

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, September 23, 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 September 9, 2024 - Regular Meeting**

6. **PRESENTATIONS/ COMMENDATIONS - None**

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. 121116 - \$967.69

B. **Task Authorization No. 6 with Hazen and Sawyer for Corrosion Control Optimization Study (Phase II) Services**

Approval of Task Authorization No. 6 with Hazen and Sawyer for the Corrosion Control Optimization Study (Phase II) in an amount of \$120,471 is requested.

C. **Piggyback Agreement with Odyssey Manufacturing Company for the Purchase of Bulk Sodium Hypochlorite**

Approval of an agreement with Odyssey Manufacturing Company by piggybacking the City of St. Augustine Contract RFB #24052 for the purchase of bulk sodium hypochlorite on an as-needed basis for an annual amount not to exceed \$1,250,000 for the period beginning October 1, 2024 through September 30, 2027, is requested.

D. Resolution 24-3466 - Fiscal Year 2024-2025 Funding Agreement with MetroPlan Orlando

Approval of Resolution 24-3466 providing for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2024-2025 in the amount of \$2,385 is requested.

E. Board Appointment - South Seminole North Orange County Wastewater Transmission Authority

Reappointment of Matthew Baker, Distribution and Collections Superintendent, as the City's representative on the South Seminole North Orange County Wastewater Transmission Authority Board is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. Public Hearing: Second Reading of Ordinance 24-1608 - Amending Chapter 86, Utilities, Article III, Water of the City Code of Ordinances

Approval on second and final reading of Ordinance 24-1608 amending Chapter 86, Utilities, Article III, Water of the City Code of Ordinances to update the City's Cross Connection Control Program for the addition of Residential Backflow Testing Services is requested.

B. Public Hearing: Second Reading of Ordinance 24-1606 - Amending, Repealing, and Replacing Various Sections of City Code Relating to Home Based Businesses

Approval of Ordinance 24-1606 on second and final reading, to amend, repeal, and replace various sections of the City's Code of Ordinances and Unified Land Development Regulations relating to Home Based Businesses to conform to Florida statutes, is requested.

C. Public Hearing: Second Reading of Ordinance 24-1607 - Regulation of Medical Services, Alcohol Sales for Onsite Consumption, and Veterinary and Pet-Related Services

Approval of Ordinance 24-1607 on second and final reading, amending the City's Unified Land Development Regulations relating to the regulation of Medical Services, Alcohol Sales for Onsite Consumption, and Veterinary and Pet-Related Services, is requested.

D. Public Hearing: Resolution 24-3463 - Adoption of Fiscal Year 2024-2025 Final Millage Rate and Voted Debt Millage Rate

Approval of Resolution 24-3463 adopting the tentative millage rate of 2.9000 mills as the final millage rate and the voted debt millage rate at 0.6633 mills for the Fiscal Year 2024-2025 (FY 2025) is requested.

E. Public Hearing: Resolution 24-3464 - Adoption of Final Operating Budget for Fiscal Year 2024-2025

Approval of Resolution 24-3464 to adopt the final budget for the Fiscal Year 2024-2025 (FY 2025) in the amount of \$75,448,514 is requested.

10. RESOLUTIONS

A. Resolution 24-3460 - Sunnyside Park Improvements Project - Florida Recreation Development Assistance Program Grant

Approval of Resolution 24-3460 authorizing staff to submit an application for the Sunnyside Park Improvements Project - Florida Recreation Development Assistance Program (FRDAP) grant is requested. The grant could yield \$200,000 for park improvements if matched with equivalent City funds.

B. **Resolution 24-3465 - Utility Easement Agreement between Home Depot, Duke Energy Florida, LLC, and the City of Casselberry for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project**

Approval of Resolution 24-3465 providing for conveyance and acceptance of a Utility Easement Agreement between Home Depot, Duke Energy, LLC, and the City of Casselberry, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project, is requested.

C. **Resolution 24-3461- Temporary Construction Easement Agreement with Home Depot for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project**

Approval of Resolution 24-3461 providing for conveyance and acceptance of a Temporary Construction Easement Agreement with Home Depot, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project, is requested.

D. **Resolution 24-3462 - Trail Easement Agreement with Home Depot for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project**

Approval of Resolution 24-3462 providing for conveyance and acceptance of a Trail Easement Agreement with Home Depot, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project, is requested.

E. **Resolution 24-3467 - In Recognition of Dedicated Public Service and Outstanding Legal Service by Catherine D. Reischmann as City Attorney to the City of Casselberry**

Approval of Resolution 24-3467 recognizing the dedicated public service and outstanding legal service by Catherine D. Reischmann as City Attorney for the City of Casselberry, who will be retiring on September 30, 2024 after more than 25 years of service to the City is requested.

11. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1611 - Amending the City's Official Zoning Map for Property Located at 210 NE Triplet Drive (Parcel ID 09-21-30-506-0400-0010)**

Approval of Ordinance 24-1611 on first reading amending the official zoning classification for one (1) parcel located at 210 NE Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from R-9 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multifamily) 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 August 1, 2024 through August 31, 2024**

The August 2024 Procurement Information Report is provided for review.

B. **Notification of Emergency Purchase Authorization of Sewer Lining Services for Guinevere Drive Sewer Main Break**

Notification is provided that the City Manager has authorized the emergency purchase of sewer inspection, cleaning, and rehabilitation services for a sewer main break at the intersection of Guinevere Dr. and Lady Susan Dr.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Minutes of September 9, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the September 9, 2024 Regular Meeting for approval.



