CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, June 10, 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 May 16, 2024 - Executive Session**

B. **Minutes of May 13, 2024 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing June 19, 2024 as Juneteenth**
Mayor Henson will read a proclamation recognizing June 19, 2024 as Juneteenth in the City of Casselberry.

B. **Proclamation: Recognizing June 2024 as Pride Month**
Mayor Henson will read a proclamation recognizing June 2024 as Pride Month in the City of Casselberry.

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

A. **Approval of Legal Services Invoices**

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 100969 - $26,036.84
- Fisher & Phillips LLP, Invoice No. 1954969 - $152.50
- Fishback Dominick LLP, Invoice No. 120174 - $323.00

B. **Award of Bid for RFP-2024-1109 and Agreement with Gray Matter Systems, LLC for Supervisory Control and Data Acquisition (SCADA) Replacement Services and Related Budget Amendment #24-046**

Consideration to award a bid for RFP-2024-1109 and execute an agreement with Gray Matter Systems, LLC for Supervisory Control and Data Acquisition (SCADA) Replacement and Maintenance Services over five years for an amount not to exceed $2,000,000 for the term of the agreement, and associated Budget Amendment #24-046 is requested. The initial installation and start-up with contingency is estimated to cost $436,367.55.

C. **Piggyback Purchase and Installation of ADA We-Go-Swing from Rep Services for "Wheel Park" - Phase 1**

Consideration for approval to piggyback The School District of Manatee County (Contract SDMC No. 21-0053-MR) Park and Playground Equipment for the purchase of an ADA We-Go-Swing from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 1 project in the amount of $91,214.35 is requested.

D. **Task Authorization No. 18 with Inliner Solutions LLC for FY24 Gravity Sewer Lining Services**

Approval of Task Authorization No. 18 with Inliner Solutions, LLC for FY 2024 Gravity Sewer Lining in the amount of $449,950 is requested.

E. **Sole Source Purchase of a Replacement Pump for the South Water Treatment Plant High Speed Service Pump #7 and Related Budget Amendment #24-045**

Approval of the single/sole source purchase of a replacement pump at a cost of $58,976 for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #24-045 is requested.

F. **Resolution 24-3422 - Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program**

Approval of Resolution 24-3422 authorizing execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas program is requested.

G. **Resolution 24-3424- Utility Easement Agreement with Austin Ricci and Tori Lynn Ricci for Parcel ID: 28-21-30-503-0000-0410 (645 Brookwood Lane)**

Approval of Resolution 24-3424 which provides for approval of a Utility Easement Agreement with Austin Ricci and Tori Lynn Ricci for utilities located on the property of 645 Brookwood Lane is requested.

H. **Donation from State Law Enforcement Trust Funds to the Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter "Getting In Good Trouble" Awards Luncheon and Related Budget Amendment #24-044**

Approval to donate $1,500 from State Law Enforcement Trust Funds Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter "Getting in Good Trouble" Awards Luncheon and related Budget Amendment #24-044 is requested.

I. **Resolution 24-3425 - Florida State Lodge Fraternal Order of Police Collective Bargaining Agreement**

Approval of Resolution 24-3425 which provides for ratification and authorization to execute a collective bargaining agreement between the City of Casselberry and the Florida State Lodge Fraternal Order of Police is requested.

J. **Resolution 24-3429 - Approving CASTO Casselberry North Final Plat**

Approval of Resolution 24-3429, providing for the execution of the CASTO Casselberry North Final Plat, is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 24-3426 - Interlocal Agreement with Seminole County, the School Board of Seminole County, and the Municipalities of Seminole County Relating to the Shared Distribution and Use of the One Cent Local Government Infrastructure Surtax**

Approval of Resolution 24-3426 providing for approval of an Interlocal Agreement with Seminole County, the School Board of Seminole County, and the municipalities of Seminole County relating to the shared distribution and use of the One Cent Local Government Infrastructure Surtax is requested.

B. **Resolution 24-3427 - Approving a Vacant Land Contract Between Casselberry Investment Properties, LTD, and the City of Casselberry for Eleven Properties and Related Budget Amendment #24-038**

Approval of Resolution 24-3427 providing for approval of a Vacant Land Contract for the purchase of eleven miscellaneous properties owned by Casselberry Investment Properties, LTD and related Budget Amendment #24-038 is requested. The purchase price for the eleven properties is $74,172 plus closing costs.

C. **Resolution 24-3428 - Approving a Land Donation Agreement Between Casselberry Investment Properties, LTD; Lilian Carroll; and Lilian Carroll, as Successor Trustee of the John Norris Casselberry Revocable Trust Dated June 8, 1992; and the City of Casselberry for Six Properties**

Approval of Resolution 24-3428 providing for approval of a Land Donation Agreement between Casselberry Investment Properties, LTD; Lilian Carroll; and Lilian Caroll, as Successor Trustee of the John Norris Casselberry Revocable Trust Dated June 8, 1992, and the City of Casselberry for six properties is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1604 - Amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590**

Approval of Ordinance 24-1604 on first reading, amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590 to state that all Charter Amendments, if approved by the electors on August 20, 2024, apply to the August 20, 2024 election, 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. **Second Reading of Ordinance 24-1601 - Amending the City's Official Zoning Map Designation for One (1) Parcel Located at 1398 S.R. 436 (Parcel ID 28-21-30-300-054B-0000) and Approving the Associated Planned Unit Development (PUD) Agreement and Concept Plan**

Adoption of Ordinance 24-1601 on second and final reading, amending the *Official Zoning Map* classification for one (1) parcel located at 1398 S.R. 436 (Parcel ID 28-21-30-300-054B-0000) from CG (Commercial General) to PMX-HIGH (Planned Mixed-Use: High Rise) and approving a Planned Unit Development (PUD) Agreement and Concept Plan for an age-restricted apartment complex is requested.

