified for use as affordable housing. There is one City-owned property that was declared surplus by the City Commission in June 2023. Florida Statute 166.0451 requires the Commission to "review the inventory list at a public hearing and may revise it at the conclusion of the public hearing. Following the public hearing, the governing body of the municipality shall adopt a resolution that includes an inventory list of such property." Therefore, the attached Resolution has been prepared with an attached list showing applicable City-owned property.

A notice of public hearing for Resolution 23-3380 was advertised in the *Orlando Sentinel* on Friday, September 15, 2023.

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

Recommendation: The City Manager and the Administrative Services Director recommend approval of Resolution 23-3380.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. Resolution 23-3380

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: First Reading of Ordinance 23-1587 - Amending City Code of Ordinances, Chapter 2, Administration, by Adding a New Section on Real Property Transactions

---

Introduction: Approval of Ordinance 23-1587 amending City Code of Ordinances, Chapter 2, Administration, by adding a new section on real property transactions is requested.

Background: The City of Casselberry Procurement Policy provides for policies and procedures related to the purchase and sale of real property. In addition, Florida Statutes include statutory requirements regarding the sale of real property. The statutes provide the opportunity for cities to streamline the procedures of the purchase and sale of real property that is worth less than $250,000 according to the Seminole County Property Appraiser, without acquiring an independent appraisal, if such procedure is approved by the City Commission through an Ordinance.

Discussion: Ordinance 23-1587 amends City Code of Ordinances, Chapter 2, Administration, by adding a new section on real property transactions as follows:

Section 2-7. Real Property Transactions. For real property valued at $250,000 or less by the Seminole County Property Appraiser, the City may proceed with the transaction without acquiring an independent appraisal.

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

Recommendation: The City Manager and Administrative Services Director recommend approval of Ordinance 23-1587 on first reading.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. Ordinance 23-1587

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: First Reading of Ordinance 23-1588 - Amending the Official Zoning Designation for the Two (2) Parcels Located East of the Intersection of Concord Drive and S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement and Concept Plan (ZB 23-01)

Introduction: Approval of Ordinance 23-1588 on first reading, amending the Official Zoning Designation for two parcels (Parcel ID #08-21-30-5BL-IF00-0040 and Parcel ID #08-21-30-5BL-0B00-0010), located east of the intersection of Concord Drive and S. U.S. Hwy. 17-92, and approving an associated Planned Unit Development (PUD) Agreement and Concept Plan for a sit-down restaurant, is requested.

Background: The subject properties, totaling ±2.58 acres, have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned PMX-MID (Planned Mixed-Use: Medium Rise). The subject properties are also located within the Community Redevelopment District (CRD) and the Lake Concord Overlay District (LCOD). The PMX-MID zoning district is classified as a PUD zoning district and must adhere to the requirements outlined in Article XX, Planned Unit Development, of the City's *Unified Land Development Regulations* (ULDR). However, the previous zoning amendment designating the subject properties as PMX-MID did not include the approval of a PUD Agreement or an associated Concept Plan as required in ULDR Article XX.

The applicant, CASTO Casselberry North, LLC, who owns the subject properties, intends to develop a sit-down restaurant called Cheddar's Scratch Kitchen. The City's Development Review Committee (DRC) approved a Concept Plan for ZB 23-01 on July 20, 2023. Then, at an advertised public hearing on August 23, 2023, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-0 vote.

Discussion: Staff finds that the applicant's request to approve Ordinance 23-1588 on first reading, including the associated PUD Agreement, which provides relevant design and performance criteria, and related Concept Plan for the development of a sit-down restaurant, is:

- Consistent with the City's Comprehensive Plan and the Major Thoroughfare Mixed-Use Future Land Use designation;
- Compatible and consistent with the adjacent land uses and zoning districts; and

- That connections for City water and sanitary sewer services are available to the subject property.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 23-1588 (ZB 23-01) on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 23-1588 and PUD 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: September 25, 2023

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney and legal services for street light assessment adjustments 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 - August 2023 - Invoice No. 98458 - $20,433.14

Bryant Miller Olive

- Streetlight Assessment Legal Services - August 2023 - Invoice No. 81506 - $5,356.18

Budget Impact: Funds for the City Attorney's invoice are available in FY 2023 Budget Account No. 001-0140-514-31.01. Funds for the Streetlighting Assessment legal services invoice are available in FY 2023 Budget Account No. 001-0710-539-31.00.

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. 98458
2. Invoice No. 81506

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Resolution 23-3377 - Utility Easement Agreement with Dylan Tobar and Crystaline Rivera for Parcel ID: 08-21-30-518-0000-0280 (200 S. Embrey Drive)

Introduction: Resolution 23-3377 provides for a Utility Easement Agreement with Dylan Tobar and Crystaline Rivera for utilities located on the property of 200 S. Embrey Drive.