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: September 23, 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 - August 2024 - Invoice No. 121116 - \$967.69

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. 121116



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

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Task Authorization No. 6 with Hazen and Sawyer for Corrosion Control Optimization Study (Phase II) Services

Introduction: Approval of Task Authorization No. 6 with Hazen and Sawyer for the Corrosion Control Optimization Study (Phase II) in an amount of \$120,471 is requested. (Ref: SOQ-2018-0276)

Background: In 1991, the United States Environmental Protection Agency (USEPA) published regulations to control lead and copper in drinking water known as the Lead and Copper Rule (LCR). The USEPA is revising the LCR to additionally require utilities to develop service line inventories, sample all schools and child care facilities served by the utility, and sample residential addresses with lead or copper service lines starting October 16, 2024. If any sample exceeds the lead and copper action level, the utility is required to prove that a Corrosion Control Study has been completed recently.

The City's most recent Corrosion Control Study was performed in January 1999. The original study was performed to evaluate four different inhibiting agents and demonstrate that the chosen chemicals met the expected corrosion control throughout the City's water distribution system. The City is currently in the process of updating the study to improve the current water distribution system's corrosion control in accordance with the latest USEPA corrosion control guidance.

Discussion: On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with Hazen and Sawyer for a Continuing Contract for Utilities Projects (SOQ-2018-0276). On May 23, 2023, City Commission approved Task Authorization No. 5 with Hazen and Sawyer for phase 1 of the Corrosion Control Optimization Study. Phase 1 of the study provided recommendations for optimal corrosion control parameters, and identified three potential corrosion inhibitors.

Public Works & Utilities Department staff requested that Hazen and Sawyer provide a scope of services for performing phase 2 of the Corrosion Control Optimization Study. Hazen and Sawyer Task Authorization No. 6 provides for professional consulting services including project administration, market analysis of corrosion inhibitors, bench-scale testing, and chemical specification development for bidding. The study will analyze potential corrosion inhibitors and implement recommendations to improve corrosion control in accordance with the latest USEPA corrosion control guidance. Hazen and Sawyer's total cost for these services is \$120,471.

Budget Impact: Sufficient funding is available in the Water Production Professional Services account #401-0754-533.31-00 to fund this item in an amount not to exceed \$120,471.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Task Authorization No. 6 with Hazen and Sawyer for Corrosion Control Optimization Study (Phase II) Services for an amount not to exceed \$120,471.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 6



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: September 23, 2024
Subject: Piggyback Agreement with Odyssey Manufacturing Company for the Purchase of Bulk Sodium Hypochlorite

Introduction: Approval of an agreement with Odyssey Manufacturing Company by piggybacking the City of St. Augustine Contract RFB #24052 for the purchase of bulk sodium hypochlorite on an as-needed basis for an annual amount not to exceed \$1,250,000 for the period beginning October 1, 2024 through September 30, 2027, is requested. (PBA-2025-1238)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers and the Water Reclamation Facility (WRF), which treats wastewater then distributes it for use as reclaimed irrigation. Liquid sodium hypochlorite, also known as chlorine, has been used in the water industry for disinfection for over a century. The City's WTPs and WRF have been using chlorine for disinfection purposes since they were originally placed into service. Disinfection is required at all of the facilities by the Florida Department of Environmental Protection.

The City has utilized Odyssey Manufacturing Company for the purchase and delivery of liquid sodium hypochlorite on an as-needed basis for over two decades. This company has reliably provided a high-quality product for the City's treatment facilities. Therefore, Public Works & Utilities staff would like to continue to use Odyssey Manufacturing Company for the purchase of liquid sodium hypochlorite moving forward.

Discussion: The City had previously purchased sodium hypochlorite under a piggyback agreement with City of New Smyrna Beach which expires September 30, 2024. In order to ensure that the City has a reliable supply, staff have identified another competitively bid agreement upon which to piggyback. Odyssey Manufacturing Company has a competitively bid agreement with the City of St. Augustine, effective October 1, 2024 through September 30, 2027, with option to renew to two (2) three-year periods.

The attached agreement (PBA-2025-1238), which piggybacks the City of St. Augustine agreement, provides for an agreement with Odyssey Manufacturing Company to provide liquid sodium hypochlorite, on an as-needed basis, to the City of Casselberry for an amount not to exceed \$1,250,000 for the period beginning October 1, 2024 through September 30, 2027.

It should be noted that the not-to-exceed amount is established as a means to provide for 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.

Budget Impact: Funding has been budgeted in FY 2025 in the Water and Sewer Utility Fund Water Production Operating Supplies account #401-0754-533.52-00 and Water Reclamation Operating Supplies account #401-0753-535.52-00. Appropriations beyond FY 2025 are subject to future City Commission approval.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of an agreement with Odyssey Manufacturing Company by piggybacking the City of St. Augustine Contract RFB #24052 for the purchase of bulk sodium hypochlorite on an as-needed basis for an annual amount not to exceed \$1,250,000 for the period beginning October 1, 2024 through September 30, 2027.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement



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

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Resolution 24-3466 - Fiscal Year 2024-2025 Funding Agreement with MetroPlan Orlando

Introduction: Approval of Resolution 24-3466 which provides for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2024-2025 in the amount of \$2,385 is requested.

Background: MetroPlan Orlando is the metropolitan planning organization (MPO) for Orange, Osceola and Seminole Counties. It is responsible for regional transportation planning, including development of the area's Metropolitan Transportation Plan (previously known as the Long Range Transportation Plan). The MetroPlan Orlando Board includes representation from the counties, largest cities, transportation agencies, and various advisory committees. Historically, smaller cities, such as Casselberry, had been represented on the Board through a non-voting/advisory representative from the Municipal Advisory Committee (MAC), of which the City of Casselberry's Mayor is a participating member.

