

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, April 22, 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.

AMENDED AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

- A. **Minutes of April 8, 2024 - Regular Meeting**
- B. **Minutes of February 26, 2024 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

- A. **Proclamation: National Bike Month**
Vice Mayor Aramendia will present a proclamation to Public Works & Utilities Director Kelly Brock declaring May 2024 as National Bike Month in the City of Casselberry.
- B. **Proclamation: National Drinking Water Week**
Vice Mayor Aramendia will present a proclamation to Public Works & Utilities Director Kelly Brock declaring May 5-11, 2024 as National Drinking Water Week in the City of Casselberry.
- C. **Proclamation: National Police Week and Peace Officer's Memorial Day**
Vice Mayor Aramendia will present a proclamation recognizing the week of May 12 – 18, 2024 as National Police Week and May 15, 2024, as Peace Officers' Memorial Day to Larry D. Krantz, Police Chief.
- D. **Proclamation: Professional Municipal Clerks Week**

Vice Mayor Aramendia will present a proclamation to City Clerk Donna G. Gardner recognizing May 5 through May 11, 2024 as the 55th Annual Professional Municipal Clerks Week.

7. CONSENT AGENDA

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

A. Approval of Legal Services Invoices

- Fishback Dominick LLP, Invoice No. 119579 - \$820.00

B. Resolution 24-3411 - Application for a Safe Streets and Roads for All Planning and Demonstration Grant for Vision Zero Related Activities

Approval of Resolution 24-3411 which provides for submittal of a Safe Streets and Roads For All (SS4A) Planning and Demonstration grant application for Vision Zero related activities in the total amount up to \$1,500,000, consisting of federal funds up to \$1,200,000 and local match up to \$300,000 is requested.

C. Resolution 24-3412 - Authorization for the City Manager to Execute Amendment #2 to the Agreement with the Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project

Approval of Resolution 24-3412 providing for authorization for the City Manager to execute Amendment #2 to the Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for erosion control improvements to Howell Creek and an outfall near Carriage Hill, consisting of up to \$812,830.49 in federal funding with a required local match of \$242,610.16 is requested.

D. Resolution 24-3413 - Agreement with the Florida Department of Transportation for Streetlighting of State Road 436 and US Highway 17-92

Approval of Resolution 24-3413 which provides for approval of a State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation for streetlighting of SR 436 and US Highway 17-92 is requested.

E. Resolution 24-3415 - Amended and Restated Interlocal Agreement Between South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and Its Member Entities

Approval of Resolution 24-3415 which authorizes the Amended and Restated Interlocal Agreement between the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and Seminole County and the Cities of Casselberry, Maitland, and Winter Park, is requested.

F. Lighting Services Agreement with Duke Energy for "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2

Consideration for approval of an agreement with Duke Energy to install and maintain decorative lighting for "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2 for the upfront amount of \$64,219.30 and for an ongoing monthly amount of \$1,732.61 is requested.

G. Change Order No. 1 to Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements for additional design services in the amount of \$4,224.85 and Related Budget Amendment #24-041

Approval of Change Order No. 1 to Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements for additional design services in the amount of \$4,224.85 and related Budget Amendment #24-041 is requested.

H. Budget Amendment #24-031 - Recognizing Donation from Friends of the Park for the Purchase of Two Live Oak Trees for Lake Concord Park

Approval of Budget Amendment #24-031 which provides for recognition of a \$3,000 donation from Casselberry Friends of the Park as revenue to the Tree Replacement Fund and allocates equal funding for the purchase of two live oak trees for Lake Concord Park is requested.

I. Purchase of Vehicle for the Distribution and Collection Division and Related Budget Amendment #24-040

Approval to purchase a Ford Transit Connect in the amount not to exceed \$40,000 and related Budget Amendment #24-040 is requested.