B. **Second Reading of Ordinance 24-1602 - Amending the Official Zoning Map Classification for Two Properties Located at 2075 and 2035 Howell Branch Road**

Adoption of an Ordinance on second and final reading, amending the City's Official Zoning Map classification from Seminole County OP (Office Professional) to City of Casselberry CG (Commercial General) for one (1) parcel located at 2075 Howell Branch Road (Parcel Identification Number 28-21-30-300-0280-0000), and from City of Casselberry OR (Office Residential) to City of Casselberry CG (Commercial General) for one (1) parcel located at 2035 Howell Branch Road (Parcel Identification Number 28-21-30-538-0000-0020), is requested.

C. **Second Reading of Ordinance 24-1603 - Amending the Official Zoning Map Classification for Property Located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020)**

Adoption of Ordinance 24-1603 on second reading, amending the City's Official Zoning Map Classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for one (1) parcel located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020) is requested.

12. OTHER ITEMS

A. **Site Plan Approval for a Development of Community Impact at Dew Drop Park - 1471 Canterbury Circle (SPR 24-13)**

Site Plan Approval for a Development of Community Impact for significant improvements at Dew Drop Park, located at 1471 Canterbury Circle, is requested. (Parcel ID 15-21-30-502-0H00-0000)

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Minutes of May 16, 2024 - Executive Session

Introduction: The City Clerk is presenting the minutes of the May 16, 2024 Executive Session for approval.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Minutes of May 13, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the May 13, 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: June 10, 2024

Subject: Proclamation: Recognizing June 19, 2024 as Juneteenth

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<u>Introduction</u>: Mayor Henson will read a proclamation recognizing June 19, 2024 as Juneteenth in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Proclamation: Recognizing June 2024 as Pride Month

Introduction: Mayor Henson will read a proclamation recognizing June 2024 as Pride 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: June 10, 2024

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney, the City Labor Attorney, and 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 invoices have been reviewed by the affected departments and are being presented for approval:

Garganese, Weiss, D'Agresta & Salzman, P.A.
City Attorney Services - May 2024 - Invoice No. 100969 - $26,036.84

Fisher & Phillips LLP
City Labor Attorney Services - April 2024 - Invoice No. 1954969 - $152.50

Fishback Dominick LLP
Code Enforcement Special Magistrate Services - April 2024 - Invoice No. 120174 - $323.00

Budget Impact: Funds for the City Attorney's invoice are available in FY 2024 Budget Account No. 001-0140-514.31-01. Funds for the City Labor Attorney's invoice are available in FY 2024 Budget Account No. 001-0140-514.31-02. 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 invoices as submitted.

Prepared by: Linda Sundvall, Deputy City Clerk

Attachments:
1. Invoice No. 100969
2. Invoice No. 1954969
3. Invoice No. 120174

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Award of Bid for RFP-2024-1109 and Agreement with Gray Matter Systems, LLC for Supervisory Control and Data Acquisition (SCADA) Replacement Services and Related Budget Amendment #24-046

Introduction: Consideration to award a bid for RFP-2024-1109 and execute an agreement with Gray Matter Systems, LLC for Supervisory Control and Data Acquisition (SCADA) Replacement Services for an amount not to exceed $2,000,000 for the term of the agreement, and associated Budget Amendment #24-046 is requested. (Ref: RFP-2024-1109)

Background: The City owns and operates three Water Treatment Plants and one Water Reclamation Facility. These four facilities operate on Supervisory Control and Data Acquisition (SCADA) software to manage and monitor their operations, including vital processes such as control of production wells, chlorine and orthopolyphosphate injection, high speed service pumps at the Water Treatment Plants, and control of surge tanks, package treatment plants, chlorine injection, and high speed service pumps at the Water Reclamation Facility. Unfortunately, the existing Citect SCADA software is becoming obsolete since its installation in 2002, and it is becoming increasingly difficult to find replacement parts for the existing hardware. Continued operation of the electrical and SCADA components at the four treatment facilities is critical to remain in compliance with the Florida Department of Environmental Protection's rules and regulations and to provide safe and reliable drinking water to the City's residents.

Discussion: RFP-2024-1109 was issued on March 18, 2024, requesting proposals from qualified firms for an Agreement for SCADA Replacement and Maintenance Services. The City received one (1) response from Gray Matter Systems, LLC. An Evaluation Committee made up of Public Works & Utilities and Information Technology staff met on April 30, 2024 and discussed the proposal (Phase 1) and reached a consensus that Gray Matter Systems, LLC should be invited for an informal interview to explain their qualifications and provide a demonstration of the proposed SCADA software. On April 30, 2024, the Evaluation Committee met and conducted an informal interview (Phase 2) with the firm. The Evaluation Committee discussed the interview and scored the firm, and based on the outcome of the scoring, the Committee decided to move forward with selecting Gray Matter Systems as a qualified candidate to perform these services. The term of this agreement shall begin on June 24, 2024, and continue through June 23, 2029, and may be renewed for two (2) additional five (5) year periods. The amount to be paid under this agreement shall not exceed $2,000,000 for the term of the agreement.

This agreement includes SCADA installation and start-up services in the amount of

$415,588.14. These initial services include the cost of the Ignition SCADA software, programming of the software, initial staff training, minor hardware replacement at all four facilities, and Programmable Logic Controller (PLC) Installation & Integration at the Water Reclamation Facility due to the old age of the existing PLCs. The scope of the agreement also includes maintenance, repairs, troubleshooting, and future upgrade services for the term of the agreement. Staff recommends including an additional 5% contingency for unforeseen expenditures related to this work, which will bring the final total to $436,367.55.

The Public Works & Utilities Department budgeted a total of $150,000 in the FY 24 Renewal and Replacement Fund for SCADA replacement services. Budget Amendment# 24-046 is necessary to provide an additional $286,367.55 for this work.

It should be noted that the not-to-exceed amount is established as a means to provide the maximum authorization. However, this amount does not imply actual expenditures, since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. Task Authorizations will be issued as work is identified. In addition, appropriations beyond Fiscal Year (FY) 2024 are subject to future City Commission Approval.

For tracking purposes, this item is associated with the project PW 2403 SCADA Replacement.