Effective July 2015, the MAC representative on the Board became a voting member. Voting members of the Board contribute financially to support MetroPlan Orlando. Casselberry's prorated share of the MAC's contribution by relative population per Fiscal Year (FY) has been as follows:

FY 2015-2016 - \$2,240
FY 2016-2017 - \$2,203
FY 2017-2018 - \$2,154
FY 2018-2019 - \$2,165
FY 2019-2020 - \$2,169
FY 2020-2021 - \$2,117
FY 2021-2022 - \$2,089
FY 2022-2023 - \$2,020
FY 2023-2024 - \$2,006

Discussion: The Funding Agreement with MetroPlan Orlando must be renewed on an annual basis. It has been provided for Fiscal Year 2024-2025 for City Commission approval with an increase from the previous year to \$2,385. Resolution 24-3466 provides for approval of said Agreement.

Budget Impact: Sufficient funds are budgeted in the FY 2024-2025 proposed budget in the General Fund/Streets Maintenance Other Contractual Services account #001-0720-541.34-00 to cover the amount of \$2,385 associated with this Agreement.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3466 and the associated Funding Agreement with MetroPlan Orlando for Fiscal Year 2024-2025 in the amount of \$2,385.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Resolution 24-3466
2. Agreement



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: September 23, 2024
Subject: Board Appointment - South Seminole North Orange County Wastewater Transmission Authority

Introduction: Reappointment of Matthew Baker, Distribution and Collections Superintendent, as the City's representative on the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) Board is requested.

Background: The City is a member of the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and has one regular member on the Board as well as an alternate member. The by-laws allow for the appointment of a City employee who is not a resident of the City.

Discussion: Matthew Baker was first appointed to the Board in January 2024 replacing former employee Tara Lamoureux and her unexpired term through September 2024. The by-laws have been updated and no longer have expiration dates for terms. Additionally, the City's board appointment policy was also updated via Resolution 24-3434 in June 2024 which now exempts City employees from having to fill out a board application form. Mr. Baker has indicated that he is willing to continue to serve as the City's member on the Board.

Budget Impact: This item has no impact to the budget.

Recommendation: The City Manager and the City Clerk recommend the City Commission reappoint Matthew Baker as the City's regular member to the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA).

Prepared by: Donna Gardner, City Clerk

Attachments: None



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1608 - Amending Chapter 86, Utilities, Article III, Water of the City Code of Ordinances

Introduction: Approval on second and final reading of Ordinance 24-1608 amending Chapter 86, Utilities, Article III, Water of the City Code of Ordinances to update the City's Cross Connection Control Program for the addition of Residential Backflow Testing Services is requested.

Background: The City of Casselberry's Cross Connection Control Ordinance was last updated in 1993. The City's Code of Ordinances dictates that all potable irrigation must have cross connection control devices to prevent backflow contamination to the City's potable water supply. Every two years, the customer is required to install, test, and maintain the cross connection control devices to ensure proper operation. City staff has noticed the inconvenience for residents to obtain sufficient contractors for potable irrigation backflow testing. City staff noticed neighboring municipalities/utilities such as Orange County, City of Longwood, City of Maitland, and Toho Water Authority have begun providing potable irrigation backflow testing services to their residential customers. After internal evaluation of costs and program requirements, staff have opted to begin providing the services to customers. City staff and the City Attorney worked together to update the Ordinance in order to provide a program for a City contractor to provide the testing service to residential customers with potable irrigation.

Public Works & Utilities staff performed a cost analysis to provide these services. The Cross Connection Control program is estimated to cost \$24 per backflow test utilizing a current piggyback contract with Aaron's Backflow Services. As certified backflow tests are required bi-annually, this cost has been split between 24 months, resulting in a \$1 per month increase in the base potable irrigation fee. This would result in a cost benefit to residents as typical certified backflow tests are approximately \$50 per test. It is estimated that there are currently 1,650 residents with potable irrigation, which is expected to cost approximately \$40,000 to provide these services.

The First Reading of Ordinance 24-1608 was approved by the City Commission on August 26, 2024. The Notice of Public Hearing for Ordinance 24-1608 was advertised in the *Orlando Sentinel* on September 13, 2024 for the September 23, 2024 public hearing.

Discussion: Ordinance 24-1608 updates the following sections in Chapter 86, Utilities, related to the Cross Connection Control program:

- Section I amending Chapter 86, Utilities, Article III, Division 2, Rates and Charges
 - o Section 86-189 - Schedule for rates and charges
- Section II amending Chapter 86, Utilities, Article III, Division 7, Cross Connection Control
 - o Section 86-266 - Cross Connection Control Manual
- Section III amending Chapter 86, Utilities, Article III, Division 7, Cross Connection Control
 - o Section 86-267 - Property access for cross connection control
- Section IV amending Chapter 86, Utilities, Article III, Division 7, Cross Connection Control
 - o Section 86-268 - Discontinued Service
- Section V amending Chapter 86, Utilities, Article III, Division 7, Cross Connection Control
 - o Section 86-270 - Customer Responsibilities and City Responsibilities

Budget Impact: There is no impact to the Fiscal Year 2024 City Budget. This change has been considered in the proposed Fiscal Year 2025 budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Ordinance 24-1608 on second and final reading.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Ordinance 24-1608
2. Business Impact Statement



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

9.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1606 - Amending, Repealing, and Replacing Various Sections of City Code Relating to Home Based Businesses

Introduction: Approval of an Ordinance to amend, repeal, and replace various sections of the City's Code of Ordinances and Unified Land Development Regulations relating to Home Based Businesses is requested.

