

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, February 12, 2024
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 January 22, 2024 - Special Meeting**
- B. **Minutes of January 22, 2024 - Regular Meeting**
- C. **Minutes of January 16, 2024 - Special Meeting**

6. PRESENTATIONS/ COMMENDATIONS

- A. **Mayor's Proclamation: Black History Month**
Mayor Henson will read a proclamation recognizing February as Black History Month in the City of Casselberry.

7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

- A. **Approval of Legal Services Invoices**
- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 99834 - \$13,844.00

- B. **Resolution 24-3396 Temporary Construction Easement for Natural Resources Conservation Service Erosion Control Project at Carmel by the Lake**
Approval of Resolution 24-3396, providing for conveyance and acceptance of a Temporary Construction Easement at Carmel by the Lake Condominium, which is associated with the proposed Howell Creek and Carriage Hill Erosion Control project is requested.
- C. **Resolution 24-3397 - Utility Easement Agreement with Wendy J. B. Thompson and Eric W. Thompson for Parcel ID: 30-21-30-6520-00-050 (1039 Quinwood Lane)**
Approval of Resolution 24-3397 authorizing a Utility Easement Agreement with Wendy J. B. Thompson and Eric W. Thompson for utilities located on the property of 1039 Quinwood Lane is requested.
- D. **Resolution 24-3398 - Conveyance of Easement to Duke Energy Florida, LLC for Wirz Park Improvements**
Approval of Resolution 24-3398 which provides for authorizing the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC (Duke Energy) at Wirz Park, 806 Mark David Boulevard, Parcel ID 21-21-30-505-0C00-0000, to assist with utility adjustments needed for Wirz Park improvements is requested.
- E. **Resolution 24-3399 Authorization for the City Manager to Approve Usage of Contingency Funding Related to the Wirz Park Improvements Project**
Approval of Resolution 24-3399 providing for authorization for the City Manager to approve usage of contingency funding related to the Wirz Park Improvements Project up to the amount of \$360,025 is requested.
- F. **Resolution 24-3400 Authorization for the City Manager to Approve Usage of Contingency Funding Related to "Wheel Park" - Phase 1**
Approval of Resolution 24-3400 which provides for authorization for the City Manager to approve usage of contingency funding related to "Wheel Park" - Phase 1 up to the amount of \$211,282 is requested.
- G. **Resolution 24-3401 Authorization for the City Manager to Approve Usage of Contingency Funding for "Wheel Park" - Phase 2**
Approval of Resolution 24-3401 which provides for authorization for the City Manager to approve usage of contingency funding related to "Wheel Park" - Phase 2 up to the amount of \$312,180 is requested.
- H. **Resolution 24-3402 Appointment of Code Enforcement Special Magistrate**
Approval of Resolution 24-3402 which appoints Fishback Dominick LLP as the City's Code Enforcement Magistrate is requested.
- I. **Task Authorization No. 3 with Wright-Pierce for Limited Equipment Inspection for Project PW 1706 Queens Mirror Nutrient Reduction Facility**
Consideration to approve Task Authorization No. 3 with Wright-Pierce Inc. for the equipment inspection for project PW 1706 Queens Mirror Nutrient Reduction Facility (NuRF) not to exceed \$18,700 is requested.
- J. **Task Authorization No. 4 with Wright-Pierce for Water Reclamation Facility Improvements Phase 2 Design Services and Related Budget Amendment #24-028**
Approval of Task Authorization No. 4 with Wright-Pierce and related Budget Amendment #24-028 for design services related to the Water Reclamation Facility Improvements Phase 2 Project in an amount of \$414,960.78 is requested.
- K. **Task Authorization No. 4 with GAI Consultants, Inc. for Northgate Phase 2 Water Main Replacement Project Design Services and Related Budget Amendment #24-027**
Approval of Task Authorization No. 4 with GAI Consultants and related Budget Amendment #24-027 for design services related to the Northgate Phase 2 Water Main Replacement Project in an amount of \$332,726 is requested.
- L. **Change Order No.1 to Task Authorization #7 with GAI Consultants, Inc. for Professional Design Services for Dew Drop Park and Related Budget Amendment #24-029**
Approval of Change Order No. 1 to Task Authorization #7 with GAI Consultants, Inc. in the amount of \$36,830 to provide additional professional services for the Dew Drop Park Improvements project and related Budget Amendment #24-029 is requested.
- M. **Piggyback Agreement for the Purchase and Installation of Playground Equipment for "Wheel Park" - Phase 1**

Consideration for approval to piggyback Manatee County Contract No. 21-0053-MR for the purchase and installation of playground equipment from Miracle Recreation Equipment/Miller Recreation Equipment and Design Inc. for "Wheel Park" - Phase 1 in the amount of \$162,220.75 is requested.

N. **Piggyback Agreement with Inliner Solutions, LLC for Storm Line Rehabilitation, Cleaning, and Video Recording**

Consideration for approval to piggyback City of Orlando Contract IFB20-0398 with Inliner Solutions, LLC for storm line rehabilitation, cleaning, and video recording in an amount not to exceed a total of \$590,000 is requested.

O. **Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech**

Approval of Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech to change contract wage rates is requested.

P. **Purchase Spending Authorization for the City Manager Not to Exceed \$100,000 Annually for CivicPlus Products and Services**

Approval to authorize spending authority for the City Manager to purchase CivicPlus products and services not to exceed \$100,000 annually is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 24-3403 - Recognition of Dedicated Public Service by Commissioner Andrew Meadows**

Approval of Resolution 24-3403, recognizing the dedicated public service by Commissioner Andrew Meadows is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1593 - Amending Chapter 30, Emergency Management, Article I, of the City Code of Ordinances**

Approval of Ordinance 24-1593 on first reading, amending Chapter 30, Emergency Management, Article I of the City Code of Ordinances to provide consistency with State Statute is requested.