J. **Excuse Absence of Mayor/Commissioner David Henson**

K. **Excuse Absence of Commissioner Chad Albritton**

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

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. **Second Reading of Ordinance 24-1598 - Amending the *Official Zoning Map* Classification for Property Located on Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)**

Adoption of Ordinance 24-1598 on second reading amending the official zoning classification for one (1) parcel located at 1550 S.R. 436 (Parcel ID 33-21-30-300-007B-0000) from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID (Planned Mixed Use: Medium Rise) 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

A. **Procurement Information Report for the Period March 1, 2024 through March 31, 2024**

The March 2024 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: April 22, 2024
Subject: Minutes of April 8, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the April 8, 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: April 22, 2024
Subject: Minutes of February 26, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the February 26, 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: April 22, 2024
Subject: Proclamation: National Bike Month

Introduction: Vice Mayor Aramendia will present a proclamation to Public Works & Utilities Director Kelly Brock declaring May 2024 as National Bike Month in the City of Casselberry.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Proclamation: National Drinking Water Week

Introduction: Vice Mayor Aramendia will present a proclamation to Public Works & Utilities Director Kelly Brock declaring May 5-11, 2024 as National Drinking Water Week in the City of Casselberry.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Proclamation: National Police Week and Peace Officer's Memorial Day

Introduction: Vice Mayor Aramendia will present a proclamation recognizing the week of May 12 – 18, 2024 as National Police Week and May 15, 2024, as Peace Officers' Memorial Day to Larry D. Krantz, Police Chief.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Proclamation: Professional Municipal Clerks Week

Introduction: Vice Mayor Aramendia will present a proclamation to City Clerk Donna G. Gardner recognizing May 5 through May 11, 2024 as the 55th Annual Professional Municipal Clerks Week.



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: April 22, 2024
Subject: Approval of Legal Services Invoices

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

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

Discussion: The following invoice has been reviewed by the affected departments and is being presented for approval:

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - March 2024 - Invoice No. 119579 - \$820.00

Budget Impact: Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2024 Budget Account No. 001-0140-514-31.03.

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

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 119579



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: April 22, 2024
Subject: Resolution 24-3411 - Application for a Safe Streets and Roads for All Planning and Demonstration Grant for Vision Zero Related Activities

Introduction: Resolution 24-3411 provides for approval to submit a Safe Streets and Roads For All (SS4A) Planning and Demonstration grant application for Vision Zero related activities in the total amount up to \$1,500,000, consisting of federal funds up to \$1,200,000 and local match up to \$300,000.

Background: In cooperation with the entire MetroPlan Orlando region, the City of Casselberry has been working on Vision Zero initiatives, including developing its own local Vision Zero Action Plan. The goal of Vision Zero is to achieve zero deaths and severe injuries on the transportation system. As part of this effort, a local High Injury Network (HIN) analysis has been completed, which identifies portions of the City's transportation system that may be in most need of improvements to mitigate traffic crashes.

The federal Safe Streets and Roads for All (SS4A) Grant Program supports Vision Zero efforts through two different grant types: 1) Planning and Demonstration and 2) Implementation. Planning and Demonstration Grants provide federal funds to develop, complete, or supplement an action plan. These can also be used to implement quick-build strategies using low-cost and temporary materials that may inform future permanent projects. Implementation Grants provide federal funds to implement projects and strategies identified in an Action Plan to address roadway safety problems.

Over the next year, the City will also be continuing to develop the Mobility and Access Plan (M.A.P.) which is intended to update and replace the currently adopted Multimodal Transportation Master Plan.

Discussion: The City is not yet eligible for an Implementation Grant, as it has not yet finalized and adopted its Vision Zero Action Plan, which is an eligibility pre-requisite. However, staff anticipates the City will complete the Action Plan this summer and therefore be eligible for an Implementation Grant during next year's SS4A funding cycle. Staff will continue to strategize over the next year regarding this.

Since the City is not yet eligible for an Implementation Grant, staff recommends pursuing a Planning and Demonstration Grant for this cycle. The next available submittal deadline is May 16, 2024. If the City is unsuccessful in being awarded a grant from the cycle, staff will resubmit at the next available deadline of August 29, 2024.