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, manholes, and lift stations. The City of Casselberry owns a gravity sewer main that runs along the back of the properties located on S Embrey Drive. The sanitary sewer in this location was installed in 1958 and there are no existing records of Utility Easements for the sanitary sewer that exists on private property in this area.

Discussion: Through field investigation, a City sanitary sewer line was confirmed to be located in the back of the property at 200 S Embrey Drive where a Utility Easement currently does not exist. In order to maintain and perform future connections to the existing sanitary sewer line, a Utility Easement Agreement is required to be recorded. Dylan Tobar and Crystaline Rivera, the owners of 200 S. Embrey Drive, have executed a Utility Easement Agreement in favor of the City. The agreement grants and conveys a utility easement at 200 S. Embrey Drive for the installation and maintenance of utility 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 23-3377 approving the Utility Easement Agreement with the owners of 200 S. Embrey Drive.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 23-3377
2. Utility Easement Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Change Order No. 1 with CPH Consulting, LLC for English Estates Water Main Replacement Project Additional Design and Construction Services

---

Introduction: Approval of Change Order No. 1 to the agreement with CPH Consulting, LLC for additional work related to the design services of the English Estates Water Main Replacement Project in the amount of $237,851.50 is requested. (Ref: SOQ-2020-0594)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the English Estates community due to its age and pipe materials. The initial scope of the English Estates project includes replacing 21,000 linear feet of galvanized and asbestos cement water mains ranging in size from 3-inch to 8-inch. The initial scope also included installation of new service lines and fire hydrants. The project corridors include various residential streets in unincorporated Seminole County which include the area bounded by Oxford Road to the west, Derbyshire Road to the south, Winston Road to the east and Yarmouth Road to the north. It should be noted that due to the size of the project the replacement of the water mains in the English Estates community was anticipated to be split into two construction phases.

Due to the large extent of the English Estates Water Main Replacement Project, a request for Statement of Qualification, SOQ-2020-0594, was advertised and opened on February 4, 2020. The City performed two phases of evaluation and reached a consensus. Based on the outcome of the evaluation scoring, CPH Consulting, LLC was recommended for award of the contract. On December 14, 2020, the City entered into an Agreement with CPH to complete the design of the English Estates Water Main Replacement Project. The cost of these services under the Agreement is $654,380.80.

Discussion: During the design process, City Staff and CPH Consulting, LLC determined the English Estates Water Main Replacement Project needed to be designed, bid, and constructed in three phases. Phase 1 will include the coordination with Seminole County along the project areas of Oxford Road and Derbyshire Road. Phase 2 now includes Falmouth Road, Sunderland Road, Hunterfield Road, Manchester Road, and Winston Road. Phase 3 now includes Worthington Road, Markingham Road, Carolton Road, Castlewood Road, Fieldingwood Road, Doverwood Road, Yarmouth Road, Dakota Trail, and Winston Road.

City Staff and CPH have begun coordination with Seminole County to combine Phase 1 of the English Estates Water Main Replacement Project with the County's Oxford Road Sidewalk and Drainage Improvements Project. The City requested that CPH provide a proposal for the additional design, public involvement, and construction coordination services due to the English Estates Water Main Replacement Project now being bid and constructed concurrently with Seminole County's Oxford Road Sidewalk and Drainage Improvements Project. The City and the County have been making efforts to draft an interlocal agreement for this phase of the English Estates Water Main Replacement Project which will later be brought to City Commission for approval. The coordination services for Phase I were not included in the original Agreement and are outlined in Change Order No. 1.

Change Order No. 1 also includes additional design services that have been identified for Phase 3, including locations in which pipe would need to be installed or removed to maintain sustainable water age and pressure. City Staff requested that CPH include additional pipe installation during design to allow for the potable water system to loop from Doverwood Road to Oxford Road. City Staff additionally requested that CPH include the grout and abandonment in place of a 12" AC water main located on easements between Oxford Road and East Boulevard. These changes will require additional survey, public involvement, and design services by CPH.

City staff has requested that CPH provide a proposal to account for the work associated with these additional services, which is encapsulated in the proposed Change Order No. 1 in the amount of $237,851.50.

Budget Impact: Sufficient funding has been budgeted and is available for use in the FY 2023 Water and Sewer Distribution & Collection Infrastructure Improvements Account #402-071-536.63-40.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 1 to the Agreement with CPH Consulting, LLC for the Design Services for the English Estates Water Main Replacement Project in the amount not to exceed $237,851.50.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Change Order No. 1

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Distribution of the Casselberry Police Department's Share of the FY22 Countywide Edward Byrne Memorial Justice Assistance Grant Award to the Seminole County Sheriff's Office

---

Introduction: Approval to distribute the Casselberry Police Department's share of $132,199 in grant funds from the FY22 Countywide Edward Byrne Memorial Justice Assistance Grant Program, through the Florida Department of Law Enforcement, to the Seminole County Sheriff's Office for the CAD (Computer Aided Dispatch) Modernization Program is requested.