Background: The ULDR is maintained by the City and is meant to assist in the implementation of the City's Comprehensive Plan by providing standards for the use and design of real property within Casselberry. The ULDR also includes the regulation of Home Based Businesses (Home Occupations). Florida Statute 559.955 was recently enacted, and it preempts the field of regulation of Home Based Businesses to a great extent. Several provisions of the City Code are inconsistent with the statute and must be amended. At an advertised public meeting on August 14, 2024, the City's Planning and Zoning Commission recommended approval of the proposed amendment to the City Commission by a 7-0 vote. Then, at the August 26, 2024 Regular Meeting, the City Commission approved Ordinance 24-1606 on first reading by a 4-0 vote. A Notice of Public Hearing for the second reading of Ordinance 24-1606 was advertised in the Orlando Sentinel on September 13, 2024.

Discussion: The proposed text amendment aims to:

1. Amend ULDR Section 2-5.3, Land Use by District:
 - a. To change the reference from "approved home occupation" to "Home Based Businesses;"
2. Repeal and Replace ULDR Section 2-7.17, Home Occupations:
 - a. To include the definition of Home-Based Businesses;
 - b. To include regulations of Home-Based Businesses, such as:
 - i. Owner occupation of the residential dwelling unit;
 - ii. Parking regulations;
 - iii. Exterior modifications to the residential dwelling unit;
 - iv. Ancillary use of the Home Based Business to the residential dwelling unit;
 - v. Compliance with Article XVII, Nuisance Abatement;
 - vi. Compliance with Article XI, Environmental Protection;
 - vii. Requirement of Florida license or permit prior to City Business Tax Receipt issuance if applicable;
 - viii. Regulation of signs in front of the residential dwelling unit;

ix. Requirement of a City Business Tax Receipt;

3. Amend ULDR Section 5-21.2, Definition of Terms:

a. To define a Home-Based Business (Home Occupation) that refers to and complies with Fla. Stat. 559.955.

Ordinance 24-1606 is exempt under FS 166.041(4)(c) from the provision of a business impact statement because it pertains to compliance with Federal and State law or regulation.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1606 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1606
2. Presentation



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

9.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1607 - Regulation of Medical Services, Alcohol Sales for Onsite Consumption, and Veterinary and Pet-Related Services

Introduction: Approval of Ordinance 24-1607 on second and final reading, amending the City's Unified Land Development Regulations relating to the regulation of Medical Services, Alcohol Sales for Onsite Consumption, and Veterinary and Pet-Related Services, is requested.

Background: The ULDR is maintained by the City and is meant to assist in the implementation of the City's Comprehensive Plan by providing standards for the use and design of real property within Casselberry. The ULDR also includes the City's zoning district regulations, which may be amended from time to time. The proposed text amendment aims to:

1. Amend ULDR Section 2-5.3, Land Use by District:
 - a. To allow Medical Services in the OR (Office-Residential) Zoning District;
 - b. To remove the required Conditional Use Approval to allow Alcohol Sales For On-Site Consumption in applicable Commercial and Planned Mixed Use Zoning Districts;
2. Amend ULDR Section 5-21.2, Definition of Terms:
 - a. To refine the definition of Veterinary Medical Services.

At an advertised public meeting on August 14, 2024, the City's Planning and Zoning Commission recommended approval of the proposed amendment to the City Commission by a 7-0 vote. Then, at the August 26, 2024 Regular Meeting, the City Commission approved Ordinance 24-1607 on first reading by a 4-0 vote. A Notice of Public Hearing for the second reading of Ordinance 24-1607 was advertised in the Orlando Sentinel on September 13, 2024.

Discussion: In 2022, the City adopted a series of ordinances, including Ordinance 22-1573, which inadvertently amended ULDR Section 2-5.3 and removed medical services as a permitted land use in the OR (Office-Residential) zoning district, rendering many businesses nonconforming and restricting future opportunities in these areas. Staff feels that medical services complement business and professional offices and personal services, which are currently allowed in OR zoning. Further, hospitals are listed as a separate land use per

ULDR Table 2-5.3 and are not allowed in the OR zoning district.

Ordinance 22-1573 also amended ULDR Section 5-21.2 to revise the definition of "veterinary medical services." The revised version excluded other pet-related services, such as boarding, daycare, and grooming. Staff has received numerous inquiries for pet-related services since 2022, and it can be challenging to guide prospective applicants given that there is not an appropriate similar land use for pet-related services. Therefore, we propose merging veterinary services with other pet-related services and renaming the use to "Veterinary and Pet Related Services."

Unrelated to the changes brought by Ordinance 22-1573, ULDR Section 2-5.3 currently requires conditional use approval from P&Z for sales of alcoholic beverages for on-site consumption in the CG (Commercial General), CS (Commercial Service), PMX-L (Planned Mixed-Use: Low Intensity), PMX-H (Planned Mixed-Use: High Intensity), PMX-MID (Planned Mixed-Use: Medium Rise), and PMX-HIGH (Planned Mixed-Use: High Rise) zoning districts. The only zoning district that permits sales of alcoholic beverages for on-site consumption is the I-M (Industrial Medium) zoning district. This process can, unfortunately, delay applicants several weeks or even months, depending on when they submit their application and P&Z meeting availability.

There is no intention of altering which zoning districts are allowed to have sales of alcoholic beverages for on-site consumption. However, staff feels the conditional use process is unnecessary and redundant. Currently, for \$25.00, staff carefully review requests to sign off on Florida's Department of Business and Professional Regulation's (DBPR) alcohol licensing application to ensure zoning compliance, including distance requirements from schools, churches, and other establishments serving alcohol for onsite consumption. Further, general compliance with the City Code and ULDR is evaluated during the zoning review when applicants apply for a City and County Business Tax Receipt.