B. **First Reading of Ordinance 24-1594 - Amending Section 3-16.4, On-Premises Temporary Sign Regulations, of the City's Unified Land Development Regulations**

Approval of Ordinance 24-1594 on first reading, amending Section 3-16.4, On-premises temporary sign regulations, of the City's Unified Land Development Regulations to remove associated fee and registration requirements is requested.

C. **First Reading of Ordinance 24-1595 - Amending the Future Land Use Map Designation for Property Located on David Drive, Parcel ID 26-20-30-5AR-0D00-055B**

Approval of Ordinance 24-1595 on first reading, amending the City's Future Land Use Map designation for one parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County Industrial to City of Casselberry Medium Density Residential, is requested.

11. 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 24-3395 Adoption of a Citywide Real Property Inventory List (Affordable Housing)**

Approval of Resolution 24-3395 providing for approval of the Real Property Inventory List required under Florida Statute 166.0451, is requested.

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: February 12, 2024
Subject: Minutes of January 22, 2024 - Special Meeting

Introduction: The City Clerk is presenting the minutes of the January 22, 2024 Special 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: February 12, 2024
Subject: Minutes of January 22, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the January 22, 2024 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: February 12, 2024
Subject: Minutes of January 16, 2024 - Special Meeting

Introduction: The City Clerk is presenting the minutes of the January 16, 2024 Special 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: February 12, 2024
Subject: Mayor's Proclamation: Black History Month

Introduction: Mayor Henson will read a proclamation recognizing February 2024 as Black History Month in the City of Casselberry.



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

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice 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 invoice has been reviewed by the affected departments and is being presented for approval:

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

- City Attorney Services - January 2024 - Invoice No. 99834 - \$13,844.00

Budget Impact: Funds for the City Attorney's invoice are available in FY 2024 Budget Account No. 001-0140-514-31.01.

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

Prepared by: Linda Sundvall, Deputy City Clerk

Attachments:

1. Invoice No. 99834



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: February 12, 2024
Subject: Resolution 24-3396 Temporary Construction Easement for Natural Resources Conservation Service Erosion Control Project at Carmel by the Lake

Introduction: Resolution 24-3396 provides for conveyance and acceptance of a Temporary Construction Easement at Carmel by the Lake Condominium, which is associated with the proposed Howell Creek and Carriage Hill Erosion Control project.

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

The City subsequently applied for and received funding from the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) through their Emergency Watershed Protection program. The proposed project encompasses the following:

- 1) Howell Creek Basin: Howell Creek at Carmel by the Lake
- 2) Gee Creek Basin: One Carriage Hill outfall adjacent to Casselberry Greenway Trail

The total maximum federal funding for the project is \$362,418.75, which includes up to \$319,781.25 for construction and \$42,367.50 for technical assistance. A \$106,593.75 local match (25% of estimated total construction costs) is required. The Agreement with NRCS and local funding was approved by the City Commission on May 15, 2023.

Discussion: The proposed Temporary Construction Easement from Carmel by the Lake Condominium Association (Carmel) will allow temporary access through portions of the common elements of Carmel by the Lake to facilitate construction of the proposed erosion improvements in Howell Creek. Resolution 24-3396 provides for conveyance and acceptance of this proposed Temporary Construction Easement at Carmel by the Lake Condominium.

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

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 24-3396.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3396
2. Exhibit A



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

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3397 - Utility Easement Agreement with Wendy J. B. Thompson and Eric W. Thompson for Parcel ID: 30-21-30-6520-00-050 (1039 Quinwood Lane)

Introduction: Resolution 24-3397 provides for approval of a Utility Easement Agreement with Wendy J. B. Thompson and Eric W. Thompson for utilities located on the property of 1039 Quinwood Lane.

Background: The City of Casselberry owns a water main in the right-of-way on Ellington Drive that is located within the city limits of Maitland. The City of Maitland is abandoning this right-of-way, which is adjacent to and abuts Quinwood Lane. The owners of 1039 Quinwood Lane, Wendy J. B. Thompson and Eric W. Thompson, have requested that the abandoned right-of-way be added to their private property. However, since this right-of-way includes the City's water main, a Utility Easement is needed from the owners in order to provide future access for utility installation, repair, and maintenance.

Discussion: A survey was conducted to confirm the specific location of the City's water main. Subsequently, the property owners provided a Utility Easement for the property located at 1039 Quinwood Lane, Maitland, FL 32751 for review, approval, and recording. The agreement grants and conveys a utility easement for the installation and maintenance of water infrastructure located within the right-of-way of the property.

Resolution 24-3397 provides for approval of the Utility Easement Agreement.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3397.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 24-3397
2. Utility Easement Agreement



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

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3398 - Conveyance of Easement to Duke Energy Florida, LLC for Wirz Park Improvements

Introduction: Resolution 24-3398 provides for authorizing the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC (Duke Energy) at Wirz Park, 806 Mark David Boulevard, Parcel ID 21-21- 30-505-0C00-0000, to assist with utility adjustments needed for Wirz Park improvements.

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks, one of which was Wirz Park. On December 11, 2023, the City Commission approved Amendment No. 1 to Supplemental Agreement No. 5 for the Guaranteed Maximum Price to construct the Wirz Park Improvements Project. Improvements to Wirz Park will include the complete overhaul, upgrade, and/or installation of key elements such as basketball and volleyball courts, a multi-use field, zero-entry pool, pavilions, and other structures.