Budget Impact: Budget Amendment #24-046 provides ample funding for SCADA replacement services for the Water Treatment Plants and Water Reclamation Facility.

Recommendation: The City Manager and Public Works & Utilities Director recommend Award of Bid for RFP-2024-1109 and approval for execution of an Agreement with Gray Matter Systems, LLC for Supervisory Control and Data Acquisition (SCADA) Replacement services, in an amount not to exceed $2,000,000, authorization for the City Manager to execute Task Authorizations within the contract limit and subject to available budget, and associated Budget Amendment #24-046.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Agreement
2. BA 24-046

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Piggyback Purchase and Installation of ADA We-Go-Swing from Rep Services for "Wheel Park" - Phase 1

Introduction: Consideration for approval to piggyback The School District of Manatee County (Contract SDMC No. 21-0053-MR) Park and Playground Equipment for the purchase of an ADA We-Go-Swing from Rep Services, Inc. to be installed for the "Wheel Park" - Phase 1 project in the amount of $91,214.35 is requested. (Ref. PBA-2024-1197)

Background: On March 17, 2020, Casselberry voters approved the Parks Bond Referendum that included renovations to five parks and construction of a new park under the working name "Wheel Park". The public was invited to participate in workshops for "Wheel Park" - Phase 1, and many that attended were excited about the conceptual plan that included a play structure specifically for ADA recreational opportunities for youth and people of all ages.

In December 2023, the City Commission approved a Guaranteed Maximum Price (GMP) Agreement with Wharton-Smith, Inc. to construct "Wheel Park" - Phase 1. As was noted at the time, certain elements of the park were anticipated to be purchased directly by the City, outside the GMP. One of these items is the ADA We-Go-Swing that is a part of the project.

Discussion: The We-Go-Swing allows everyone to swing together. The placement of the handlebars allows those seated on the bench or in their wheelchair to contribute to the swinging motion, ensuring that all are part of the swinging experience. All children will actively engage the muscles throughout their body to make this swing soar. This helps them build their motor skills, strength, and balance as they swing.

Public Works & Utilities staff has obtained a quote from Rep Services, Inc. in the amount of $91,214.35 to furnish and install an ADA We-Go-Swing. This quote is based on a "piggyback" agreement with The School District of Manatee County (Contract SDMC No. 21-0053-MR), the pricing for which Rep Services, Inc. has agreed to extend to the City.

The School District of Manatee County Contract SDMC No. 21-0053 MR was the result of a solicitation for Playground Equipment. Rep Services, Inc., was awarded under that contract with an initial term of September 1, 2020 through August 31, 2023 and renewed from September 1, 2023 through August 31, 2024 with the option to renew for one (1) additional one (1) year term. The City's Procurement Division worked with the local representative for Rep Services, Inc. to confirm the pricing was consistent with other purchase options.

The proposal from Rep Services, Inc. has been encapsulated in agreement PBA-2024-1197 and is within the available budget. At their May 14, 2024 meeting, the Parks and Recreation Advisory Board recommended purchase of the We-Go-Swing.

A significant portion of this purchase is made possible by proceeds from the estate of Tony Tizzio. Tony Tizzio was a tireless advocate for persons with diabilities and volunteered for the City of Casselberry on various boards and committees for 35 years.

For tracking purposes, this purchase is associated with Project PW 2001.

Budget Impact: Sufficient funding, in the amount of $91,214.35, is available and budgeted in the Fiscal Year 2024 Parks Master Plan Fund Equipment Other account #307-0410-572.67-35 and Equipment Other FRDAP account #307-0410-572.67-38 for this purchase.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval to piggyback The School District of Manatee County (Contract SDMC No. 21-0053-MR) Park and Playground Equipment for the purchase of an ADA We-Go-Swing from Rep Services, Inc. for the "Wheel Park" - Phase 1 project in the amount of $91,214.35.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:
1. Agreement
2. Exhibit A
3. Exhibit B

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Task Authorization No. 18 with Inliner Solutions LLC for FY24 Gravity Sewer Lining Services

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Introduction: Approval of Task Authorization No. 18 with Inliner Solutions, LLC for FY 2024 Gravity Sewer Lining in the amount of $449,950 is requested. (Ref: RFP-2019-0467)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, manholes, and lift stations. Utility Distribution & Collection staff continues to inspect and identify areas of the gravity sewer system that may suffer from inflow and infiltration problems and require rehabilitation. The gravity sewer pipe within the identified areas is older vitrified clay pipe (VCP) and can suffer from breaks, intrusion, and leaks. For several years, the gravity sewer system has been rehabilitated using cured-in-place-pipe (CIPP) liner.

On June 10, 2019, City Commission approved the agreement with Granite Inliner for sanitary sewer, manhole, and lift station wet well rehabilitation services on June 10, 2019 through June 9, 2022, with the option to renew for two additional one-year periods, for an amount not to exceed $1,000,000 annually for the term of the agreement. On March 1, 2022, the City's Procurement Manager authorized Amendment #1 to the agreement with Granite Inliner extending the agreement one year to June 9, 2023. Amendment #2 was executed on August 2, 2022 by the City Manager in order to change the legal name of the firm from Granite Inliner, LLC to Inliner Solutions, LLC. Amendment #3 was executed on April 24, 2023 extending the agreement for one final year to June 9, 2024.

Discussion: Public Works & Utilities staff requested that Inliner Solutions, LLC provide a scope for the FY 2024 Various Gravity Sewer Lining Project, which is incorporated into Task Authorization No. 18. The research for the proposal for gravity sewer lining began in early May 2024 and is for the projects budgeted in FY23-FY24. The work includes cleaning of approximately 11,448 LF of gravity sewer main, lining 9,836 LF of 8" sewer mains and lining 1,612 LF of 10" sewer mains. Cleaning, easement access, traffic control, and lateral reconnection are also included in the scope. This proposal falls under the agreement RFP-2019-0467. Since the scoping and estimating for this Task Amendment occurred in May, the vendor is honoring the pricing in the agreement RFP-2019-0467. The City’s new agreement with Inliner Solutions, LLC begins June 10, 2024 through June 9, 2027 and was approved by City Commission on May 13, 2024. The total project cost is $449,950. For tracking purposes, this item is associated with PW 2402 FY24 Various Gravity Sewer Lining.