Ultimately, the City desires to correct these inconsistencies and refine existing regulations to remove unnecessary barriers to benefit the community's economic development activities. Ordinance 24-1607 is exempt under FS 166.041(4)(c) from the provision of a business impact statement because it pertains to municipal planning, including zoning.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1607 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1607
2. Exhibit A
3. Presentation



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

9.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Public Hearing: Resolution 24-3463 - Adoption of Fiscal Year 2024-2025
Final Millage Rate and Voted Debt Millage Rate

Introduction: Resolution 24-3463 provides for adoption of the tentative millage rate of 2.9000 mills as the final millage rate and the voted debt millage rate at 0.6633 mills for the Fiscal Year 2024-2025 (FY 2025).

Background: Florida Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2024 Notice of Proposed Property Taxes (TRIM Notice) mailed to all taxpayers by the Seminole County Property Appraiser in August, 2024. The first public hearing was held at the City Commission meeting on September 9, 2024 when a tentative millage rate of 2.9000 and a voted debt millage rate of 0.6633 were approved. It was followed by a separate vote for a tentative budget.

In compliance with "Truth in Millage" (TRIM) rules promulgated by the Florida Department of Revenue, the time and place of the second public hearing was advertised in the Orlando Sentinel on September 19, 2024 and is scheduled for the City Commission meeting on September 23, 2024. The tentative tax levy was compared to the aggregate rolled-back taxes calculated under (TRIM) rules and reported on Form DR-420. If the tentative levy is greater than aggregate rolled-back taxes, then a Notice of Tax Increase is advertised. If the tentative levy is less, then a "Notice of Budget Hearing" is advertised. In this case, a "Notice of Tax Increase" was advertised. If Resolution 24-3463 is approved, the result will be the final adoption of the millage rates followed by a separate vote for the adoption of the final budget for Fiscal Year 2024-2025.

Discussion: It is requested that the City Commission adopt the tentative millage rate of 2.9000 mills as its final millage rate and 0.6633 as its voted debt millage rate for the Fiscal Year 2024-2025. The final millage rate of 2.9000 will yield a tax levy which is more than "rolled-back" taxes. The requested rate falls within the range requiring a simple majority (3 – 2) vote.

Budget Impact: The final millage rate of 2.9000 mills is expected to deliver \$7,147,566 (at 97% of the total tax levy) in ad valorem tax revenue to the General Fund.

The City is obligated to pay to its Community Redevelopment Agency (CRA) a distribution called Tax Increment Funding (TIF) based on taxes assessed and collected from properties within the geographic boundaries of the CRA. The final millage rate of 2.9000 mills will

lead to a TIF payment from the City to the CRA of \$670,721. Both are included in the requested final budget for Fiscal Year 2024-2025.

The voted debt millage rate of 0.6633 is expected to produce \$1,634,822 (at 97% of the total tax levy).

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 24-3463 to set the final adopted millage rate for Fiscal Year 2024-2025 at 2.9000 mills and the voted debt millage rate at 0.6633 mills.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 24-3463
2. Presentation



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

9.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Public Hearing: Resolution 24-3464 - Adoption of Final Operating Budget for Fiscal Year 2024-2025

Introduction: Resolution 24-3464 provides for the adoption of the final budget for the Fiscal Year 2024-2025 (FY 2025) in the amount of \$75,448,514.

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

Florida State Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2024 Notice of Proposed Property Taxes mailed to all taxpayers by the Seminole County Property Appraiser in August, 2024, in accordance with Truth in Millage (TRIM) requirements as set by Florida State Statute. The first public hearing was held at the City Commission meeting on September 9, 2024 when a vote was taken to approve the tentative operating budget in the amount of \$75,448,514.

The second public hearing is scheduled for the City Commission meeting on September 23, 2024. The time and place of the second public hearing, as well as a summary budget, was advertised in the Orlando Sentinel on September 19, 2024 in compliance with TRIM rules promulgated by the Florida Department of Revenue. Approval of Resolution 24-3464 will result in the adoption of the final operating budget for Fiscal Year 2024-2025.

Discussion: The City Commission held a budget workshop on July 15, 2024, at which time the City Manager presented and explained the proposed budget for Fiscal Year 2024-2025 totaling \$75,424,300. Following the budget workshop, at its meeting on July 22, 2024 the City Commission approved the proposed budget in that amount. Since that time, however, new information was learned that warranted modification to the proposed budget which resulted in an increase of \$24,214. Therefore, the tentative budget presented and approved at the first public hearing on September 9, 2024 totaled \$75,448,514. The changes by fund are as follows:

General Fund	\$40,064 Increase
Stormwater Utility Fund	\$(2,491) Decrease

Building Safety Fund
Water & Sewer Fund

\$(1,544) Decrease
\$(111,815) Decrease

A detailed analysis is attached.

Budget Impact: The final budget requested for FY 2025 for the City of Casselberry remains at \$75,448,514. Attached are schedules that summarize expenditures by Department, sources and uses of funds, and budgeted personnel by Department and Division.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 24-3464 adopting the operating budget for the City of Casselberry for the Fiscal Year 2024-2025 totaling \$75,448,514.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 24-3464
2. Changes From Proposed to Adopted Budget FY25
3. Expenditures by Object FY25
4. Sources and Uses FY25
5. Personnel Summary FY25



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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Resolution 24-3460 - Sunnyside Park Improvements Project - Florida Recreation Development Assistance Program Grant

Introduction: Approval of Resolution 24-3460 authorizing staff to submit an application for the Sunnyside Park Improvements Project - Florida Recreation Development Assistance Program (FRDAP) grant is requested.