Although as of the writing of this agenda item, City staff has not finalized the application, staff anticipates the grant application to include a combination of both planning and demonstration activities. Planning activities will include efforts to help the City complete its new Mobility and Access Plan, which will be coordinated with the forthcoming Vision Zero Action Plan. Demonstration activities are anticipated to include a combination of striping, delineators, temporary curbing, removable speed cushions or speed humps, RRFB's (rectangular rapid flashing beacons), and other eligible safety and accessibility improvements at various locations, especially on the City's High Injury Network. Proposed locations are anticipated to include but not necessarily be limited to various locations along Wilshire Drive (including at SR 436), Brittany Circle, Mark David Boulevard, North Oxford Road, Elm Drive, Osceola Trail, Wolf Trail, and North and South Winter Park Drive. (This may also be coupled with microsurfacing of select locations using local match funds.) Efforts under this grant may also help inform future Implementation Grant projects.

Resolution 24-3411 provides for approval to submit an SS4A application, including authorization for the City Manager to sign application-related documents as needed and a commitment of a match up to \$300,000 in local funding should the City be awarded a grant.

Budget Impact: There is no immediate impact to the City Budget. The grant requires a local match of up to \$300,000 for a total project cost of up to \$1,500,000. City staff is proposing \$300,000 within the Fiscal Year 2025 Budget in local sales tax as part of its next Road Rehabilitation - Various Streets project that could be used as a match for the grant. Should the City be awarded a grant, future Budget Amendments to budget revenues and expenditures will be brought forth as needed.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Resolution 24-3411, approving and authorizing submittal of a Safe Streets and Roads For All (SS4A) Planning and Demonstration grant application for Vision Zero related activities in the total amount up to \$1,500,000, consisting of federal funds up to \$1,200,000 and local match up to \$300,000.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3411



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: April 22, 2024
Subject: Resolution 24-3412 - Authorization for the City Manager to Execute Amendment #2 to the Agreement with the Natural Resources Conservation Service for the Howell Creek and Carriage Hill Erosion Control Project

Introduction: Resolution 24-3412 provides for authorization for the City Manager to execute Amendment #2 to the Agreement with the United States Department of Agriculture - Natural Resources Conservation Service (NRCS) for erosion control improvements to Howell Creek and an outfall near Carriage Hill, consisting of up to \$812,830.49 in federal funding with a required local match of \$242,610.16.

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

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

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

NRCS followed up with approval of a project to address the areas identified in the DSRs with total maximum federal funding for the project \$362,418.75, which includes up to \$319,781.25 for construction and \$42,637.50 for technical assistance. A \$106,593.75 local match (25% of estimated total construction costs) was required.

Due to the lengthy permit application process with St. Johns Water Management District, the City had to request a one-time no-cost extension with NRCS which was approved via NR234209XXXXC003 Amendment #1. The new expiration date for the agreement is September 16, 2024.

In February 2024, the City received three bids (Ref. ITB-2024-1135) from three different contractors for this project with the lowest base bid of \$970,440.65. The rising cost of construction materials and labor led to a significant gap between the available construction funds at the time (\$426,375) and the lowest bid by Enviro-Tech System Inc. Staff therefore made a request to NRCS for additional funding assistance, and NRCS has indicated they will provide up to an additional \$408,049.24 in construction assistance and an additional \$42,362.50 in technical assistance. This brings the total NRCS construction assistance to \$727,830.49 and technical assistance to \$85,000. On March 25, 2024, the City Commission approved award of construction to Enviro-Tech as well as related Budget Amendment #24-035, which reflected the additional commitment anticipated from NRCS, as well as the additional local commitment required by the City.

Discussion: To formally receive the additional funding, the City must approve Amendment #2 to the Agreement with NRCS. The total maximum federal funding anticipated to result from this Amendment for the project is \$812,830.49, which includes up to \$727,830.49 for construction and \$85,000 for technical assistance. A \$242,610.16 local match (25% of estimated total construction costs) is required.

As of the writing of this agenda item, the anticipated Amendment #2 document has not been received. In order to avoid further project delay, staff is recommending the City Commission authorize the City Manager to execute Amendment #2 after it is received. Resolution 24-3412 provides for such authorization.