Background: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention, domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. The Department of Justice has notified the Florida Department of Law Enforcement that $132,199 has been awarded for disbursement to participating law enforcement agencies within Seminole County through the FY22 Countywide Edward Byrne Memorial Justice Assistance Grant Program.

Discussion: The Edward Bryne Memorial Justice Assistance Grant is normally awarded to the Seminole County Sheriff's Office and then distributed to participating sub-recipient entities within the county, to include the City of Casselberry. The Seminole County Sheriff's Office proposes to retain all proceeds from the FY22 Edward Byrne Memorial Justice Assistance Grant in the amount of $132,199 for the purpose of a Computer Aided Dispatch, herein referred to as, CAD Modernization Program, which would benefit all entities that participate in the CAD system, including the Casselberry Police Department.

A fifty-one percent (51%) letter has been attached here. This letter will serve as the City of Casselberry's authorization to allocate what would have been the Casselberry Police Department's share of grant funds to the Seminole County Sheriff's Office for use in the CAD Modernization Program. Upon Commission approval, the Casselberry Police Department will not show receipt of any grant funding from the FY22 Edward Byrne Memorial Justice Assistance Grant as the funds will be disbursed to, and remain with, the Seminole County Sheriff's Office.

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

Recommendation: The City Manager and the Police Chief recommend approval to distribute the Casselberry Police Department's share of the $132,199 FY22 Edward Byrne Memorial Justice Assistance Grant Program to the Seminole County Sheriff's Office for use in the modernization of the Computer Aided Dispatch System.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Approval Letter
2. JAGC Subgrant Solicitation
3. Certificate of Participation

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Purchase of a Replacement Motor for the South Water Treatment Plant High Speed Service Pump #7 and Related Budget Amendment #23-086

Introduction: Approval of the purchase of a replacement motor for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #23-086 in the amount $5,671.21 is requested.

Background: Recently, the motor for the South Water Treatment Plant High Speed Service Pump #7 malfunctioned, putting the pump out of service. After troubleshooting, it was determined that the motor was irreparable and needed to be replaced. The plant remains fully operational because the South Water Treatment Plant has two other functioning high speed service pumps.

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. The related Budget Amendment #23-086 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 #23-086 increases the Water & Sewer Fund Water Production account #401-0754-533.67-35 and decreases the Water Production Small Tools & Minor Equipment account #401-0754-533.46-00 each by $5,672.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the purchase of a Motor Replacement for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #23-086.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Power and Pump Quote
2. Stewarts Quote
3. Budget Amendment #23-086

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Piggyback Agreement with Software House International (SHI) to renew licensing with Microsoft

---

Introduction: Renewal of Microsoft licensing subscriptions with SHI, International in the amount of $311,681.76 for a 3-year term, plus an additional amount not to exceed $10,000 for additional licenses if needed, by utilizing the State of Florida Term Contract #43230000-23-NASPO-ACS with SHI which expires September 30th 2023, provides for continued City operations requiring specific Microsoft products. (Ref: PBA-2023-1096)

Background: Microsoft licenses are needed to run computer operating systems for City PCs, laptops, servers, database applications and email systems. Appropriate licenses are required based on the number of users and amount of hardware that the City owns and operates. The existing Microsoft Office 365 agreement with SHI, which was approved by the City Commission on September 28, 2020 for 3 years, expires September 30, 2023.

Discussion: At this time, subscription renewal for licensing of Microsoft software products used by the City requires enrollment for another 3-year term. Renewal is necessary to enable use and centrally manage all of the computers on the network for Operating System updates, email, and run all servers and applications for the City. The current provider, SHI, International, has submitted a proposal for continued licensing of the required products used by the City.

Budget Impact: The annual fee of $103,893.92 for the first year has been allocated for FY 2023 in the General Fund/Finance/Information Technology Repair and Maintenance account #001-151-513-46.00. Fees for years two and three are subject to annual appropriation.

Recommendation: The City Manager and the Administrative Services Director recommend approval for the renewal of the Microsoft licensing subscriptions with SHI, International for a 3-year term in the amount of $311,681.76, plus an additional $10,000 for additional licenses if needed, utilizing the State of Florida Term Contract #43230000-23-NASPO-ACS with SHI.