Background: FRDAP is a state competitive grant program that provides financial assistance to local governments to develop and/or acquire land for public outdoor recreational purposes. The City has benefited from multiple FRDAP grants in the past, including significant funding toward Wheel Park and Lake Concord Park. The FRDAP grant program is administered by the Florida Department of Environmental Protection (FDEP).

The City of Casselberry's 2017 Parks, Recreation, Pathways, and Open Spaces Master Plan included a recommendation to improve Sunnyside Park. Listed as one of the six parks in the 2020 Parks Bond referendum, Sunnyside Park was prioritized as the sixth park to be developed. The initial conceptual plan created by the City's consultant could not be implemented due to numerous site and funding constraints. As a result, in 2023, the City Commission paused the Sunnyside Park Improvements project.

The Fiscal Year 2021-2025 CIP, which includes "Sunnyside Park Improvements" in Fiscal Year 2025, was officially adopted into the City's Comprehensive Plan via Ordinance 20-1543, which was approved on November 16, 2020, and became officially effective on November 26, 2020.

Discussion: Recently staff has developed an updated conceptual plan for Sunnyside Park that addresses several of the site constraints and further identifies primary components for the Sunnyside Park Improvements project that would qualify for a FRDAP grant submission. These primary components include a new ADA accessible playground with a zip line, multi-purpose field, picnic area, nature study/rain garden area, and exercise stations. Support elements include a new restroom (self-lock), drinking fountain, ADA-compliant sidewalk and trail connectors, landscaped retention pond, and new benches, bike racks and trash receptacles.

Applications for the current FRDAP cycle are due September 30, 2024. The maximum grant request is \$200,000 and must be matched dollar-for-dollar by the applicant for a total project cost of \$400,000. Staff recommends submitting an application for Sunnyside Park. If awarded grant funding, the City will have 3 years to complete the project. It should be noted

that the actual cost to complete all elements proposed will likely exceed \$400,000, in which case the City will need to fund the overage on its own.

The Parks and Recreation Advisory Board recommended that the City Commission approve to submit the Sunnyside Park Improvements project - Florida Recreation Development Assistance Program grant during a regular scheduled meeting on September 10, 2024.

Resolution 24-3460 provides for authorization to submit the application.

Budget Impact: There is no budget impact at this time. However, if the FRDAP grant is awarded, the City will have to provide a \$200,000 match for state funding in the amount of \$200,000 for a total cost of \$400,000 for the Sunnyside Park Improvements project.

Recommendation: The City Manager and Public Works and Utilities Department Director recommend approval of Resolution 24-3460 authorizing submittal of the Sunnyside Park Improvements Project - Florida Recreation Development Assistance Program grant application in the amount of \$200,000, which will require \$200,000 in local match funding, for a total project cost of \$400,000.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Resolution 24-3460
2. Presentation



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

10.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Resolution 24-3465 - Utility Easement Agreement between Home Depot, Duke Energy Florida, LLC, and the City of Casselberry for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project

Introduction: Approval of Resolution 24-3465 providing for conveyance and acceptance of a Utility Easement Agreement between Home Depot, Duke Energy, LLC, and the City of Casselberry, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project (PW 1213), is requested.

Background: The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from US Highway 17-92 at Plumosa Avenue to Sunset Drive via the Home Depot property and includes a midblock crossing across Sunset Drive to connect to the Sunset Drive shared use path that was recently constructed in March 2024. This project was part of the 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 Work Program for Fiscal Year 2025 (FPID 439059-58-01).

On November 14, 2016, via Supplemental Agreement No. 5, City Commission approved an agreement with Vanasse Hangen Brustlin, Inc. (VHB) to design the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Improvement project, along with two other projects identified in the MTMP, as part of the Fiscal Year 2017 Transportation Design Projects. The two other projects, Quail Pond Circle Complete Street/Pedestrian Connectivity and Southcot Drive Bicycle and Pedestrian Improvements, have both since been constructed.

The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project stalled as the City was unsuccessful with obtaining the necessary easements from Home Depot needed to finish design and begin construction, among other issues. Recently, City staff was able to engage Home Depot in a partnership to move the project forward. On August 28, 2023, the City Commission approved Task Authorization No. 11 with VHB to reevaluate the conceptual design of the project and address any changes needed to maintain compliance with the current design standards.

Discussion: Design of this project is nearing completion and construction is expected to follow in 2025. Due to the elements included in the project's design, it is necessary for the City to obtain a Temporary Construction Easement (TCE), a Utility Easement, and a Trail Easement. Each easement will be addressed under a separate resolution on this same agenda.

Resolution 24-3465 provides for a non-exclusive Utility Easement to allow for construction, installation, operations and maintenance, and repair of utility infrastructure within the project area. The project limit begins at the Home Depot entrance at Plumosa Avenue and US Highway 17-92, includes portions of the Home Depot parking lot, and concludes at the back of the Home Depot property intersecting with Sunset Drive.

Budget Impact: Approval of Resolution 24-3465 and the Utility Easement Agreement will not impact the City's budget.

Recommendation: The City Manager and Public Works and Utilities Department Director recommend approval of Resolution 24-3465.

Prepared by: Kenna Henry, Public Works & Utilities Business Analyst

Attachments:

1. Resolution 24-3465
2. Utility Easement Agreement



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

10.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Resolution 24-3461- Temporary Construction Easement Agreement with Home Depot for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project

Introduction: Approval of Resolution 24-3461 providing for conveyance and acceptance of a Temporary Construction Easement Agreement with Home Depot, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project (PW 1213), is requested.