For tracking purposes, this item is associated with project PW 2317 Howell Creek and Carriage Hill Erosion Control (due to Hurricane Ian).

Budget Impact: There is no budget impact associated with this item; a budget was previously established at the March 25, 2024 City Commission meeting via Budget Amendment #24-035.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3412.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3412



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: April 22, 2024
Subject: Resolution 24-3413 - Agreement with the Florida Department of Transportation for Streetlighting of State Road 436 and US Highway 17-92

Introduction: Resolution 24-3413 provides for approval of a State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation for streetlighting of SR 436 and US Highway 17-92.

Background: State Road 436 and US Highway 17-92 (also known as State Road 15/600) are under the jurisdiction of the Florida Department of Transportation (FDOT). Currently, through an interlocal agreement with FDOT, the City maintains certain infrastructure and landscaping within these corridors, but it does not currently maintain the streetlights.

In the past, the City had entered into a lighting maintenance agreement with FDOT to maintain lighting on these corridors in exchange for compensation from FDOT. However, especially since much of the lighting along the corridor does not belong to Duke Energy, the City often had difficulty procuring third party vendors as needed to address needed repairs. Therefore, in 2021 the City opted not to renew the agreement with FDOT and relinquished maintenance of the lights to FDOT.

Discussion: FDOT and City staff recently met to discuss the possibility of the City re-entering into a lighting agreement and taking over maintenance again. FDOT staff informed the City that when a local streetlighting agreement is not renewed, the associated funds are returned to the central office not to the local FDOT maintenance office; therefore the maintenance office's funding to take care of the corridors without the City partnership is more limited. FDOT also now has a contractor that performs the necessary work, and the City should be able to "piggyback" off of FDOT's contract to obtain the same services. This should reduce the administrative burden and maintenance difficulty the City encountered before when it was attempting to identify third party contractors to make repairs.

As a result of these discussions, FDOT has provided a proposed streetlighting Agreement that would transfer maintenance responsibility to the City for 338 lights along SR 436 and US 17-92, including both flyovers. For State Fiscal Year 2025 (which begins July 1, 2024), the annual compensation to the City from FDOT would be \$102,746.59. This amount would increase by 3% in subsequent years if the number of lights does not change. Payment for the first year would be expected to be received by June 2025.

The term of the Agreement is for seven years. The City may terminate the agreement early, but such termination requires at least a two-year notice, with the actual effective date of

termination tied to the end of FDOT's fiscal year (June 30th) following the two-year notice.

Resolution 24-3413 provides for approval of the streetlighting Agreement with FDOT.

Staff intends to bring a piggyback agreement for a lighting maintenance contractor to the City Commission at a future City Commission meeting.

It should also be noted that staff is exploring options to upgrade lighting along portions of US 17-92 and SR 436 with FDOT and Duke Energy, but this effort is not addressed by the current proposed Agreement.

Budget Impact: There is no immediate impact to the City's Fiscal Year (FY) 2024 Budget. Street Light Fund operating accounts will be used as needed to cover expenses, and staff will monitor account balances for the remainder of FY 2024. Anticipated revenues and expenses resulting from this Agreement will be included in the Street Light Fund in the proposed FY 2025 Budget.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval Resolution 24-3413.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3413
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: April 22, 2024
Subject: Resolution 24-3415 - Amended and Restated Interlocal Agreement Between South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and Its Member Entities

Introduction: Resolution 24-3415 provides for approval of the Amended and Restated Interlocal Agreement between the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and Seminole County and the Cities of Casselberry, Maitland, and Winter Park.

Background: The South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) is an independent special district of the State of Florida. Its member entities consist of Seminole County and the Cities of Casselberry, Maitland, and Winter Park. SSNOCWTA was created in 1978 to function as the agency through which the wastewater generated within its boundaries was to be transmitted to a regional wastewater treatment facility known as Iron Bridge, which was constructed by and is operated by the City of Orlando. Various interlocal agreements have been executed over time between SSNOCWTA and its member entities outlining their respective rights, covenants, and obligations.