Discussion: To facilitate the improvements at Wirz Park, the City must provide Duke Energy access to make the necessary electrical adjustments. Therefore, Resolution 24-3398 authorizes the conveyance of an easement from the City to Duke Energy to make these adjustments.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3398.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3398
2. Attachment A



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

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3399 Authorization for the City Manager to Approve Usage of Contingency Funding Related to the Wirz Park Improvements Project

Introduction: Resolution 24-3399 provides for authorization for the City Manager to approve usage of contingency funding related to the Wirz Park Improvements Project up to the amount of \$360,025. (Ref. SOQ-2021-0715)

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks which included the Wirz Park Improvements Project. On December 11, 2023, City Commission approved Amendment No. 1 to Supplemental Agreement No. 5 with Wharton-Smith, Inc. for the Guaranteed Maximum Price (GMP) in the amount of \$7,861,772 for construction of the Wirz Park Improvements Project. This project was bid in conjunction with the "Wheel Park" - Phases 1 and 2 projects, in part, due to cost savings.

For tracking purposes, this project is associated with Project PW2109 - Wirz Park Improvements.

Discussion: Although the GMP for the Wirz Park Improvements Project included a 5% contingency (or \$360,025) to cover unanticipated additional work when needed, approval is needed to grant the City Manager the authority to approve the use of contingency funding up to the stipulated amount. To prevent project delays, City staff is requesting the City Manager be granted the authority to approve the usage of contingency funding, if/when the need arises throughout the duration of construction, up to the previously approved contingency amount of \$360,025. This is addressed by Resolution 24-3399.

Construction is expected to conclude near the end of April 2025.

Budget Impact: Approval of Resolution 24-3399 does not create a negative impact to the FY 2024 approved budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3399.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3399



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

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3400 Authorization for the City Manager to Approve Usage of Contingency Funding Related to "Wheel Park" - Phase 1

Introduction: Resolution 24-3400 provides for authorization for the City Manager to approve usage of contingency funding related to "Wheel Park" - Phase 1 up to the amount of \$211,282. (Ref. SOQ-2021-0715)

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks, which included "Wheel Park" - Phase 1. On December 11, 2023, City Commission approved Amendment No. 1 to Supplemental Agreement No. 3 with Wharton-Smith, Inc. to provide a Guaranteed Maximum Price (GMP) in the amount of \$4,605,204 for the construction of "Wheel Park" - Phase 1. The City applied for and was awarded grant funding from the Florida Department of Environmental Protection under the Florida Recreation Development Assistance Program (FRDAP) to construct this project within a specified time frame.

For tracking purposes, this project is associated with Project PW2001 "Wheel Park" - Phase 1.

Discussion: Although approval of the GMP for "Wheel Park" - Phase 1 included a 5% contingency (or \$211,282) to cover unanticipated additional work when needed, approval is needed to grant the City Manager the authority to approve the use of contingency funding up to the amount stipulated. Since time is of the essence with construction of this project, it is imperative that this project proceeds with minimal delay. Therefore, City staff is requesting the City Manager be granted the authority to approve the usage of contingency funding, if/when the need arises throughout the duration of construction, up to the previously approved contingency amount of \$211,282. This is addressed by Resolution 24-3400.

Construction is expected to conclude near the end of April 2025.

Budget Impact: Approval of Resolution 24-3400 does not create a negative impact to the FY 2024 approved budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3400.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3400



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

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3401 Authorization for the City Manager to Approve Usage of Contingency Funding for "Wheel Park" - Phase 2

Introduction: Resolution 24-3401 provides for authorization for the City Manager to approve usage of contingency funding related to "Wheel Park" - Phase 2 up to the amount of \$312,180. (Ref. SOQ-2021-0715)

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks, which included "Wheel Park" - Phase 2. On December 11, 2023, City Commission approved Amendment No. 1 to Supplemental Agreement No. 4 with Wharton-Smith, Inc. to provide a Guaranteed Maximum Price (GMP) in the amount of \$6,813,936 for the construction of "Wheel Park" - Phase 2. The City also applied for and was awarded grant funding from the Florida Department of Environmental Protection under the Florida Recreation Development Assistance Program (FRDAP) to construct this project within a specified time frame.

For tracking purposes, this project is associated with Project PW2102 "Wheel Park" - Phase 2.

Discussion: Although approval of the GMP for "Wheel Park" - Phase 2 included a 5% contingency (or \$312,180) to cover unanticipated additional work when needed, approval is needed to grant the City Manager the authority to approve the use of contingency funding up to the amount stipulated. Since time is of the essence with construction of this project, it is imperative that this project proceeds with minimal delay. Therefore, City staff is requesting the City Manager be granted the authority to approve the usage of contingency funding, when/if the need arises throughout the duration of construction, up to the previously approved contingency amount of \$312,180. This is addressed by Resolution 24-3401.

Construction is expected to conclude near the end of April 2025.

Budget Impact: Approval of Resolution 24-3401 does not create a negative impact to the FY 2024 approved budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval Resolution 24-3401.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 24-3401



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

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Resolution 24-3402 Appointment of Code Enforcement Special Magistrate

Introduction: Approval of Resolution 24-3402 which appoints Fishback Dominick LLP as the City's Code Enforcement Magistrate.

Background: In 2022, in accordance with State Statutes, Section 2-149 of the City of Casselberry Code of Ordinances includes a provision for the City Commission to appoint a Special Magistrate to preside over potential violations of established ordinances or codes within the City. The City's Code Enforcement Special Magistrate had resigned and the City had exercised the procedures established in Section 2-149 of the City Code to solicit for and select a new Code Enforcement Special Magistrate. A Letter of Interest (LOI-2022-0933) for the position was advertised and three (3) proposals were received. A committee comprised of the City Manager, City Attorney, Chief Planner, and Code Compliance Supervisor met to review the proposals and make a recommendation to the City Commission. The committee ranked Andrew W. Mai, Esquire of Fishback Dominick LLP, as the top candidate and Mr. Mai had accepted the position of the City's Code Enforcement Special Magistrate.