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:
1. Agreement
2. Quote

3. Piggyback 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: September 25, 2023

Subject: Budget Amendment #23-087 Recognizing Net Proceeds of the 2022 Swing "Fore" the Arts Golf Tournament

---

Introduction: Approval of Budget Amendment #23-087 to recognize net proceeds of $10,320 for the 2022 (Fiscal Year 2022-2023) Swing "Fore" the Arts Golf Tournament is requested.

Background: Each year the City of Casselberry hosts the Swing "Fore" the Arts Golf Tournament at the Casselberry Golf Club. This popular event serves as a fundraiser for art-related purchases in Casselberry. Revenue is generated from individual golfers, sponsors, mulligans, and raffles. Expenses include the cost of meals, swag bags, prizes, and photos. The last event was held on October 28, 2022.

Discussion: For the 2022 event (which occurred in Fiscal Year 2022-2023), staff analyzed revenues and expenses to determine the net proceeds of the event. Total income was calculated at $13,705, and total expenses were calculated at $3,385, for net proceeds of $10,320. Budget Amendment #23-087 recognizes the net proceeds of this event, which can be used in the future for the City to make art purchases. This funding will be rolled over into future Fiscal Years as needed until the funds are used for their dedicated purpose, subject to future City Commission approval.

Budget Impact: Budget Amendment #23-087 recognizes net proceeds of $10,320 by increasing account #001-0411-572.58-00 (Art Purchases) and #001-0000-389.90-00 (Other Non-operating Source) each by $10,320.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #23-087.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:
1. Budget Amendment #23-087

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Sole Source Agreement with Flock Group Inc. for the Purchase of Flock Safety License Plate Recognition Cameras and Associated Software, and Related Budget Amendment #23-080

Introduction: Approval of a sole source agreement with Flock Group Inc. for License Plate Recognition (LPR) cameras and associated software to assist in solving and preventing crime for an amount that shall not exceed $79,800 over a two-year period with the term beginning on September 11, 2023, through September 10, 2025, and related Budget Amendment #23-080 is requested (Ref: SG-2023-1091).

Background: Flock Group Inc., offers a software and hardware situational awareness solution through Flock's technology platform that upon detection is capable of capturing audio, video, image, and recording data and provide notifications to The Casselberry Police Department.
The Falcon LPR camera captures objective vehicle data needed to solve and prevent crime with twenty-four-seven coverage, and real-time alerts. The Flock OS features full access community camera, unlimited users, time and location-based search, license plate lookup, vehicle identity search, mapping interface, real-time NCIC alerts sent to shared agencies, and unlimited custom hit list.

Discussion: Flock Group Inc. has proposed an annual agreement with the City to provide initial implementation and user training, support, maintenance, and public relations support. The agreement will provide for the lease of twelve (12) Flock Safety Falson LPR camera and the subscription to Flock Safety Flock OS services. The agreement has a one-time standard implementation fee, then an annual fee for the cameras, OS, and maintenance of the cameras as needed.

Budget Impact: Budget Amendment #23-080 will increase the Rental and Leases Principal account #001-0610-521.44-04 by $75,284, and Rental and Leases Interest account #001-0610-521.52-44-05 by $4,516. Decrease Regular Salaries and Wages #001-0610-521.12-01 by $79,800 to cover the contractual agreement with Flock Group, Inc. for LPR cameras and associated software.

Recommendation: The City Manager and Chief of Police recommend approval of the agreement with Flock Group Inc. for LPR cameras and associated software to assist in solving and preventing crime in the amount of $79,800 over a two-year period and related Budget Amendment #23-080.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Agreement
2. Sole Source Letter
3. Single Source Justification Form
4. Public Notice of Intent
5. Budget Amendment #23-080

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 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: September 25, 2023

Subject: Award of Bid and Construction Agreement with Murphy Pipeline Contractors, LLC for Windward Square Water Main Replacement Project and Related Budget Amendment #23-085

Introduction: Consideration of approval to award an agreement to Murphy Pipeline Contractors, LLC, in the amount of $3,465,825 for the Windward Square Water Main Replacement Project and related Budget Amendment #23-085 is requested. (Ref: ITB-2023-1076)

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. Due to the age and pipe material, the water mains and service lines within the Windward Square Subdivision were identified in this plan as being in need of replacement. The water mains are made up of asbestos cement pipe while the service lines are copper. The City has been proactively removing these pipe materials from the system due to its increased failure rate. City staff decided to break the pipe replacement work within this subdivision into two separate projects: PW 2220 Windward Square Service Line Replacement Project and PW 1808 Windward Square Water Main Replacement Project.