Background: The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from US Highway 17-92 at Plumosa Avenue to Sunset Drive via the Home Depot property and includes a midblock crossing across Sunset Drive to connect to the Sunset Drive shared-use path that was recently constructed in March 2024. This project was part of the 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 Work Program for Fiscal Year 2025 (FPID 439059-58-01).

On November 14, 2016, via Supplemental Agreement No. 5, City Commission approved an agreement with Vanasse Hangen Brustlin, Inc. (VHB) to design the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Improvement project, along with two other projects identified in the MTMP, as part of the Fiscal Year 2017 Transportation Design Projects. The two other projects, Quail Pond Circle Complete Street/Pedestrian Connectivity and Southcot Drive Bicycle and Pedestrian Improvements, have both since been constructed.

The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project stalled as the City was unsuccessful with obtaining the necessary easements from Home Depot needed to finish design and begin construction, among other issues. Recently, City staff was able to engage Home Depot in a partnership to move the project forward. On August 28, 2023, the City Commission approved Task Authorization No. 11 with VHB to reevaluate the conceptual design of the project and address any changes needed to maintain compliance with the current design standards.

Discussion: Design of this project is nearing completion and construction is expected to follow in 2025. Due to the elements included in the project's design, it is necessary for the City to obtain a Temporary Construction Easement (TCE), a Utility Easement, and a Trail Easement. Each easement will be addressed under a separate resolution on this same agenda.

Resolution 24-3461 provides for a Temporary Construction Easement over the entire project area to allow for complete construction of all project elements. The project limit begins at the Home Depot entrance at Plumosa Avenue and US Highway 17-92, will include portions of the Home Depot parking lot, and concludes at the back of the Home Depot property intersecting with Sunset Drive. This TCE is only temporary in nature and will terminate upon completion and acceptance of the project.

Budget Impact: Approval of Resolution 24-3461 and the Temporary Construction Easement Agreement with Home Depot will not impact the City's budget.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3461.

Prepared by: Kenna Henry, Public Works & Utilities Business Analyst

Attachments:

1. Resolution 24-3461
2. Temporary Construction Easement Agreement



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

10.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Resolution 24-3462 - Trail Easement Agreement with Home Depot for the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project

Introduction: Approval of Resolution 24-3462 providing for conveyance and acceptance of a Trail Easement Agreement with Home Depot, associated with the proposed US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project (PW 1213), is requested.

Background: The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from US Highway 17-92 at Plumosa Avenue to Sunset Drive via the Home Depot property and includes a midblock crossing across Sunset Drive to connect to the Sunset Drive shared use path that was recently constructed in March 2024. This project was part of the 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 Work Program for Fiscal Year 2025 (FPID 439059-58-01).

On November 14, 2016, via Supplemental Agreement No. 5, City Commission approved an agreement with Vanasse Hangen Brustlin, Inc. (VHB) to design the US Highway 17-92 to Sunset Drive Pedestrian Connectivity Improvement project, along with two other projects identified in the MTMP, as part of the Fiscal Year 2017 Transportation Design Projects. The two other projects, Quail Pond Circle Complete Street/Pedestrian Connectivity and Southcot Drive Bicycle and Pedestrian Improvements, have both since been constructed.

The US Highway 17-92 to Sunset Drive Pedestrian Connectivity Project stalled as the City was unsuccessful with obtaining the necessary easements from Home Depot needed to finish design and begin construction, among other issues. Recently, City staff was able to engage Home Depot in a partnership to move the project forward. On August 28, 2023, the City Commission approved Task Authorization No. 11 with VHB to reevaluate the conceptual design of the project and address any changes needed to maintain compliance with the current design standards.

Discussion: The design of this project is nearing completion and construction is expected to follow in 2025. Due to the elements included in the project's design, it is necessary for the City to obtain a Temporary Construction Easement (TCE), a Utility Easement, and a Trail Easement. Each easement will be addressed under a separate resolution on this same agenda. Resolution 24-3462 provides for a Trail Easement for a shared-use path that will be constructed on Home Depot's property that allows for construction, operation and

maintenance, and public usage in perpetuity. The trail will tie into the Lake Concord boardwalk and will continue eastward until it concludes at the proposed midblock crossing on Sunset Drive.

Budget Impact: Approval of Resolution 24-3462 and the Trail Easement Agreement with Home Depot will not impact the City's budget.

Recommendation: The City Manager and Public Works & Utilities Department Director recommend approval of Resolution 24-3462.

Prepared by: Kenna Henry, Public Works & Utilities Business Analyst

Attachments:

1. Resolution 24-3462
2. Trail 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: September 23, 2024
Subject: Resolution 24-3467 - In Recognition of Dedicated Public Service and Outstanding Legal Service by Catherine D. Reischmann as City Attorney to the City of Casselberry

Introduction: Resolution 24-3467 recognizes the dedicated public service and outstanding legal service by Catherine D. Reischmann as City Attorney for the City of Casselberry, who will be retiring on September 30, 2024 after more than 25 years of service to the City.



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: September 23, 2024
Subject: First Reading of Ordinance 24-1611 - Amending the City's Official Zoning Map for Property Located at 210 NE Triplet Drive (Parcel ID 09-21-30-506-0400-0010)

Introduction: Approval of Ordinance 24-1611 on first reading amending the official zoning classification for one (1) parcel located at 210 NE Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from R-9 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multifamily) is requested. (ZMA 24-05)

Background: The subject property is ±2.79 acres and has a *Future Land Use Map* (FLUM) designation of LDR (Low Density Residential) with R-9 (Low Density Single-Family Residential) zoning. The applicant has expressed an interest in developing the subject property with multifamily units similar to the surrounding multifamily, to which staff informed them of the required land entitlement changes. The applicant has also applied for a corresponding FLUM amendment to Medium Density Residential (MDR), which is consistent with the requested RMF-13 zoning designation per the City's Comprehensive Plan.