Discussion: SSNOCWTA and its member entities have been working for some time now on an amended and restated Interlocal Agreement to update, clarify, and specify in greater detail the rights, privileges, and obligations of the parties with respect to the use of SSNOCWTA's wastewater transmission system and the payment for it. The proposed Amended and Restated Interlocal Agreement is intended to replace the previously entered into Interlocal Agreements between SSNOCWTA and its member entities.

Relative to the City of Casselberry, the updated agreement addresses maintenance of the City's sewage collection system; requires payment of monthly invoices to SSNOCWTA for various costs associated with operation, maintenance, and improvements to SSNOCWTA's system; requires pretreatment of industrial waste in certain situations; addresses certain maintenance to be undertaken by the City for portions of SSNOCWTA's system; provides mutual aid expectations between member entities; obligates the City to appropriately charge and collect from all users of its collection system sufficient to pay for the operation, maintenance, and debt service associated with its collection system, as well as all payments due to SSNOCWTA under the Agreement.

The new Interlocal Agreement has been reviewed by the City's Attorney. Resolution 24-3415 provides for approval of the Interlocal Agreement.

Budget Impact: There is no direct Fiscal Year 2024 Budget impact associated with this item. Anticipated costs for SSNOCWTA are budgeted annually within the City's Utility Divisions.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Resolution 24-3415.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3415
2. Attachment A



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: April 22, 2024
Subject: Lighting Services Agreement with Duke Energy for "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2

Introduction: Consideration for approval of an agreement with Duke Energy to install and maintain decorative lighting for "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2 for the upfront amount of \$64,219.30 and for an ongoing monthly amount of \$1,732.61 is requested.

Background: Duke Energy (Duke) provides electrical infrastructure and services for the City's roadway lighting and lighting for the parks. Total charges to add services consist of upfront costs, known as Contribution in Aid of Construction (or CIAC), and other ongoing monthly billings for rentals, maintenance, and power for each streetlight installed. Ongoing monthly lighting costs for City streets are paid out of the City's dedicated Streetlight Fund, while monthly lighting costs for parks are paid out of Parks Maintenance operating accounts.

Currently, Duke is responsible for the development of a lighting plan that includes placement/inspection of conduits onsite and the installation of street lighting as part of construction of the "Wheel Park" - Phases 1 and 2 projects (PW 2001 & PW 2102, respectively).

Discussion: Duke has finalized the lighting plan for "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2. The plan includes (17) 150W LED type IV black light fixtures, (38) 50W LED type III black light fixtures, (38) 16' long black colonial light poles and (17) 30' long black colonial light poles. The Lighting Services Agreement provided by Duke is for an upfront (CIAC) cost of \$64,219.30 and ongoing monthly charges of \$1,732.61. The contract is for ten years from the date of initiation of service, after which lighting can be changed or removed (if the City so desires) without a penalty.

Funding for upfront costs is available in contingency budgets built in for both projects as part of the Guaranteed Maximum Price (GMP) for each project with the City's contractor, Wharton-Smith, Inc. Ongoing costs will be budgeted in the Parks Maintenance operating account in Fiscal Year 2025 and each year thereafter.

Budget Impact: Sufficient funding to cover the upfront cost of \$64,219.30 is available in the Parks Master Plan Fund Improvements Other account #307-0410-572.63-24.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the Lighting Services Agreement with Duke Energy for lighting of "Wheel Park" - Phase 1 and "Wheel Park" - Phase 2.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Agreement



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: April 22, 2024
Subject: Change Order No. 1 to Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements for additional design services in the amount of \$4,224.85 and Related Budget Amendment #24-041

Introduction: Approval of Change Order No. 1 to Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. for Project PW 1213 US 17-92 to Sunset Drive Pedestrian Connectivity Improvements for additional design services in the amount of \$4,224.85 and related Budget Amendment #24-041 is requested. (Ref. SOQ-2017-0225)

Background: The City's adopted Multimodal Transportation Master Plan (MTMP) included the design of the US 17-92 to Sunset Drive Pedestrian Connectivity Improvements Project during Fiscal Year (FY) 2017. This project was included in the original sales tax project list for the 3rd generation sales tax approved by Seminole County voters in 2014, in the Metroplan Orlando Prioritized Project list, and the Florida Department of Transportation (FDOT) Work Program for construction using federal funding in State Fiscal Year 2025 (FPID 439059-1). The US 17-92 to Sunset Drive Pedestrian Connectivity Improvements Project includes a wide sidewalk extension from US 17-92 at Plumosa Avenue to Sunset Drive via The Home Depot's property and includes a midblock crossing across Sunset Drive to connect to the recently constructed Sunset Drive shared use path.