The PW 2220 Windward Square Service Line Replacement Project was designed in-house by City staff. This project included replacing the copper service lines for forty-six buildings within the Windward Square Community. On September 1, 2022, the Windward Square Service Line Replacement Project was awarded to Cathcart Construction Company. On August 1, 2023, the Windward Square Service Line Replacement Project reached final completion.

On October 14, 2019, City Commission awarded Task Authorization #2 with Hazen and Sawyer, which provided for the design and limited construction services of the Windward Square Water Main Replacement Project. The scope of this project includes replacing approximately 12,400 linear feet of 4-inch, 6-inch, 8-inch, and 10-inch water main throughout the Windward Square Community. The pipe will be replaced using a mixture of pipe bursting, horizontal directional drilling, and open-cut methods. Hazen and Sawyer's cost estimate for this project was $2,765,000.

Discussion: An Invitation to Bid, ITB-2023-1076, was issued on July 27, 2023 requesting proposals from qualified firms for the Windward Square Water Main Replacement Project. The work consists of furnishing all labor, equipment and materials necessary to replace approximately 12,400 linear feet of existing water main. Bids for the project were due August 28, 2023. Only one contractor responded with a proposal, which included a construction cost of $3,150,750. Since Murphy Pipeline Contractors was the lowest, most responsive bid, they were chosen to perform these services.

The total project construction cost, inclusive of the base proposal and 10% contingency, is $3,465,825. Staff recommends authorization for the City Manager to approve change orders up to 5% of the base proposal amount ($157,537.50), should the need arise. Any additional contingency utilization would require City Commission approval.

The construction of this project is to be fully funded by ARPA funding. Budget Amendment #23-085 is necessary to provide for the construction of the PW 1808 Windward Square Water Main Replacement Project via ARPA funding.

For tracking purposes, this item is associated with PW 1808 Windward Square Water Main Replacement Project.

Budget Impact: Budget Amendment #23-085 increases the ARPA Distribution & Collection Infrastructure Account #124-0751-536.63-40 and the ARPA Non-Operating Source Account #124-0000-389.90-00 in the amount of $3,465,825.

Recommendation: The City Manager and Public Works & Utilities Director recommend an Award of Bid for ITB-2023-1076 and execution of an agreement with Murphy Pipeline Contractors, LLC. in the amount of $3,465,825 to provide for construction of the Windward Square Water Main Replacement Project, authorization for the City Manager to approve Change Orders up to 5% of the base proposal amount, and approval of related Budget Amendment #23-085.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Agreement
2. Budget Amendment #23-085

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Central Casselberry Connectivity Improvement Concept Design Presentation

---

Introduction: The project team will present the concept design plan for the Central Casselberry Connectivity Improvement Project (PW 2301) and pursue discussion, recommendations, and guidance from the City Commission.

Background: The City's adopted Multimodal Transportation Master Plan (MTMP) included three projects in the City's "flower street" area: Hibiscus Road Bicycle/Pedestrian Improvements (Ranked 19), Marigold Road Bicycle/Pedestrian Improvements (Ranked 22), Palm Drive Bicycle/Pedestrian Improvements (Ranked 26). These three projects were bundled together to create the Central Casselberry Connectivity Improvements Project (PW 2301).

In 2016, the City submitted the bundled project to MetroPlan Orlando for consideration to add to the region's Prioritized Project List. As a result, the Central Casselberry Connectivity Improvement Project is now included in the Florida Department of Transportation Work Program for construction using federal funding in State Fiscal Year 2025 (FPID 446163-1) and in Metroplan Orlando's Transportation Improvement Program, for a total of $1.734M in federal funding. The Central Casselberry Connectivity Improvement Project is proposed to provide improved pedestrian and bicycle facilities along Mariold Road, Hibiscus Road, and Palm Drive by improving connectivity throughout the grid network, including marked crossings, sidewalk improvements, traffic calming, pedestrian and roadway lighting, and a pocket park.

Based on available funding and community support,staff has identified four additional projects from the MTMP that could be bundled into PW 2301: S Winter Park Drive at Wilshire Drive Traffic Signal Improvements (Ranked 13), S Winter Park Drive Bicycle/Pedestrian Improvements (Ranked 14), Flower Street Traffic Calming (Ranked 20), and Lilac Road Safety & Accessibility Improvements (Unranked).

On December 11, 2017, the City Commission approved a Professional Services Agreement with HDR Engineering, Inc. (HDR) to provide professional transportation engineering services (SOQ-2017-0225).

On November 3, 2022, the City Manager approved Amendment No. 2 to the agreement for the first one (1) year renewal from December 11, 2022 through December 10, 2023.

On December 13, 2022, the City Manager approved Task Authorization No. 2 with HDR to provide conceptual designs for the Central Casselberry Connectivity Improvements Project.