Budget Impact: Sufficient funding has been budgeted and is available for use in the FY 2024 Water and Sewer Distribution & Collection Renewal/Replacement account #402-0751-536.63-12.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 19 with Inliner Solutions, LLC for Fiscal Year 2024 Gravity Sewer Lining in the amount of $449,950.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Task Authorization 18

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Sole Source Purchase of a Replacement Pump for the South Water Treatment Plant High Speed Service Pump #7 and Related Budget Amendment #24-045

Introduction: Approval of the single/sole source purchase of a replacement motor for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #24-045 is requested. (Ref: SG-2024-1200)

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

Discussion: A replacement high speed service pump needs to be purchased and installed at the South Water Treatment Plant. Six out of the nine high speed service pumps at all water production plants are Fairbanks Nijhuis Pumps. City staff would like to eventually standardize all high speed service pumps to ensure maintenance reliability and consistent materials between water production plants. Barney's Pumps, Inc. is the single (sole) source representative for Fairbanks Nijhuis Pumps in the State of Florida. City staff requested a quote from Barney's Pumps to provide for the high speed service pump. The cost to purchase, deliver, and install the pump is $58,976.

There is currently $15,479.69 budgeted in the capital outlay account for Water Production Various Pump & Motor Replacement. Budget Amendment #24-045 is necessary to provide the remaining $43,496.31 necessary for the purchase.

Budget Impact: Budget Amendment #24-045 increases the Water Production Renewal and Replacement Non-operating Source account #402-0000-389.90-00 and the Equipment Other account #402-0754-533.67-35 each by $43,496.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the purchase of a replacement pump for the South Water Treatment Plant High Speed Service Pump #7 and related Budget Amendment #24-045.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. SG-2024-1200

2. BA 24-045

7.F.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3422 - Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program

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Introduction: Resolution 24-3422 provides for execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program related to HITDA Grant # G24CF0008A.

Background: The Casselberry Police Department has been a participating member of the Seminole County Sheriff's Office (SCSO) City/County Investigative Bureau (CCIB) since 1999. CCIB investigates many aspects of crime to include drug enforcement and is a part of the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program. HITDA Grant #G23CF0008A was previously awarded to the Seminole County Sheriff's Office to provide funding for participation in the HIDTA program. A Subrecipient Agreement with the Seminole County Sheriff's Office related to Grant #G24CF0008A has provided funding to the City for its participation.

Discussion: On April 29, 2024, the Executive Office of the President, Office of National Drug Control Policy awarded Grant # G24CF0008A to the SCSO for the HIDTA program with a performance period of January 1, 2024, through December 31, 2025.

Police Department participation in CCIB allows the Department to be involved in cases that require special resources, more time and in-depth investigations, thus improving the quality of service the Casselberry Police Department can provide to the community. The SCSO Subrecipient Agreement for HIDTA Grant # G24CF0008A provides funding for several things, one of which is overtime reimbursement. As a result, approval of the Subrecipient Agreement related to Grant #G24CF0008A will allow the Department to continue its participation in the HIDTA program and provide better quality services to its citizens without a great financial impact to the City of Casselberry and its tax-paying citizens.

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

Recommendation: The City Manager and the Police Chief recommend approval of Resolution 24-3422 and the Subrecipient Agreement with the Seminole County Sheriff's Office related to HIDTA Grant #G24CF0008A.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 24-3422
2. Subrecipient Agreement
3. Grant Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3424- Utility Easement Agreement with Austin Ricci and Tori Lynn Ricci for Parcel ID: 28-21-30-503-0000-0410 (645 Brookwood Lane)

Introduction: Resolution 24-3424 provides for approval of a Utility Easement Agreement with Austin Ricci and Tori Lynn Ricci for Utilities located on the property of 645 Brookwood Lane.

Background: The City of Casselberry owns and maintains a lift station located at 645 Brookwood Lane. The lift station and associated utility lines were installed over 50 years ago. Since then, these utilities have been used to transfer wastewater from the surrounding residential area to the Water Reclamation Facility for treatment. Unfortunately, these utilities are not all located within a properly recorded easement.

Discussion: Austin Ricci and Tori Lynn Ricci, the owners of 645 Brookwood Lane, have executed a utility easement agreement in favor of the City. The agreement grants and conveys a non-exclusive public utility easement for a portion of the property located at 645 Brookwood Lane for the operation, maintenance, replacement and/or repair of the existing lift station. The agreement includes the ability for staff to install a permanent generator, which has been determined as a need for the lift station since 2019. In order to install the permanent generator, the City has agreed to provide the homeowners with Florida native bushes and irrigation within the easement area, which are to be maintained by the City. The Consent and Joinder of Mortgagee will be brought back to City Commission once received from the mortgage company for this property.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3424 approving the Utility Easement Agreement with the owners of 645 Brookwood Lane.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Resolution 24-3424
2. Utility Easement Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Donation from State Law Enforcement Trust Funds to the Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter "Getting In Good Trouble" Awards Luncheon and Related Budget Amendment #24-044

Introduction: Approval to donate $1,500 from State Law Enforcement Trust Funds Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter "Getting in Good Trouble" Awards Luncheon and related Budget Amendment #24-044 is requested.

Background: According to Florida State Statute 932.7055, "Any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds."

The Casselberry Police Department received approximately $4,000 in funds in fiscal year 23-24, thus bringing the State Law Enforcement Trust Fund account to a current approximately $137,681. Although the statutory threshold has not been met regarding a mandatory donation yet, the police department desires to financially assist entities that have beneficial programs to better serve our community.