Design of the project was delayed as the City pursued acquisition of an easement with The Home Depot, which is still underway.

On August 28, 2023, the City Commission approved Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. (VHB) to provide design services for the project under its current continuing contract with the City for transportation (Ref. SOQ-2017-0225). Design is underway, and the City has been coordinating with The Home Depot and FDOT during the design process.

Discussion: As part of the review process coordinated with FDOT, the City needs to complete a cultural resource assessment, which was not included in the original scope with VHB. VHB has provided a proposal using one of its subconsultants in the amount of \$4,224.85 to accomplish this. Change Order No. 1 to Task Authorization No. 11 authorizes this work and also extends the duration of the Task Authorization to better align with the anticipated full project closeout in mid-2026.

As no additional budget for this project is currently available, Budget Amendment #24-041

is necessary to provide the additional funding needed for Change Order No. 1. The additional funding will be provided by infrastructure surtax (sales tax) funds.

Budget Impact: Budget Amendment #24-041 will provide sufficient funding to cover the costs associated with this work by increasing the Infrastructure Sales Tax Fund Other Non-operating Source account# 114-0000-389.90-00 and the Infrastructure Sales Tax Infrastructure account# 114-0710-541.63-40 each by \$4,225.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Change Order No.1 to Task Authorization No. 11 with Vanasse Hangen Brustlin, Inc. (VHB) in the amount not to exceed \$4,224.85 and the related Budget Amendment #24-041.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Change Order 1
2. BA 24-041



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: April 22, 2024
Subject: Budget Amendment #24-031 - Recognizing Donation from Friends of the Park for the Purchase of Two Live Oak Trees for Lake Concord Park

Introduction: Budget Amendment #24-031 provides for recognition of a \$3,000 donation from Casselberry Friends of the Park as revenue to the Tree Replacement Fund and allocates equal funding for the purchase of two live oak trees for Lake Concord Park.

Background: Casselberry Friends of the Park is a not-for-profit 501(c)3 volunteer organization interested in beautifying parks and other public spaces in the Casselberry area. Projects include tree plantings, park and shoreline clean-ups, beautification projects and other community efforts. The City's Tree Replacement Fund (a.k.a. Tree Bank) is reserved exclusively for the design, acquisition, installation, and maintenance of trees on public property, or in certain circumstances, on private property (where there is a public benefit).

Discussion: Casselberry Friends of the Park has made a \$3,000 donation intended to fund the purchase of two live oak trees for Lake Concord Park - one tree near the Mobius Play Climber to provide additional shade to the play area and the other in the back of the Casselberry Arts Center. Budget Amendment #24-031 recognizes this donation as revenue to the Tree Replacement Fund and budgets funding for the purchase of two live oak trees for Lake Concord Park.

Budget Impact: Budget Amendment #24-031 will increase the Tree Replacement Fund Private Sources accounts #115-0000-366.91-00 and the Tree Replacement Fund Repair and Maintenance/Tree Replacement account #115-0720-541.46-15 in the amount of \$3,000, sufficient to fund the purchase of two live oak trees within Lake Concord Park.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Budget Amendment #24-031.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. BA 24-031



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: April 22, 2024
Subject: Purchase of Vehicle for the Distribution and Collection Division and Related Budget Amendment #24-040

Introduction: Approval to purchase a Ford Transit Connect in the amount not to exceed \$40,000 to support Line Locator operations and related Budget Amendment #24-040 is requested. (Ref. RFQ-2024-1186)

Background: Within the Distribution and Collection Division of the Public Works and Utilities Department, there is a Lead Utility Line Locator and Utility Line Locator. These employees use various equipment to locate and mark the City's utilities as needed for various construction projects.