The criteria that a Special Magistrate candidate must have is listed in Section 2-149 of the Code. This includes being a member of the Florida Bar in good-standing for five (5) or more years, demonstrating satisfactory knowledge of municipal laws and the general procedures for enforcement of municipal codes, and demonstrating a temperament suitable for the exercise of the quasi-judicial powers vested in each Special Magistrate. Andrew W. Mai, Esquire of Fishback Dominick LLP met that criteria and was appointed by the City Commission on August 22, 2022.

Mr. Mai's has submitted his resignation to Fishback Dominick LLP prompting the City staff to seek a replacement from the same firm. This resolution aims to appoint the law firm itself, rather than any individual attorney, to assume the role. The previously executed contract allows for this modification to the previous resolution. In addition, the City Manager or designee will review the established criteria before accepting a replacement from the firm.

Discussion: Resolution 24-3402 appoints Fishback Dominick LLP as the City's Code Enforcement Special Magistrate at an hourly rate of \$275.00, which includes all fees and expenses. The current term (starting in 2022) of the Agreement is for three (3) years with two (2) one-year renewal options.

Budget Impact: Funding of the Code Enforcement Special Magistrate is budgeted in Legal Services Division Special Legal Counsel account #001-0140-514.31-03.

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 24-3402.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. Resolution 24-3402



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

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Task Authorization No. 3 with Wright-Pierce for Limited Equipment Inspection for Project PW 1706 Queens Mirror Nutrient Reduction Facility

Introduction: Consideration to approve Task Authorization No. 3 with Wright-Pierce Inc. for the equipment inspection for project PW 1706 Queens Mirror Nutrient Reduction Facility (NuRF) not to exceed \$18,700 is requested. (Ref. SOQ-2020-0585)

Background: The City of Casselberry monitors lake water quality for all its primary lakes, with historic lake water quality data going back to 1993. Since 1993, Queens Mirror Lake has exhibited a consistent trend of elevated chlorophyll concentration and eutrophication, which is a direct result of elevated nutrient levels present within the lake.

Per the 2012 nutrient and hydrologic budget study by Environmental Research and Design (ERD) for Queens Mirror Lake, the primary source of nutrients entering the lake is through an inflow canal located on the lake's southern border. After the ERD study, a report by Singhofen and Associates (SAI) was completed in 2016 providing various alternatives to determine what stormwater best management practice (BMP) solutions could be constructed within the golf course property to reduce nutrients from discharging into the lake. The SAI report concluded that an alum facility could amount to the largest potential water quality benefit in dollars per pound pollutant removal.

Geosyntec was contracted in 2018 to design and implement the proposed nutrient reduction facility (NuRF) for Queens Mirror Lake. The proposed project received all the required permits by December 2023 and is under the process of bidding for construction.

Wright-Pierce Inc. is one of the City's current continuing consultants for professional engineering services.

Discussion: Staff requested and Wright-Pierce has provided a proposal to provide limited construction engineering inspection (CEI) services during the construction phase of the NuRF project. This is encapsulated in Task Authorization No. 3 with a cost not to exceed \$18,700.

The estimated completion date for the construction is May 2025. The key components associated with the proposed nutrient reduction facility include channel excavation, a treatment basin with NuRF pumping system, stormwater ponds, a shed, and a boat ramp. Site development inspections along with shed-related inspections will be carried out by City staff. Wright-Pierce Inc. will attend the pre-construction meeting, perform multiple site

visits, observe the startup and testing of the equipment, and document observed conditions and variances from the contract document requirements.

Award of construction itself will be addressed by a future agenda item.

Budget Impact: Sufficient funding from the stormwater 110-0740-538.67-35 account is allocated to support the proposed service under Task Authorization No. 3.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 3 with Wright-Pierce Inc. in the amount not to exceed \$18,700 for project PW 1706 Queens Mirror Nutrient Reduction Facility.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Task Authorization No. 3



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

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Task Authorization No. 4 with Wright-Pierce for Water Reclamation Facility Improvements Phase 2 Design Services and Related Budget Amendment #24-028

Introduction: Approval of Task Authorization No. 4 with Wright-Pierce and related Budget Amendment #24-028 for design services related to the Water Reclamation Facility Improvements Phase 2 Project in an amount of \$414,960.78 is requested. (Ref: SOQ-2020-0585)

Background: The City of Casselberry owns and operates the Water Reclamation Facility (WRF), which treats wastewater and distributes reclaimed water for irrigation. The City has regularly continued to rehabilitate, replace, and add equipment to maintain the functionality of the process. The WRF currently utilizes influent screening, flow equalization, secondary clarification, filtration, and chlorination for treatment. Filtration is currently split between a traveling bridge filter system and a sand filter system. City staff can divert flow to either system or run both filtration systems in parallel during high wastewater flow events, with the ability to treat up to 2 million gallons of wastewater per day (MGD). The sand filter system is outdated and does not function properly, so all water flow is diverted through the traveling bridge filter limiting the maximum amount of flow that the WRF can treat to 1 MGD. After filtration, the effluent is chlorinated and flows to the transfer pump station where it is pumped into two ground storage tanks. Six high speed service pumps are then used to pump the effluent water into the reclaimed system to be used by the City's residents for irrigation purposes.

In 2020, construction of the Water Reclamation Facility Improvements Project was completed, which included rehabilitation of the traveling bridge filter system, rehabilitation of the chlorine contact chamber, replacement of the two transfer pumps, rehabilitation of the pump station, and replacement of three of the high speed service pumps. Due to both design and construction costs of the Water Reclamation Facility Improvements project, the remaining improvements to the WRF had to be split into a second phase.

The scope of the Water Reclamation Facility Improvements Phase 2 project includes replacement of the existing sand filters with disc filters, replacement of the three remaining high speed service pumps, installation of variable frequency drives (VFDs) for all high speed service pumps, demolition of the hydropneumatic tank, which will be obsolete once the VFDs are installed, and installation of an access pit for the ground storage tanks' valves. The construction methods, proposed disc filter manufacturer, and need for a new electrical building to house the VFDs will be evaluated during the preliminary design process.