Discussion: A donation request was received from the Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter, whose mission is to provide scholarships and continuing educational opportunities for its youth auxiliary and gives service to the Metro Orlando area by engaging in activities that promote the Fraternity's International Programs of Bigger & Better Business, Education, Social Action, and the Sigma Beta Club. The "Getting in Good Trouble" Awards Luncheon will be held on June 21, 2024. This event is being sponsored by local law enforcement agencies such as Orange County Sheriff's Office and Sanford Police Department as well as local businesses such as Disney and Clear Channel Outdoor. There will be no budget impact on the General Fund. The approval of this donation will result in the reduction of $1,500 from the State Law Enforcement Trust fund account.

The Chief of Police certifies that this request complies with the provisions of Florida State Statute 932.7055 5 (b).

Budget Impact: Budget Amendment #24-044 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private

Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by $1,500.

Recommendation: The City Manager and Police Chief recommend Commission approval of the donation to the Phi Beta Sigma Fraternity, Inc. Gamma Delta Sigma Chapter "Getting in Good Trouble" Awards Luncheon and related Budget Amendment #24-044.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #24-044

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3425 - Florida State Lodge Fraternal Order of Police Collective Bargaining Agreement

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Introduction: Resolution 24-3425 provides for ratification and authorization to execute a collective bargaining agreement (CBA) between the City of Casselberry and the Florida State Lodge Fraternal Order of Police (FOP).

Background: The City employs Police Officers, Corporals and Sergeants, who have been represented by the FOP since September 2, 2015. Resolution 21-3245 ratified the current CBA, which expires on September 30, 2024. The City and FOP began negotiating on April 1, 2024 for a successor agreement pursuant to Article 39 of the current CBA and in accordance with the Florida Constitution Article 1, Section 6 and the Public Employees Relations Act, Florida Statutes Section 447.

Discussion: The collective bargaining and negotiation process between the City and the FOP concluded with a tentative agreement on May 15, 2024 for a successor CBA along with a memorandum of understanding (MOU) effective prior to the CBA. On May 23 and 24, 2024, the FOP held a vote of its membership which approved ratification of the proposed CBA and associated MOU. With the ratification from the union, the proposed CBA is being provided to the City Commission for ratification thereby authorizing implementation of the CBA and the MOU, which is conditional on approval of the CBA.

The proposed CBA includes several changes and provides an overall mutually beneficial exchange of provisions while also meeting the strategic goals of the City. Many of the changes are minor and are for clarification purposes. Additional elements of the proposed contract are as follows:

- Increased on-call supplement from $100 per month to $150 per month.
- Adjusted Field Training Officer pay.
- Updated the annual medical physical evaluation standards to include stress tests, and removed the physical abilities test requirement.
- Provides for a 4% salary adjustment effective October 2024, October 2025, and October 2026.
- Provides an increase to pay ranges (minimum and maximum of the range) along with the ability for the City to further increase the ranges during the duration of the CBA at the discretion of City Management. The proposed pay ranges (hourly rates) are as follows: Police Officer $26.2207 - $39.3311; Police Corporal $27.5317 - $41.2976; Police Sergeant $31.4648 - $47.1972.

- Increases the probationary period for employees hired after October 1, 2024 from 12 months past the employee's date of hire to 12 months past the date of the employee's first solo shift.

In addition to changes made in the CBA, the tentative agreement reached through the collective bargaining process includes approval of a Memorandum of Understanding (MOU). The MOU was developed to provide a market-based increase in pay ranges and a corresponding salary adjustment for covered employees prior to the effective date of the proposed CBA. The MOU provides for pay ranges as shown above as well as a 12% salary adjustment for covered employees effective July 7, 2024. The budget impact to the remainder of FY2024 is estimated to be $165,050. The MOU will be approved administratively upon passage of Resolution 24-3425. Savings derived from vacant positions leaves sufficient funding available within the Police Department's FY2024 budget to accommodate this adjustment.

Overall, the proposed CBA and MOU provide provisions that protect the City from potential liability and financial risk. It also provides competitive wages and benefits and maintains management rights and management flexibility. If ratified, the CBA will be effective through September 30, 2027.

Budget Impact: There is no impact to the FY2024 budget.

Recommendation: The City Manager and Administrative Services Director recommend approval of Resolution 24-3425.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. Resolution 24-3425
2. Agreement
3. Memorandum of Understanding

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3429 - Approving CASTO Casselberry North Final Plat

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Introduction: Approval of Resolution 24-3429, providing for the execution of the CASTO Casselberry North Final Plat, is requested. (PLAT 23-03)

Background: The applicant, CASTO Casselberry North, LLC, is requesting to combine two parcels into an approximately 2.50-acre parcel located north of the old Casselberry Police Station and east of Lake Concord. The applicant intends to develop the parcel with a sit-down restaurant, Cheddar's Scratch Kitchen.

The subject property is located in Section 08, Township 21 South, Range 30 East, Seminole County, Florida. It has a Major Thoroughfare Mixed Use (MTMU) Future Land Use Map designation and is zoned PMX-MID (Planned Mixed-Use: Medium Rise). The Cheddar's Planned Unit Development (PUD) Agreement was adopted on October 23, 2023, and the site plan for the proposed development was approved on April 10, 2024.

Discussion: Chapter IV, Article XIX of the City's Unified Land Development Regulations, as well as Chapter 177 of the Florida Statutes, governs the City's subdivision regulations. The final plat has been reviewed and approved by the City Attorney, City Engineer, City Addressing/GIS Division, City Utilities Division, City Planning Division, and the contract surveyor for the City of Casselberry.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 24-342 for the execution of the CASTO Casselberry North Final Plat.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Resolution 24-3429
2. Final Plat

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 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: June 10, 2024

Subject: Resolution 24-3426 - Interlocal Agreement with Seminole County, the School Board of Seminole County, and the Municipalities of Seminole County Relating to the Shared Distribution and Use of the One Cent Local Government Infrastructure Surtax

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Introduction: Resolution 24-3426 provides for approval of an Interlocal Agreement with Seminole County, the School Board of Seminole County, and the municipalities of Seminole County relating to the shared distribution and use of the One Cent Local Government Infrastructure Surtax.