On Monday, July 17, 2023 the project team including City and HDR staff held a public engagement meeting at the Seminole County Public Library with the intent of facilitating communication, collaboration, and receiving feedback from the general public and stakeholders within the community about design alternatives and planned improvements.

Discussion: HDR completed and staff has reviewed the concept designs for the Central Casselberry Connectivity Improvement Project (PW 2301). City and HDR staff will present an overview of the concepts, cost estimates, and comments from the July 17th public engagement meeting.

Staff is requesting that the City Commission provide direction on the preferred concept to be developed for the final design.

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

Recommendation: The City Manager and the Public Works & Utilities Director are requesting guidance from the City Commission regarding the preferred concept design to develop the final design for the Central Casselberry Connectivity Improvement Project (PW 2301).

Prepared by: Lenny Barden, Public Works Divisions Director

Attachments:
1. Presentation
2. Concept Plan
3. Public Meeting Summary
4. PW 2301 Public Comments Summary Table

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Site Plan Approval for a Development of Community Impact for Wheel Park Phase I (SPR 22-03)

Introduction: Site Plan Approval for a Development of Community Impact (DCI) for Wheel Park Phase I, located east of N. Winter Park Drive, is requested. (SPR 22-03)

Background: The City's Public Works & Utilities Department requests that the City Commission consider site plan approval of a Development of Community Impact (DCI) for a new City Park. Referred to as Wheel Park Phase I, it encompasses five parcels totaling ±6.19 acres and sits south of Belle Avenue to the east of N. Winter Park Drive. With a focus on bicycles, Wheel Park Phase I includes a pump track, a playground, a bicycle safety garden, pavilions, benches, and an area for nature study, complete with a trail looping around the park. The subject properties have a Recreation and Open Space (ROS) Future Land Use Map (FLUM) designation and are zoned ROS (Recreation and Open Space). Additionally, the proposed park is not located within any overlay districts.

The City's Development Review Committee (DRC) comprehensively reviewed the project in various design phases. After reviewing the 100% design plans, DRC granted conditional approval on July 20, 2023, after which the remaining comments were adequately addressed. Then, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on August 23, 2023, by a 6-0 vote. The LPA's recommendation of approval for SPR 22-03 also included approval of a conditional use request for an impervious area greater than 30% (CU 23-11).

Discussion: Throughout the site plan review process, efforts are made to ensure the intended development complies with all relevant performance criteria. Development proposals are evaluated for compatibility with surrounding areas, potential impacts related to anticipated growth, and the availability of necessary public facilities and services. As such, the proposed site plan for Wheel Park Phase I was evaluated by the DRC based on the following criteria outlined in the City's Unified Land Development Regulations (ULDR) :

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection
- ULDR Article XV, Off-Street Parking and Loading Requirements

- ULDR Article XVI, Signs
- ULDR Article XVIII, Site Plan Review

The subject properties have a Recreation and Open Space FLUM designation and are zoned ROS, which are consistent with one another according to the City's Comprehensive Plan and ULDR Article IV. The proposed park is well-integrated with its surroundings, with adjacent compatible land uses. Furthermore, SPR 22-03 complies with all ROS zoning criteria outlined in ULDR Table 2-5.4, except for impervious surface area. The proposed impervious surface area is ±35.25%, exceeding the 30% threshold for the ROS zoning district. The City's LPA approved the conditional use request (CU 23-11) for an impervious area greater than 30% based on staff's evaluation of the criteria outlined in ULDR Article VI.

Wheel Park Phase I is proposed to be extensively landscaped, meeting the intent of required right-of-way, perimeter, buffer, off-street parking, and non-vehicular open space landscaping requirements. However, in lieu of additional canopy trees, staff shall consider the existing vegetation nestled in the ±1.39 acres of Lot 5 as part of the required mitigation for the proposed tree removal onsite. Lot 5 is currently heavily treed, and none are proposed to be removed; this area provides additional buffering against the existing single-family home to the south. As such, the proposed use is compatible with the surrounding uses and does not require additional screening beyond the minimum required landscape buffers.

The site plan meets the applicable provisions of the Unified Land Development Regulations and is consistent with the Comprehensive Plan. The proposed photometric plan generally conforms to the lighting standards, including maximum illumination levels, outlined in ULDR 3-10.6. However, SPR 22-03 proposes light fixture mounting heights of approximately 40 ft., which will require variance approval from the City's LPA. A new wet detention pond is also proposed to accommodate the site's stormwater needs. Lastly, the proposed plan includes 79 parking spaces, including four ADA-accessible spaces.