Discussion: On July 27, 2020, the City of Casselberry entered into a Professional Services Agreement with Wright-Pierce for a Continuing Contract for General Engineering Project (SOQ-2020-0585). Public Works & Utilities Staff requested that Wright-Pierce provide a scope of services for design of the Water Reclamation Facility Improvements Phase 2 Project. Task Authorization No. 4 with Wright-Pierce provides for project management, survey & SUE (subsurface utility engineering) services, geotechnical investigation, data collection, preliminary design, 75% design, final design, and bidding phase assistance for the Water Reclamation Facility Improvements Phase 2 project. Wright-Pierce's total cost for these services is \$414,960.78.

Funding is available in the Fiscal Year (FY) 2024 Budget in an amount \$350,000. However, Budget Amendment #24-028 is necessary to provide an additional \$64,960.78 to fully fund Task Authorization No. 4.

For tracking purposes, this item is associated with PW 2405 Water Reclamation Facility Improvements Phase 2.

Budget Impact: Budget Amendment #24-028 will provide the necessary funding to cover costs associated with Task Authorization No. 4 with Wright-Pierce.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 4 with Wright-Pierce for design services for the Water Reclamation Facility Improvements Phase 2 Project in the amount of \$414,960.78 and approval of related Budget Amendment #24-028.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 4
2. BA 24-028



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

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Task Authorization No. 4 with GAI Consultants, Inc. for Northgate Phase 2 Water Main Replacement Project Design Services and Related Budget Amendment #24-027

Introduction: Task Authorization No. 4 with GAI Consultants and related Budget Amendment #24-027 provide for design services related to the Northgate Phase 2 Water Main Replacement Project in an amount of \$332,726. (Ref: SOQ-2020-0585)

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 Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community has been split into two phases.

The scope of the Northgate Phase 2 project includes replacing 9,000 feet of galvanized and asbestos cement water main ranging in size from 2-inch to 6-inch. The proposed project corridors include various residential streets in unincorporated Seminole County, bounded by Glastonberry Road to the West, Hewett Lane to the North, East Boulevard to the East, and South Boulevard to the South. The construction methods, existing pipe removal methods, and proposed replacement sizing and routing will be determined during preliminary design.

Discussion: On July 27, 2020, the City of Casselberry entered into a Professional Services Agreement with GAI Consultants for a Continuing Contract for General Engineering Projects (SOQ-2020-0585). Public Works & Utilities staff requested that GAI Consultants provide a scope of services for design of the Northgate Phase 2 Water Main Replacement project. Task Authorization No. 4 with GAI Consultants provides for surveying, subsurface utility engineering, geotechnical services, design, permitting, bidding services, and construction administration for the Northgate Phase 2 Water Main Replacement project. GAI Consultant's total cost for these services is \$332,726.

Funding is available in the Fiscal Year (FY) 2024 Budget in an amount \$200,000. However, Budget Amendment #24-027 is necessary to provide an additional \$132,726.00 to fully fund Task Authorization No. 4.

For tracking purposes, this item is associated with PW 2206 Northgate Phase 2 Water Main Replacement.

Budget Impact: Budget Amendment #24-027 will increase the existing budget in the amount of \$132,726, to fully cover costs associated with Task Authorization No. 4 with GAI Consultants.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 4 with GAI Consultants for design services for the Northgate Phase 2 Water Main Replacement Project in the amount of \$332,726 and approval of related Budget Amendment #24-027.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 4
2. BA #24-027



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

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Change Order No.1 to Task Authorization #7 with GAI Consultants, Inc. for Professional Design Services for Dew Drop Park and Related Budget Amendment #24-029

Introduction: Approval of Change Order No. 1 to Task Authorization #7 with GAI Consultants, Inc. in the amount of \$36,830 to provide additional professional services for the Dew Drop Park Improvements project and related Budget Amendment #24-029 is requested. (Ref. SOQ-2018-0353)

Background: As part of the planning efforts leading up to a parks bond referendum, conceptual plans for Dew Drop Park were developed. On March 17, 2020, Casselberry voters passed a parks bond referendum, which included Dew Drop Park as the fifth highest priority out of six parks.

Dew Drop Park includes (but is not limited to) the following elements:

- Close vehicular entrance on Avalon Blvd. and providing a pedestrian-only entrance.
- Provide vehicular entrance and roadway on Canterbury Cir. with paved and grass parking.
- Provide a paved multi-use path throughout the park.
- Provide fishing pier to encourage interaction with nature.
- Replace and relocate tennis, basketball and volleyball courts.
- Provide inclusive exercise stations throughout the park.
- Provide inclusive play area improvements such as slides, rock climbing walls, and zip line.
- Provide pedestrian entry features on Avalon Blvd. and Canterbury Cir.
- Provide open space for multi-use activities.
- Provide shade pavilions with grills at playgrounds and open space areas.
- Provide technology upgrades (i.e. WiFi/charging stations) at the pavilions.
- Provide benches along pathways and picnic tables throughout the park.
- Provide improvements to stormwater outlets and opportunities for stormwater management education along Dew Drop Pond.
- Provide sensory garden.
- Provide new restroom building at a central location, and upgrade the existing restroom.

GAI Consultants, Inc. (GAI) is one of the City's continuing park planning and design consultants. As part of the planning effort for the parks bond referendum, GAI prepared the detailed cost estimates and conceptual plans for Dew Drop Park. At its December 13, 2021 meeting, the City Commission approved Task Authorization #7 with GAI in the amount of \$254,295 to provide professional design services for the Dew Drop Park Improvements project.