Background: In 2014, the City of Casselberry entered into an Interlocal Agreement with Seminole County, the School Board of Seminole County, and the municipalities of Seminole County regarding the shared distribution and use of the One Cent Local Government Infrastructure Surtax (commonly referred to as sales tax). That same year, Seminole County voters passed a referendum to approve the "third generation" penny sales tax, which subsequently went into effect in 2015 and will expire at the end of 2024. The Interlocal Agreement identified a series of proposed projects from the various parties to the agreement. The City of Casselberry's project list was entirely transportation-focused and formed the primary basis of funding for capital improvements identified in the City's subsequently adopted Multimodal Transportation Master Plan (MTMP).

The City of Casselberry is now working on a new Mobility and Access Plan (MAP) to update and replace the current MTMP, which expires in Fiscal Year 2025. The MAP will include policy updates as well as a capital plan for the next several years of mobility projects in the City. In November 2023, the City held a public input event to gather feedback on a preliminary list of proposed projects for the MAP. This feedback was used to help refine and prioritize a preliminary project list, which was presented to City Commission for feedback and guidance in December 2023. As part of this, joint projects to be potentially funded by both the City and County were identified.

Discussion: In anticipation of the expiration of the third generation sales tax, Seminole County is considering a referendum for a fourth generation sales tax to be placed on the November 5, 2024 ballot. To prepare for the potential passage of this sales tax, Seminole County, the School Board, and the municipalities have coordinated to develop a new Interlocal Agreement to address its shared distribution and use.

Under the proposed new Interlocal Agreement (attached), the County will receive 50% of net revenues, the School Board 25%, and the municipalities collectively 25%, with each municipality's share apportioned based on relative population size. Projects for the parties to the Agreement are presented in Exhibits A through D of the Agreement. The City of Casselberry's City-only projects are included in Exhibit C, and projects the City identified as potential joint projects are included in Exhibit D. Together this list of Casselberry projects is consistent with that presented to the City Commission in December 2023. Projects in Exhibit C and D are not listed in priority order.

Based on current revenue projections, the City of Casselberry would receive approximately $38.3M spread across Fiscal Years 2025 through 2035. It should be noted that, based on current cost estimates, this would be insufficient to fund all Casselberry projects identified in Exhibit C and D. Further, while potential joint projects are identified in Exhibit D, there is no guarantee the County will agree to assist in funding them nor to what extent. It is therefore anticipated refined prioritization, coordination, and programming of projects will occur as the MAP is fully developed. The MAP will likely not be finalized until sometime in 2025 since the outcome of the November 2024 referendum will impact its capital plan. The Interlocal Agreement also includes a process to update project lists if needed.

Resolution 24-3426 provides for approval of the proposed Interlocal Agreement.

Budget Impact: There is no impact to the Fiscal Year 2024 City Budget. If the fourth generation sales tax passes and is enacted, then future budget amendments may be brought forward to the City Commission to reflect revenues and expenditures impacting the Fiscal Year 2025 Budget.

Recommendation: The City Manager and Public Works and Utilities Director recommend approval of Resolution 24-3426.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24- 3426
2. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3427 - Approving a Vacant Land Contract Between Casselberry Investment Properties, LTD, and the City of Casselberry for Eleven Properties and Related Budget Amendment #24-038

Introduction: Resolution 24-3427 provides for approval of a Vacant Land Contract for the purchase of eleven miscellaneous properties owned by Casselberry Investment Properties, LTD and related Budget Amendment #24-038. (EX-2024-1180)

Background: Casselberry Investment Properties, LTD (CIP) owns eleven miscellaneous parcels throughout the City that may be useful for stormwater, conservation, and other administrative and regulatory purposes. CIP wishes to sell these parcels to the City in conjunction with the donation of six other parcels, which are primarily submerged lands.

Discussion: The purchase of the eleven parcels provides the City with various opportunities. These potential uses include options for golf course maintenance, stormwater projects, trails, pocket parks, or dedicated conservation areas. There is also an opportunity to surplus, and put on the market, a few of the smaller parcels. Purchase price for the eleven properties is $74,172 plus closing costs.

Budget Impact: Funding for acquisition and closing costs is being requested and will increase account number 001-0190-519.61.07 by $90,000 and account number 001-0000-389.90-00 by $90,000.

Recommendation: The City Manager recommends approval of Resolution 24-3427 approving a vacant land contract between Casselberry Investment Properties, LTD, for the purchase of eleven properties and related Budget Amendment #24-038.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:
1. Resolution 24-3427
2. Contract
3. BA 24-038

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Resolution 24-3428 - Approving a Land Donation Agreement Between Casselberry Investment Properties, LTD; Lilian Carroll; and Lilian Carroll, as Successor Trustee of the John Norris Casselberry Revocable Trust Dated June 8, 1992; and the City of Casselberry for Six Properties

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Introduction: Resolution 24-3428 provides for approval of a Land Donation Agreement between Casselberry Investment Properties, LTD; Lilian Carroll; and Lilian Caroll, as Successor Trustee of the John Norris Casselberry Revocable Trust Dated June 8, 1992, and the City of Casselberry for six properties. (EX-2024-1179)

Background: Casselberry Investment Properties, LTD, (CIP) and Lilian Carroll own several lake bottom properties throughout the City including North Lake Triplet, Lost Lake, Lake Triplett, and Queens Mirror.

Discussion: Ms. Carroll is proposing to donate these six parcels in conjunction with the sale of eleven others. The donated submerged properties better solidify the City's jurisdiction to maintain these lakes. City ownership also makes permitting of public and private projects within or adjacent to these parcels easier.

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

Recommendation: The City Manager recommends approval of Resolution 24-3428 approving a Land Donation Agreement for six properties.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:
1. Resolution 24-3428
2. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: First Reading of Ordinance 24-1604 - Amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590

Introduction: Approval of Ordinance 24-1604 on first reading, amending Section 9, Effective Date of Charter Amendments of Ordinance 23-1590 to state that all Charter Amendments, if approved by the electors on August 20, 2024, apply to the August 20, 2024 election, is requested.