At an advertised public hearing on August 14, 2024, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 5-1 vote.

Discussion: The proposed amendment to the Official Zoning Map is consistent with the following Comprehensive Plan Objectives and Policies:

- Objective FLU 1. Coordinate Future Land Use. The City shall establish land use categories and policies that will ensure future land use coordination with the appropriate topography, soil condition, availability of facilities and services, and contrasting land use. The City shall adopt zoning districts that correspond to specific land use categories and define allowable densities and intensities in each zoning district.
- Policy FLU 1.3. Properties designated Medium Density Residential shall be developed at a gross density not exceeding 13 units to the acre.
- Policy FLU 1.3.a. Medium Density Residential shall be areas of single family and multi-family detached and attached housing
- Policy FLU 1.3.b. Medium Density Residential areas shall serve effectively as a transitional use between more intense urban development/major traffic corridors and Low Density Residential/Conservation areas.

- Policy FLU 1.3.c. Medium Density Residential areas shall have convenient access on or have access to collector or arterial roadways with minimal impact upon areas designated as Low Density.
- Objective FLU 5. Discourage Urban Sprawl. The City shall discourage the proliferation of urban sprawl by encouraging infill development and redevelopment of properties which are underutilized.
- Policy FLU 8.1. Unless otherwise provided by law, the Comprehensive Plan of the City of Casselberry may be amended in accordance with Sections 163.3184 and 163.3187 Florida Statutes.
- Policy FLU 11.3 Performance Standards. In order to protect the residential character of those areas defined by Objective FLU 11, medium and high-density residential, office and commercial uses shall be subject to performance standards within the Unified Land Development Regulations, including but not limited to the following:
 - a. Building height restrictions;
 - b. Increased building setbacks;
 - c. Requirements for architectural design compatible with the residential units nearby;
 - d. Floor area ratio (F.A.R.) limitations;
 - e. Lighting type and location requirements; and
 - f. Tree protection and increased landscaping requirements.

Land Use Compatibility

The subject property is bounded by Hill Street to the south and by N.E. Triplet Drive to the west. Otherwise, to the north, east, and south are other multifamily properties with RMF-13 zoning, which also share the same MDR FLUM designation the applicant is seeking. To the west are single-family properties lining North Triplet Lake zoned R-9 (Low Density Single Family) with Low Density Residential (LDR) FLUM designation.

According to the City's Comprehensive Plan, Medium Density Residential areas shall serve effectively as a transitional use between more intense urban development/major traffic corridors and Low Density Residential /Conservation areas. Because the surrounding properties on all three sides of the subject property east of Triplet Drive have a future land use of Medium Density Residential with RMF-13 zoning, in addition to the subject property's proximity to Seminola Boulevard, an arterial road, staff finds the proposed amendment compatible with the surrounding land uses and zoning districts.

Adequate Public Facilities

Police services are provided for the subject property by the City of Casselberry, and fire services are currently provided by Seminole County. Vehicular and pedestrian access will be provided via Triplet Drive and Hill Street. Capacity for water and sanitary sewer services will be confirmed prior to the proposed amendment's adoption hearing. Further, Seminole County Public Schools provided a School Impact Analysis School Capacity Determination indicating any generated students could be accommodated based on the maximum density of the Medium Density Residential FLUM designation.

Natural Environment

The proposed amendment to the Official Zoning Map is not anticipated to affect the natural environment negatively.

Economic Effects

The proposed amendment to the Official Zoning Map is not anticipated to affect the local economy negatively.

Orderly Development

All plans to develop the subject property will be reviewed and shall adhere to the requirements of the City's ULDR and Code of Ordinances.

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 and Code of Ordinances.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1611 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1611
2. 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: September 23, 2024
Subject: Procurement Information Report for the Period August 1, 2024 through August 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 August 1, 2024 through August 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 the next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of August 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: Elsie Burgess, Procurement Manager

Attachments:

1. August 2024 Procurement Information Report



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

14.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 23, 2024
Subject: Notification of Emergency Purchase Authorization of Sewer Lining Services for Guinevere Drive Sewer Main Break

Introduction: Notification is provided that the City Manager has authorized the emergency purchase of sewer inspection, cleaning, and rehabilitation services for a sewer main break at the intersection of Guinevere Dr. and Lady Susan Dr.

Background: A sewer main break occurred on September 11, 2024. As the road above the sewer main was sinking due to the break and the manhole was backing up due to groundwater and dirt infiltration, staff determined immediate action was necessary.

Discussion: Due to vacancies, staff was unable to investigate the issue with a camera truck, and therefore required these services and the subsequent repairs from an outside contractor. The City is in contract with one sewer rehabilitation contractor which was unable to perform the work within a timely manner, so staff contacted another local contractor to perform the work. Atlantic Pipe Services was able to arrange crews to come out to inspect within 48 hours, and perform the repairs on September 16, 2024.

After investigation, Atlantic Pipe Services provided a quote for the cleaning and repair at an amount of \$33,231.21, which was below the amount requested initially via purchase order. In the case of an emergency, the City Manager is authorized to make purchase outside of normal procurement and budgetary procedures with the requirement that notification and explanation is timely provided to the City Commission.

Budget Impact: There is no impact to the budget.

Recommendation: For information purposes only.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Emergency Purchase Memo
2. Quote