The Land and Water Conservation Fund (LWCF) Program is a federal program authorized by Congress that provides for acquisition or development of land for public outdoor recreation. LWCF funds are appropriated by Congress to the U. S. Department of the Interior, National Parks Service (NPS), and NPS allocates the funds through state agencies as a grant program to state and local governments. It is administered at the state level by the Florida Department of Environmental Protection (FDEP). In 2023, City staff applied for and received a LWCF grant of \$1.5 million dollars to assist with construction of the Dew Drop Park Improvements project.

Discussion: As a condition of the LWCF grant, the City is required to show improvements to existing elements that are a part of the project, such as the restroom and pavilion. This work was not included in the original scope of services with GAI. Therefore, GAI has submitted Change Order No. 1 to Task Authorization #7, in the amount of \$36,830, to cover these additional services, bringing the total contract amount to \$291,125. Budget Amendment #24-029 is necessary to provide additional funding to cover the cost associated with this additional work.

Budget Impact: Budget Amendment #24-029 will provide sufficient funding in the amount of \$36,830 in the Parks Master Plan Fund Improvements Other account #307-0410-572.63-24 to cover Change Order No. 1.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Change Order No. 1 to Task Authorization #7 with GAI Consultants, Inc. for an amount not to exceed \$36,830 and Related Budget Amendment #24-029.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Change Order No. 1
2. Attachment A
3. BA #24-029



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

7.M.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Piggyback Agreement for the Purchase and Installation of Playground Equipment for "Wheel Park" - Phase 1

Introduction: Consideration for approval to piggyback Manatee County Contract No. 21-0053-MR for the purchase and installation of playground equipment from Miracle Recreation Equipment/Miller Recreation Equipment and Design Inc. for "Wheel Park" - Phase 1 in the amount of \$162,220.75 is requested. (Ref: PBA-2024-1152)

Background: On December 11, 2023, the City Commission approved Amendment No. 1 to Supplemental Agreement No. 3 with Wharton-Smith, Inc. that provided for a Guaranteed Maximum Price (GMP) for construction of "Wheel Park" - Phase 1. Additionally, the City applied for and was awarded funding from the Florida Department of Environmental Protection under the Florida Recreation Development Assistance Program (FRDAP). FRDAP funding covers the purchase of key elements such as pavilions, restrooms, playground equipment and other items. The inclusion of new, age-appropriate playground equipment with shade structures was a part of the conceptual plans for "Wheel Park" - Phase 1.

City Commission allocated funding for the GMP and additional City-direct purchases that support this project via Budget Amendment #24-019.

Discussion: City staff has identified a play structure that has ADA-compliant components that are brightly colored and that offer a wide range of recreational opportunities. These structures were developed to enhance strength and provide balance, coordination, and decision-making skills. Other features include ADA-compliant lower-level vibrant panels for universal abilities, along with an artificial grass surface that provides safety, is highly durable, and upholds better than other surface products. Miracle Recreation Equipment/Miller Recreation Equipment and Design Inc. provided the City with a price quote based on a piggyback agreement with Manatee County (Contract No. 21-0053-MR), in the amount of \$162,220.75, to furnish and install the playground equipment.

For tracking purposes, this purchase is associated with project PW 2001 "Wheel Park" - Phase 1 Improvements.

Budget Impact: Sufficient funding is available in the FY 24 Parks Master Plan Fund Equipment Other account #307-0410-572.67-35 and FRDAP Grant Equipment Other account #307-0410-572.67-38.

Recommendation: The City Manager and Public Works & Utilities Director recommend the approval to piggyback Manatee County Contract No. 21-0053-MR for the purchase and installation of playground equipment from Miracle Recreation Equipment/Miller Recreation Equipment and Design Inc. for "Wheel Park" - Phase 1 in the amount of \$162,220.75.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Piggyback Agreement
2. Exhibit A
3. Exhibit B



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

7.N.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Piggyback Agreement with Inliner Solutions, LLC for Storm Line Rehabilitation, Cleaning, and Video Recording

Introduction: Consideration for approval to piggyback City of Orlando Contract IFB20-0398 with Inliner Solutions, LLC for storm line rehabilitation, cleaning, and video recording in an amount not to exceed a total of \$590,000 is requested. (Ref. PBA-2024-1147)

Background: The Stormwater Division has recognized various storm lines (pipes) throughout the City in need of either point grouting or full pipe lining. The storm pipes vary in size from 12 to 48 inches. Over time, these storm pipes have deteriorated and therefore need to be repaired. Lining and/or grouting the pipes is typically a more economical and less disruptive way of restoration compared to full replacement.

The City's adopted Fiscal Year 2024 Budget includes a total of \$590,000 for storm pipe rehabilitation in an effort to keep the City's aging stormwater conveyance infrastructure in a state of good repair. \$500,000 of this amount is budgeted in Stormwater Utility Fund capital account #110-0740-538.63-40 (ref. projects PW 2310 and PW 2408), and the remaining \$90,000 is allocated for this purpose within Stormwater Utility Fund repairs and maintenance account #110-0740-538.46-00.

The City of Orlando has an agreement with Inliner Solutions, LLC (contract IFB20-0398) that covers the types of services the City needs.

Discussion: This item provides the City with a piggyback agreement (PBA-2024-1147) based on the City of Orlando contract that can be utilized to line and/or grout various storm pipes throughout the City. The term is from February 12, 2024 through October 21, 2024 with options for renewal. The estimated expenditure amount does not exceed \$590,000 for the term.

It should be noted that the not-to-exceed amount threshold was established to provide for the maximum authorization. However, it does not imply actual expenditures, since various departments must work within their budget parameters and availability of funds is verified prior to obtaining a purchase order. Furthermore, appropriations beyond Fiscal Year 2024 are subject to future City Commission approval.