Background: The City Commission adopted Ordinance 23-1590 on December 11, 2023 to propose eight (8) Charter amendments to the voters. Section 9 of Ordinance 23-1590 states that the revised Charter provisions proposed for approval shall become effective upon their approval at a referendum election pursuant to State Law and City Charter. The proposed Charter amendments will be appearing on the August 20, 2024 ballot along with candidates for City Commissioner Seat No. 4.

Discussion: Under the existing City Charter provisions, if there are more than two candidates for any seat and no one candidate receives a majority of the votes cast, then the two candidates receiving the highest votes in the first election shall run again in run-off election in November. Charter Amendment No. 7 proposes to eliminate the run-off provision. Because there are three (3) candidates qualified and running for City Commissioner Seat No. 4, the City Attorney recommended bringing Ordinance 24-1604 forward for consideration to clarify that should Charter Amendment No. 7 be approved by the electors on August 20, 2024, it would be effective immediately and apply to the candidates appearing on the August 20th ballot; meaning the candidate for City Commissioner Seat No. 4 with the most votes would be the outright winner and there would be no run-off election. However, if Charter Amendment No. 7 is not approved by the electors, then the run-off provision of the existing City Charter remains in effect, and if no one candidate receives a majority of the votes cast, then there will be a run-off election on November 5, 2024.

Additionally, Charter Amendment No. 3 proposes to seat the newly elected Commissioners at one organizational meeting in December following certification of the election, rather than staggered seatings. If Charter Amendment No. 3 is approved by the electors on August 20, 2024, then regardless of the outcome of Charter Amendment No. 7, the seating of the unopposed candidates for Seats No. 2 and Seat No. 5 along with Seat No. 4 will be sworn in and seated in December. If Charter Amendment No. 3 does not pass, then the unopposed candidates for Seats No. 2 and Seat No. 5 will be sworn in and seated in September and the swearing in of Seat No. 4 will be contingent on the outcome of the vote for Charter Amendment No. 7.

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

Recommendation: The City Manager, City Attorney and City Clerk recommend approval of Ordinance 24-1604 on first reading.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Ordinance 24-1604
2. Business Impact Statement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Second Reading of Ordinance 24-1601 - Amending the City's Official Zoning Map Designation for One (1) Parcel Located at 1398 S.R. 436 (Parcel ID 28-21-30-300-054B-0000) and Approving the Associated Planned Unit Development (PUD) Agreement and Concept Plan

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Introduction: Adoption of Ordinance 24-1601 on second and final reading, amending the *Official Zoning Map* classification for one (1) parcel located at 1398 S.R. 436 (Parcel ID 28-21-30-300-054B-0000) from CG (Commercial General) to PMX-HIGH (Planned Mixed-Use: High Rise) and approving a Planned Unit Development (PUD) Agreement and Concept Plan for an age-restricted apartment complex is requested. (PUD 24-01)

Background: The subject property is ±3.94 acres and is located at 1398 S.R. 436. It has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and is zoned CG (Commercial General). According to the City's *Comprehensive Plan*, the CG zoning district is inconsistent with the MTMU FLUM designation. To proceed with the development of a five-story age-restricted (55+) apartment complex, the applicant is requesting to amend the City's *Official Zoning Map* and rezone the property to PMX-HIGH. The subject property is not located within any overlay districts.

PMX-HIGH is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR (*Unified Land Development Regulations*) Article XX, Planned Unit Development. Further, PUD zoning districts require approval of a PUD Agreement and associated Concept Plan as part of the rezoning process. The City's Development Review Committee (DRC) approved a revised Concept Plan for PUD 24-01 on March 21, 2024. Further, on April 10, 2024, the City's Planning and Zoning Commission/Local Planning Agency recommended approval to the City Commission by a 4-0 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their May 13, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the *Orlando Sentinel* on May 31, 2024.

Discussion: Staff finds that the request to amend the City's *Official Zoning Map* to PMX-HIGH and approve a related PUD Agreement and Concept Plan to provide standards for development for the subject property is:

1. Consistent with the City's Comprehensive Plan and the MTMU FLUM designation;
2. Compatible and consistent with the adjacent land uses and zoning districts;
3. That connections for City water and sanitary sewer services are available to the subject property; and

4. That the proposed apartments are age-restricted, so a school impact analysis from Seminole County Public Schools was not required.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1601 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1601
2. Business Impact Statement
3. Presentation Slides

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Second Reading of Ordinance 24-1602 - Amending the Official Zoning Map Classification for Two Properties Located at 2075 and 2035 Howell Branch Road

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Introduction: Adoption of an Ordinance on second and final reading, to amend the City's Official Zoning Map classification from Seminole County OP (Office Professional) to City of Casselberry CG (Commercial General) for one (1) parcel located at 2075 Howell Branch Road (Parcel Identification Number 28-21-30-300-0280-0000), and from City of Casselberry OR (Office Residential) to City of Casselberry CG (Commercial General) for one (1) parcel located at 2035 Howell Branch Road (Parcel Identification Number 28-21-30-538-0000-0020), is requested. (ZMA 24-03)

Background: The subject parcels are ±1.79 acres and ±1.46 acres and are addressed as 2075 Howell Branch Road and 2035 Howell Branch Road, respectively. Each parcel currently accommodates one commercial building. The easternmost parcel, located at 2075 Howell Branch Road, was recently annexed into the City of Casselberry in February 2024. Given that it was previously located in unincorporated Seminole County, an amendment to the City's Future Land Use Map to Commercial (C) for this parcel was requested by the applicant, Harris Civil Engineers, LLC, and approved by the City Commission on May 13, 2024.

The applicant intends to develop both parcels with commercial retail spaces. To proceed, an amendment to the City's Official Zoning Map is required to establish a consistent City zoning district. For the property at 2075 Howell Branch Road, the applicant is requesting to change the zoning designation of the subject property from Seminole County OP (Office Professional) to City of Casselberry CG (Commercial General). For the property located at 2035 Howell Branch Road, the applicant is requesting to change the zoning designation from City of Casselberry OR (Office Residential) to City of Casselberry CG (Commercial General). The CG (Commercial General) zoning district is intended to accommodate a variety of retail operations and consumer services.