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

Recommendation: The City Manager and Community Development Director recommend approval of the site plan for a Development of Community Impact (DCI) for Wheel Park Phase I (SPR 22-03), with the following conditions:

1. The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
2. All remaining comments shall be addressed and considered resolved by staff before an engineering permit may be issued.
3. Lighting fixtures mounted higher than 20 ft. require approval of a variance by the Planning & Zoning Commission/Local Planning Agency.
4. Additional onsite lighting shall not be installed without the review and approval of an updated photometric plan by the City's Planning Division to ensure compliance with ULDR Section 3-10.6.
5. All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Site Plan
2. Landscape Plan
3. Photometric Plan

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Site Plan Approval for a Development of Community Impact for Wheel Park Phase II (SPR 22-07)

Introduction: Site Plan approval for a Development of Community Impact (DCI) for Wheel Park Phase II, located west of N. Winter Park Drive, is requested. (SPR 22-07)

Background: The City's Public Works & Utilities Department requests that the City Commission consider site plan approval of a Development of Community Impact (DCI) for a new City Park, referred to as Wheel Park Phase II. The proposed park spans five parcels totaling ±5.34 acres along N. Winter Park Drive. With a focus on skateboards and roller skates and blades, Wheel Park Phase II includes skate bowls and street skate areas, complete with seating areas, a ceremony lawn, and a trail looping through the park. The subject properties have a Recreation and Open Space (ROS) Future Land Use Map (FLUM) designation and are zoned ROS (Recreation and Open Space). Additionally, the proposed park is not located within any overlay districts.

The City's Development Review Committee (DRC) comprehensively reviewed the project in various design phases. After reviewing the 100% design plans, DRC granted conditional approval on July 20, 2023, after which the remaining comments were adequately addressed. Additionally, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on August 23, 2023, by a 6-0 vote. The LPA's recommendation of approval for SPR 22-07 also included approval of a conditional use request for an impervious area greater than 30% (CU 23-12).

Discussion: Throughout the site plan review process, efforts are made to ensure the intended development complies with all relevant performance criteria. Development proposals are evaluated for compatibility with surrounding areas, potential impacts related to anticipated growth, and the availability of necessary public facilities and services. As such, the proposed site plan was evaluated by the DRC based on the following criteria outlined in the City's Unified Land Development Regulations (ULDR):

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection
- ULDR Article XV, Off-Street Parking and Loading Requirements

- ULDR Article XVI, Signs
- ULDR Article XVIII, Site Plan Review

The subject properties have a Recreation and Open Space FLUM designation and are zoned ROS, which are consistent with one another according to the City's Comprehensive Plan and ULDR Article IV. The proposed park is well-integrated with its surroundings, bordered by N. Winter Park Drive, with compatible land uses on adjacent sides to the west. Furthermore, SPR 22-07 complies with all ROS zoning criteria outlined in ULDR Table 2-5.4, except for impervious surface area. The proposed impervious surface area is ±48.31%, exceeding the 30% threshold for the ROS zoning district. The City's LPA approved the conditional use request (CU 23-12) for an impervious area greater than 30% based on staff's evaluation of the criteria outlined in ULDR Article VI.

Wheel Park Phase II is proposed to be extensively landscaped, meeting the intent of required right-of-way, perimeter, buffer, off-street parking, and non-vehicular open space landscaping requirements. However, staff shall consider the existing vegetation nestled in the 25-ft. wide unimproved right-of-way adjacent to the subject properties as required mitigation for the proposed tree removal onsite. This area is heavily treed and provides additional buffering against the existing single-family homes to the west. The City has no intent of constructing the right-of-way, thereby providing significant screening. This considered, the proposed use is compatible with the surrounding uses and did not require additional screening beyond the minimum required landscape buffers.

The site plan meets the applicable provisions of the Unified Land Development Regulations and is consistent with the Comprehensive Plan. The proposed photometric plan generally conforms to the lighting standards, including maximum illumination levels, outlined in ULDR 3-10.6. SPR 22-07 proposes light fixture mounting heights of approximately 60 ft., which will require variance approval from the City's LPA. Additionally, an expanded wet detention pond will serve the development to accommodate the minimum required stormwater needs. Lastly, Wheel Park Phase II includes 90 parking spaces, including four ADA-accessible spaces.

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

Recommendation: The City Manager and Community Development Director recommend approval of the site plan for a Development of Community Impact for Wheel Park Phase II (SPR 22-07) with the following conditions.