Budget Impact: Sufficient funding for this item is budgeted and available in Stormwater Utility Fund Improvements Other than Building/ Infrastructure Account #110-0740-538.63-40 and Repairs and Maintenance Account #110-0740-538.46-00.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to piggyback City of Orlando Contract IFB20-0398 with Inliner Solutions, LLC for storm line rehabilitation, cleaning, and video recording in an amount not to exceed a total of \$590,000 (Ref. PBA-2024-1147). City Commission approval further delegates through the established Purchasing Policy to the City Manager the authority to approve task authorizations within the scope of the Agreement (subject to available budget and the cumulative contractual limit of \$590,000) and to execute renewals of the Agreement (subject to renewals by the City of Orlando) that do not increase the cumulative contractual limit.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Agreement



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

7.O.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech

Introduction: Approval of Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech to change contract wage rates is requested. (Ref. SOQ-2018-0276)

Background: The City of Casselberry depends on consultants to provide a variety of professional engineering services. On April 8, 2018, the City Commission awarded a Continuing Professional Utility Engineering Services Agreement to three different consulting firms at an amount not to exceed \$2,000,000 total per contract. This agreement is allowed to be used for utility-related projects and professional consultant services on a task authorization basis. The initial term of the agreement was for a period of five (5) years beginning April 9, 2018 through April 8, 2023, with the opportunity for two (2) additional one-year renewals when in the best interest of the City. One of the consultants awarded under this agreement is Tetra Tech, Inc. On March 6, 2023, the City Manager approved Amendment No. 1 to the agreement providing for the first one-year renewal from April 9, 2023 through April 8, 2024. To date, the City has issued 11 task authorizations with Tetra Tech leaving an additional \$1,204,574.17 on their contract for future use.

Discussion: Due to economic inflation, Tetra Tech requested to increase the contract wage rates, which have not been increased since the original contract agreement was approved on April 9, 2018. Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech changes the originally agreed upon contract wage rates and provides for the final one-year renewal of the contract through April 8, 2025. However, Amendment No. 2 does not change the total compensation for the term of the agreement. In the future, City staff will continue to review the scope of services prior to issuing task authorization in order to ensure all contract provisions are met.

There is no impact to the City Budget at this time. Various operating and/or capital accounts in the Public Works & Utilities Department or other Departments may be used for future Task Authorizations and are subject to available budgets.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Amendment No. 2 to the Continuing Professional Utility Engineering Services Agreement with Tetra Tech to change contract wage rates.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Amendment No. 2



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

7.P.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Purchase Spending Authorization for the City Manager Not to Exceed \$100,000 Annually for CivicPlus Products and Services

Introduction: Approval to authorize spending authority for the City Manager to purchase CivicPlus products and services not to exceed \$100,000 annually is requested.

Background: The City utilizes a multitude of cloud-based software-as-a-service applications and other products to help facilitate online services for Casselberry residents. These online services include, but are not limited to: pavilion rentals, online hosting for the City website, online hosting for the City's code of ordinances, public record requests, chatbots, etc. Under the Procurement Policy, if the combined pricepoints for various software applications, products and services from a single vendor is greater than \$65,000, each must be approved by the City Commission.

The applications that facilitated these services were all owned by separate companies at the time of the original purchase by the City, had price points within delegated authority for staff to procure and each carried separate, distinct renewal dates. Over the years, these companies have been acquired by CivicPlus LLC. CivicPlus is now the owner of the following products utilized by the City and its residents:

- ArchiveSocial - Social media archiving
- CivicClerk - Agenda creation/management
- CivicEngage - Web-hosting for City website
- CivicOptimize - City Forms
- CivicRec - Parks and Recreation Rentals
- Frase.io - Chat bot
- Monsido - Website analytics
- Municode - Web-hosting for the City's code of ordinances
- Next Request - Public record request management

As these business acquisitions have happened, the City has entered into a growing master services agreement with CivicPlus. Though billed now by CivicPlus, each application still bills at separate times. With CivicPlus's acquisition of NextRequest in the summer of 2023, the total spending on CivicPlus products for fiscal year 2024 is estimated to be \$69,856.22.

Discussion: Due to the latest acquisition by CivicPlus, the total spending on CivicPlus products has exceeded the City Manager's purchasing authority. The funding for those

products has already been included in the approved budget for Fiscal Year 2024. For administrative expedience, it is requested that the City Manager be approved to have a delegated annual spending limit for CivicPlus products not to exceed \$100,000.

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

Recommendation: The City Manager and Administrative Services Director recommend approval for the City Manager to have a delegated annual spending limit for CivicPlus products not to exceed \$100,000 annually.

Prepared by: Ed DeJesus, Information Technology Manager

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: February 12, 2024
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: February 12, 2024
Subject: Resolution 24-3403 - Recognition of Dedicated Public Service by
Commissioner Andrew Meadows

Introduction: Resolution 24-3403 recognizes the dedicated public service Commissioner Andrew Meadows provided since first being elected in 2014.



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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: First Reading of Ordinance 24-1593 - Amending Chapter 30, Emergency Management, Article I, of the City Code of Ordinances

Introduction: Approval of Ordinance 24-1593 amending Chapter 30, Emergency Management, Article I of the City Code of Ordinances to provide consistency with State Statute is requested.

Background: The Florida Legislature amended the State Emergency Management Act, as set forth in Chapter 252, Florida Statutes, which addresses threats posed by a pandemic or other public health emergencies.

Discussion: State Legislative amendment to Chapter 252 modified the authorized role of local governments and their constitutional Home Rule powers. Staff has reviewed Chapter 30, Emergency Management, Article I of the City Code of Ordinance and is proposing amendments to provide consistency with state legislative changes and to update provisions. These changes will provide harmony with state law and enhance staff's ability to respond to natural, man-made and technological disasters through coordination and long-term planning. These changes include:

- defining emergency management, weather emergency, and public health emergency.
- clarification of staff roles during an emergency.
- establishing a process for declaring an emergency, how the public is notified, and how emergency orders are extended.
- simplification of categories of emergencies.