Staff has determined the Ford Transit Connect is the best suited vehicle to handle locate equipment. The Lead Utility Line Locator's current Transit Connect is nearing its useful life and is need of replacement.

Discussion: Unfortunately, Ford has indicated it will no longer make the Transit Connect, and it is currently not available under typical piggyback contracts the City uses such as the Florida Sheriffs Association contract. The next best alternative to the Transit Connect would be a service truck that is projected to cost nearly twice as much.

However, staff has obtained a quote (attached) from a local dealer who has the desired vehicle (2023 version) in stock as of the writing of this agenda item in the amount of \$39,673.50. As no budget has been established for this purchase, a Budget Amendment will be necessary. Budget Amendment #24-040 will provide up to \$40,000 to make this purchase, which will be sufficient to cover the quote and incidental costs like window tinting. (Should this purchase fall through, staff will monitor availability at various dealers in order to make a purchase within the \$40,000 limit should the opportunity present itself again.)

Budget Impact: Budget Amendment #24-040 will provide sufficient funding by increasing the Water and Sewer Fund Other Non-operating Source account# 401-0000-389.90-00 and the Water and Sewer Fund Distribution and Collection Vehicles Account #401-0751-536.67-22 each by \$40,000.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of the purchase of a Transit Connect for the Distribution and Collection Division in

the amount not to exceed \$40,000; authorization for the City Manager to make the purchase; and approval of related Budget Amendment #24-040.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Quote
2. BA 24-040



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Excuse Absence of Mayor/Commissioner David Henson

Introduction: Mayor Henson will be out of state on vacation on April 22, 2024 and has respectfully requested that his excuse of absence be placed on the Consent Agenda for consideration.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Second Reading of Ordinance 24-1598 - Amending the *Official Zoning Map* Classification for Property Located on Parcel ID 33-21-30-300-007B-0000 (1550 S.R. 436)

Introduction: Adoption of Ordinance 24-1598 on second reading amending the official zoning classification for one (1) parcel located at 1550 S.R. 436 (Parcel ID 33-21-30-300-007B-0000) from Seminole County C-1 (Commercial) to City of Casselberry PMX-MID (Planned Mixed Use: Medium Rise) is requested. (ZMA 24-01)

Background: The subject property is ±0.82 acres and is located at 1550 S.R. 436. The subject property was recently annexed into the City, as stipulated in an existing pre-annexation agreement. The applicant, Minesh Patel, representing Willow Partnership LLC, has also amended the *Future Land Use Map* (FLUM) designation to Major Thoroughfare Mixed Use (MTMU), via Ordinance 24-1596 adopted March 25th, 2024, which is consistent with the proposed PMX-MID zoning district.

The proposed Ordinance will amend the subject property's zoning classification from Seminole County C-1 to City of Casselberry PMX-MID. At an advertised public hearing on March 13, 2024, the Planning and Zoning Commission recommended approval of this item to the City Commission by a 4-0 vote. On March 25, 2024, the City Commission approved the Ordinance on first reading by a 5-0 vote. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the Orlando Sentinel on April 11, 2024.

Discussion: Staff finds that the request to amend the *Official Zoning Map* classification from Seminole County C-1 to City of Casselberry PMX-MID for the subject property is:

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

Further, no site modifications or changes of use are proposed to the subject property at this time. However, any future plans to redevelop the subject property will be reviewed accordingly and shall adhere to the requirements of the City's *Unified Land Development Regulations* (ULDR) and *Code of Ordinances*. The PMX-MID zoning district also requires a Planned Unit Development (PUD) Agreement and Concept Plan per ULDR Article XX to provide for relevant development and performance standards.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1598 on second and final reading.

Prepared by: Matt Linder, Planner I

Attachments:

1. Ordinance 24-1598
2. Business Impact Statement
3. Presentation



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 22, 2024
Subject: Procurement Information Report for the Period March 1, 2024 through March 31, 2024

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 March 1, 2024 through March 31, 2024 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 March 2024.

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. March 2024 Procurement Information Report