On April 10, 2024, the City's Planning and Zoning Commission/Local Planning Agency recommended approval to the City Commission by a 4-0 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their May 13, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the Orlando Sentinel on May 31, 2024.

Discussion: Staff finds that the request to amend the Official Zoning Map from Seminole County OP (Office Professional) and City of Casselberry OR (Office Residential) to City of Casselberry CG (Commercial General) for the subject properties is:

- Consistent with the City's Comprehensive Plan and the Commercial FLUM designation;
- Compatible and consistent with the adjacent land uses and zoning districts; and
- That City water and sanitary sewer services are available to the subject property

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1602 on second and final reading.

Prepared by: Hunter McFerrin, Planner I

Attachments:
1. Ordinance 24-1602
2. Business Impact Statement
3. Presentation Slides

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Second Reading of Ordinance 24-1603 - Amending the Official Zoning Map Classification for Property Located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020)

Introduction: Adoption of Ordinance 24-1603 on second reading, amending the City's Official Zoning Map Classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for one (1) parcel located at 329 Seminola Boulevard (Parcel ID 09-21-30-502-0000-0020) is requested. (ZMA 24-04)

Background: The subject property is ±0.85 acres and is located at 329 Seminola Boulevard. The applicant, Valerie Herrel, representing The Sanctum Lakeside LLC, has applied to amend the City's Official Zoning Map classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential). Per the City's Comprehensive Plan, the R-12.5 zoning classification is inconsistent with the Medium Density Residential FLUM designation, whereas the RMF-13 zoning district is consistent. At an advertised public hearing on April 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 3-1 vote. Subsequently, the City Commission approved the proposed amendment 5-0 on first reading at their May 13, 2024, Regular Meeting. A notice for the public hearing for the second reading of the proposed Ordinance was advertised in the Orlando Sentinel on May 31, 2024.

Discussion: Staff finds that the request to amend the City's Official Zoning Map classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for the subject property is:

- Consistent with the City's Comprehensive Plan and Medium Density Residential (MDR) FLUM designation;
- Compatible with the surrounding mix of land uses and zoning districts; and
- That utility services are available to the subject property.

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

Recommendation: The City Manager and Community Development Director recommend adoption of Ordinance 24-1603 on second and final reading.

<u>Prepared by</u>: Matt Linder, Planner I

<u>Attachments</u>:
1. Ordinance 24-1603
2. Business Impact Statement
3. Presentation Slides

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

12.A.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: June 10, 2024

Subject: Site Plan Approval for a Development of Community Impact at Dew Drop Park - 1471 Canterbury Circle (SPR 24-13)

Introduction: Site Plan Approval for a Development of Community Impact (DCI) for significant improvements at Dew Drop Park, located at 1471 Canterbury Circle, is requested. (SPR 24-13)

Background: The City's Public Works & Utilities Department requests that the City Commission consider site plan approval of a DCI for significant improvements at Dew Drop Park, an existing City Park located at 1471 Canterbury Circle. Proposed improvements include renovations to the basketball and beach volleyball courts, a new playground, tennis and pickleball courts, a sensory garden, and an extended dock with an observation deck. The proposed improvements also include new restroom facilities, benches, and a trail looping around the park. Located on the north shore of Dewdrop Pool, the subject property is ±6.77 acres and has a Recreation and Open Space (ROS) Future Land Use Map (FLUM) designation and is zoned ROS (Recreation and Open Space). Additionally, the proposed park is not located within any overlay districts.

The City's Development Review Committee (DRC) comprehensively reviewed the project in various design phases and granted approval on April 25, 2024. Subsequently, the Planning and Zoning Commission/Local Planning Agency (P&Z) recommended approval of this item to the City Commission on May 8, 2024, by a 5-0 vote. P&Z's recommendation also encompassed an approval of a conditional use request for an impervious area greater than 30% (COU 24-02).

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

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

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

The proposed site plan meets the applicable provisions of the ULDR and is consistent with the City's Comprehensive Plan. Further, Dew Drop Park is well-integrated with its surroundings, with adjacent compatible low-density residential land uses. SPR 24-13 complies with all ROS zoning criteria outlined in ULDR Table 2-5.4, except for impervious surface area. The proposed impervious surface area is ±55%, exceeding the 30% threshold for the ROS zoning district. The City's P&Z approved the conditional use request (COU 24-02) for an impervious area greater than 30% based on staff's evaluation of the criteria outlined in ULDR Article VI.

Opaque fencing exists along the north and east property lines to mitigate potential nuisance impacts. Otherwise, the proposed use is compatible with the surrounding uses and does not require additional screening beyond the minimum landscaping requirements along the property boundaries. Dew Drop Park is anticipated to be extensively landscaped and exceeds the mitigation requirements for trees that were removed. The proposed landscape plan meets the intent of required right-of-way, perimeter, buffer, off-street parking, and non-vehicular open space landscaping requirements.

Further, the proposed dock and observation deck will be lit from sunset to sunrise per City Code Section 94-5. Additionally, a wet detention pond is proposed to meet St. John's River Water Management District and City of Casselberry requirements. Site lighting is not included in the proposal. At a later time, Duke Energy shall provide a photometric plan that generally conforms to the lighting standards outlined in ULDR 3-10.6.

Per ULDR Section 3-15.2, no minimum parking requirement is identified for parks or recreational uses. However, the site plan proposes 14 parking spaces, including two ADA-accessible spaces sized 12 ft. by 20 ft with an accompanying 5-ft. access strip. While Dew Drop Park is open to all, it is expected to primarily serve those in the immediate area who can walk, ride, or bike, thereby minimizing the need for extensive parking infrastructure. The proposed sidewalks also connect to Canterbury Circle and Avalon Boulevard, and bike racks will be provided.

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

Recommendation: The City Manager and Community Development Director recommend approval of the DCI of Dew Drop Park, with the following conditions:

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

5. All of the above conditions shall be fully and faithfully executed, or the site plan shall become null and void.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Site Plan
2. Landscape Plan
3. Presentation Slides