The attached Business Impact Estimate is provided in accordance with Section 166.041(4), Florida Statutes.

Budget Impact: There is no impact to the budget associated with this item.

Recommendation: The City Manager recommends approval of Ordinance 24-1593 on first reading.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. Ordinance 24-1593
2. Business Impact Statement



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

10.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: First Reading of Ordinance 24-1594 - Amending Section 3-16.4, On-Premises Temporary Sign Regulations, of the City's Unified Land Development Regulations

Introduction: Approval of Ordinance 24-1594 amending Section 3-16.4, On-premises temporary sign regulations, of the City's Unified Land Development Regulations to remove associated fee and registration requirements is requested. (TA 24-01)

Background: The City recognizes the need to review and modify existing sign regulations in order to adapt to changing circumstances and promote ease of access and compliance for residents and businesses. Unified Land Development Regulations (ULDR) Section 3-16.4 outlines minimum performance standards, registration requirements, and related fees for temporary signs. Ordinance 24-1594 proposes an amendment to clarify registration and fee requirements for temporary signs with commercial and non-commercial messaging, refine the allowable size and number of temporary signs, and simplify regulations based on a residential or non-residential principal use.

At an advertised public hearing on January 10, 2024, 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: Currently, per ULDR Section 3-16.4, all on-premises temporary signs with commercial messaging must register with the City and pay a \$4.00 fee. Through the recent implementation of CitizenServe, a digital permitting system, City staff have effectively reduced the administrative labor generally associated with the intake of development permit applications, like temporary sign permits. As such, the proposed amendment eliminates the \$4.00 fee for all temporary signage sized six (6) square feet or less.

The proposed amendment further clarifies that on-premises temporary signs with non-commercial messaging do not require registration with the City nor a fee. Additionally, requirements are simplified into two categories based on whether the principal use of a subject property is residential or non-residential. Below is a summary of the performance standards for all temporary signs for all land uses per the proposed amendment:

Summary of Proposed Criteria and Limitations for all Temporary Signs for all Land Uses		
LAND USE	RESIDENTIAL	NON-RESIDENTIAL
Maximum Number of Temporary Signs Per Parcel	5	4

Maximum Sign Size (Area) for a Temporary Sign	6 sf.	32 sf.
Maximum Sign Height for a Temporary Ground Sign	6 ft.	10 ft.
Maximum Sign Height for a Temporary Wall Sign (inclusive of a Window Sign)	15 ft.	15 ft.
Minimum Sign Setback required to be maintained by a Temporary Ground Sign from edge of right-of-way	3 ft.	3 ft.
Minimum Spacing that is required to be maintained by a Temporary Ground Sign from any other Temporary Ground Sign	½ ft.	10 ft.
Maximum Aggregate Surface Area Allocated for All Temporary Signs on a Parcel	30 sf.	128 sf.

The proposed amendment does not compromise the integrity of the City's temporary signage regulations and is consistent with the City's ULDR and Comprehensive Plan.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1594 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1594
2. Business Impact Statement



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

10.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: First Reading of Ordinance 24-1595 - Amending the Future Land Use Map Designation for Property Located on David Drive, Parcel ID 26-20-30-5AR-0D00-055B

Introduction: Approval of Ordinance 24-1595, amending the City's Future Land Use Map designation for one parcel located on David Drive (Parcel ID 26-20-30-5AR-0D00-055B) from Seminole County Industrial to City of Casselberry Medium Density Residential, is requested. (FLU 24-01)

Background: The subject property is ±4.85 acres and is generally located east of 1085 Belle Avenue along an unimproved right-of-way (David Drive). The subject property was recently annexed into the City, and the applicant, David Auerbach of David Drive LLC, intends to develop the subject property with townhomes. To proceed with site development, a consistent Future Land Use Map (FLUM) designation and zoning district must first be established.

The proposed Ordinance will amend the subject property's FLUM designation from Seminole County Industrial to City of Casselberry Medium Density Residential. The maximum density allowed for the Medium Density Residential FLUM designation is 13 dwelling units per acre. The acreage of the subject property meets the criteria for a small-scale comprehensive plan amendment under Ch. 163.3187, Florida Statutes.

At an advertised public hearing on January 10, 2024, 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 request to amend the City's Future Land Use Map designation from Seminole County Industrial to City of Casselberry Medium Density Residential for the subject property is:

- Consistent with the City's Comprehensive Plan and Medium Density Residential FLUM designation;
- Compatible with the surrounding mix of land uses and zoning districts;
- That City water and sanitary sewer services are available to the subject property; hydraulic modeling was recently completed and confirmed capacity; and
- That Seminole County Public Schools provided a School Impact Analysis School Capacity Determination indicating any generated students could be accommodated

based on the maximum density of the Medium Density Residential FLUM designation.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1595 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1595
2. Business Impact Statement



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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 12, 2024
Subject: Public Hearing: Resolution 24-3395 Adoption of a Citywide Real Property Inventory List (Affordable Housing)

Introduction: Resolution 24-3395 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: On September 25, 2023, the Commission approved Resolution 23-3380 to approve the Real Property Inventory List which included one surplus property that was not appropriate for use as affordable housing. The surplus property that was listed has since been sold. City staff have reviewed parcels throughout the City, and staff are of the opinion that there are no City-owned parcels that can be identified for use as affordable housing. 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 24-3395 was advertised in the Orlando Sentinel on February 1, 2024.

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

Recommendation: The City Manager and the Administrative Services Director recommend approval of Resolution 24-3395.

Prepared by: Fernando Lopes, Procurement Specialist

Attachments:

1. Resolution 24-3395