1. The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
2. All remaining comments shall be addressed and considered resolved by staff before an engineering permit may be issued.
3. Lighting fixtures mounted higher than 20 ft. require approval of a variance by the Planning & Zoning Commission/Local Planning Agency.
4. Additional onsite lighting shall not be installed without the review and approval of an updated photometric plan by the City's Planning Division to ensure compliance with ULDR Section 3-10.6.
5. All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Site Plan
2. Landscape Plan
3. Photometric Plan

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Site Plan Approval for a Development of Community Impact for Wirz Park (SPR 22-04)

Introduction: Site Plan approval for a Development of Community Impact (DCI) for proposed improvements to Wirz Park, located at 806 Mark David Boulevard, is requested. (SPR 22-04)

Background: The City's Public Works & Utilities Department requests that the City Commission consider site plan approval of a Development of Community Impact (DCI) for proposed improvements to an existing City Park. Located to the east of Mark David Boulevard, Wirz Park encompasses three parcels totaling ±26.48 acres, though only ±5.06 acres are being impacted. Anticipated improvements include renovations to the event center, pool, trails, pavilions, and basketball and volleyball courts, complete with benches and a trail looping around the park. The subject properties have a Recreation and Open Space (ROS) Future Land Use Map (FLUM) designation and are zoned ROS (Recreation and Open Space). Additionally, the proposed park is not located within any overlay districts.

The City's Development Review Committee (DRC) comprehensively reviewed the project in various design phases. After reviewing the 100% design plans, DRC granted conditional approval on August 17, 2023, after which the remaining comments were adequately addressed. Additionally, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission on August 23, 2023, by a 6-0 vote. The LPA's recommendation of approval for SPR 22-04 also included approval of a conditional use request for an impervious area greater than 30% (CU 23-13).

Discussion: Throughout the site plan review process, efforts are made to ensure the intended development complies with all relevant performance criteria. Development proposals are evaluated for compatibility with surrounding areas, potential impacts related to anticipated growth, and the availability of necessary public facilities and services. As such, the proposed site plan for Wirz Park was evaluated by the DRC based on the following criteria outlined in the City's Unified Land Development Regulations (ULDR):

- ULDR Article IV, Comprehensive Plan Implementation
- ULDR Article V, Zoning District Regulations
- ULDR Article X, Appearance, Design, & Compatibility
- ULDR Article XII, Stormwater Management
- ULDR Article XIII, Landscaping
- ULDR Article XIV, Tree Protection

- ULDR Article XV, Off-Street Parking and Loading Requirements
- ULDR Article XVI, Signs
- ULDR Article XVIII, Site Plan Review

The subject properties have a Recreation and Open Space FLUM designation and are zoned ROS, which are consistent with one another according to the City's Comprehensive Plan and ULDR Article IV. Wirz Park is well-integrated with its surroundings, with low-density single-family residences adjacent on all sides. Furthermore, SPR 22-04 complies with all ROS zoning criteria outlined in ULDR Table 2-5.4, except for impervious surface area. The proposed impervious surface area is ±50% of the total impacted area, exceeding the 30% threshold for the ROS zoning district. The City's LPA approved the conditional use request (CU 23-13) for an impervious area greater than 30% based on staff's evaluation of the criteria outlined in ULDR Article VI.

Wirz Park is proposed to be extensively landscaped, meeting the intent of required right-of-way, perimeter, buffer, off-street parking, and non-vehicular open space landscaping requirements. However, in lieu of additional canopy trees, staff shall consider the existing vegetation nestled in the ±21.27 acres to the south of the proposed improvements as mitigation for proposed tree removal. As such, the proposed use is compatible with the surrounding uses and does not require additional screening beyond the minimum required landscape buffers.

At a later time, Duke Energy shall provide a photometric plan that generally conforms to the lighting standards outlined in ULDR 3-10.6; a variance is required for mounted light fixtures over 20 ft. in height. Further, a wet detention pond in the northeast corner of the park will accommodate the minimum required stormwater needs for the site. Lastly, Wirz Park includes 66 parking spaces, including two ADA-accessible spaces.

The site plan meets the applicable provisions of the Unified Land Development Regulations and is consistent with the Comprehensive Plan.

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

Recommendation: The City Manager and Community Development Director recommend approval of the site plan for a Development of Community Impact (DCI) for proposed improvements to Wirz Park (SPR 22-04) with the following conditions:

1. The site plan approval shall be valid for one (1) year; an extension request may be submitted prior to the expiration of this approval.
2. All remaining comments shall be addressed and considered resolved by staff before an engineering permit may be issued.
3. Lighting fixtures mounted higher than 20 ft. require approval of a variance by the Planning & Zoning Commission/Local Planning Agency.
4. Onsite lighting shall not be installed without the review and approval of a photometric plan by the City's Planning Division to ensure compliance with ULDR Section 3-10.6.
5. All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Site Plan
2. Landscape Plan

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 25, 2023

Subject: Procurement Information Report for the Period August 1, 2023 through August 31, 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 August 1, 2023 through August 31, 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 August 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: Fernando Lopes, Procurement Specialist

Attachments:

1. August 2023 Procurement Information Report