CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, April 28, 2025
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.

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. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of April 14, 2025 - Regular Meeting**

B. **Minutes of February 26, 2025 - Pre-Budget Planning Workshop**

6. PRESENTATIONS/ COMMENDATIONS

A. **Mayor's Proclamation: National Bike Month - May 2025**
Mayor Henson will present a proclamation to Public Works Director Kelly Brock declaring May 2025 as National Bike Month in the City of Casselberry.

B. **Mayor's Proclamation: National Drinking Water Week - May 4 -10, 2025**
Mayor Henson will present Tara Lamouereux, Utilities Director, with a proclamation designating May 4–10, 2025 as Drinking Water Week in the City of Casselberry.

C. **Mayor's Proclamation: Professional Municipal Clerks Week - May 4 - 10, 2025**
Mayor Henson will present Donna Gardner, City Clerk and Linda Sundvall, Deputy City Clerk, with a proclamation designating May 4–10, 2025 as Professional Municipal Clerks Week 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. **Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. for PW 2522 Triplet Lake Outfall Extension and Related Budget Amendment #25-027**
Approval of Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. (VHB) for the survey and design services for PW 2522 Triplet Lake Outfall Extension not to exceed $26,458 and related Budget Amendment #25-027 is requested.

B. **Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects**

Approval of Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects in order to extend the term and modify rates is requested.

C. **Award of Contracts for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**

Consideration to award three (3) contracts for continuing professional services for Surveying, Geographic Information System, and Infrastructure Asset Management on a task authorization basis to Colliers Engineering & Design, Inc.; Dyer, Riddle, Mills & Precourt, Inc.; and Southeastern Surveying and Mapping Corporation is requested. Each contract will have a not to exceed limit of $300,000 and will be in effect from April 28, 2025, through April 27, 2028.

D. **Piggyback Purchase of Three Replacement Service Trucks for the Finance Department Meter Service Division Utilizing Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles.**

Approval of the purchase of three replacement service trucks in the total amount of $108,603 for the Meter Service Division of the Finance Department from Duval Ford by piggybacking Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles is requested.

E. **Resolution 25-3499 - Authorizing Acceptance of a Hold Harmless and Maintenance Agreement with Property Owners of 370 S. Triplet Lake Drive for the Construction of a Non-Commercial Dock on the Lake Bottom Owned by the City**

Approval of Resolution 25-3499, which authorizes the acceptance of a Hold Harmless and Maintenance Agreement with property owners Rami Sadrack and Christine Wingate of 370 S. Triplet Lake Drive, for the construction of a non-commercial dock on the lake bottom owned by the City, is requested.

F. **Resolution 25-3503 - Approving Casselberry Exchange Replat**

Conditional Approval of Resolution 25-3503, approving and authorizing the execution of the Casselberry Exchange Replat of Lot 2 of "Casselberry Exchange Phase Two - A Replat," subdividing a 15.66-acre property located at the northeast corner of S. U.S. Hwy. 17-92 and S.R. 436 into four lots, is requested.

G. **Resolution 25-3504 - Approval of Naming "Wheel Park Phase I" as Casselberry Wheel Park East**

Approval of Resolution 25-3504 providing for approval to name the "Wheel Park Phase I" Project as Casselberry Wheel Park East is requested.

H. **Resolution 25-3505 - Approval of Naming "Wheel Park Phase II" as Casselberry Wheel Park West**

Approval of Resolution 25-3505 providing for approval to name the "Wheel Park Phase II" Project as Casselberry Wheel Park West is requested.

I. **Resolution 25-3510 - Supporting the Submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project**

Approval of Resolution 25-3510 supporting the Submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

B. **Residential Fences and Permitting Regulations**

9. RESOLUTIONS

A. **Resolution 25-3508 - Authorization to Execute a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE) to Participate in the 287(g) Task Force Model**

Approval of Resolution 25-3508 authorizing the execution of a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE), a component of the Department of Homeland Security (DHS), to participate in the 287 (g) Task Force Model, as codified at 8 U.S.C., ss 1357(g) is requested.

B. Resolution 25-3506 - Amending the City Commission Meeting and Agenda Policies

Approval of Resolution 25-3506 providing for amendments to the City Commission meeting and agenda policies is requested.

C. Resolution 25-3507 - Amending Code of Boardmanship

Approval of Resolution 25-3507 which amends the Code of Boardmanship policy to provide that City Commission Budget Workshop meetings are a priority and must be attended and to address the applicability of the policy to the Trustees of the City of Casselberrry Police Officers' and Firefighters' Pension Plan, is requested.

D. Resolution 25-3509 Amending Park Facility/Program Fee Schedule

Approval of Resolution 25-3509 providing for approval of the amended park facility/program fee schedule for parks and facility rentals and recreation programs is requested.

10. FIRST READING OF ORDINANCES

A. First Reading of Ordinance 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings

Approval of Ordinance 25-1621 on first reading, creating Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings" is requested.

11. PUBLIC HEARINGS

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

A. Public Hearing: Second Reading of Ordinance 25-1620 - Amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) Parcel with Parcel Identification Number 09-21-30-506-0300-0050

Adoption of Ordinance 25-1620 on second and final reading, amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050, is requested.

12. OTHER ITEMS

A. Agreement with CPH Consultants, LLC for Design of the Winter Park Drive Complete Street Improvements Project - Phase 1 and Related Budget Amendment #25-029

Approval of an agreement with CPH Consultants, LLC for professional engineering and design services for the Winter Park Drive Complete Street Improvements Project – Phase 1 (Project PW 2501) in the amount not to exceed $1,344,857.11 and related Budget Amendment # 25-029 is requested.

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

A. Procurement Information Report for the Period March 1, 2025 through March 31, 2025.

The March 2025 Procurement Information Report for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Minutes of April 14, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the April 14, 2025 Regular Meeting for approval.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Minutes of February 26, 2025 - Pre-Budget Planning Workshop

---

Introduction: The City Clerk is presenting the minutes of the February 26, 2025 Pre-Budget Planning Workshop for approval.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Mayor's Proclamation: National Bike Month - May 2025

Introduction: Mayor Henson will present a proclamation to Public Works Director Kelly Brock declaring May 2025 as National Bike Month in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Mayor's Proclamation: National Drinking Water Week - May 4 -10, 2025

Introduction: Mayor Henson will present Tara Lamouereux, Utilities Director, with a proclamation designating May 4–10, 2025 as Drinking Water Week in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Mayor's Proclamation: Professional Municipal Clerks Week - May 4 - 10, 2025

Introduction: Mayor Henson will present Donna Gardner, City Clerk and Linda Sundvall, Deputy City Clerk, with a proclamation designating May 4–10, 2025 as Professional Municipal Clerks Week in the City of Casselberry.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. for PW 2522 Triplet Lake Outfall Extension and Related Budget Amendment #25-027

Introduction: Approval of Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. (VHB) for the survey and design services for PW 2522 Triplet Lake Outfall Extension not to exceed $26,458 and related Budget Amendment #25-027 is requested.

Background: Following Hurricane Milton, Public Works staff observed significant erosive damage at a stormwater outfall structure located in the backyard of 61 N. Triplet Lake Drive. This outfall conveys flow from public right of way and public property through private property to Middle Lake Triplet. Staff determined that there is potential for risk to private property associated with this outfall structure, especially if it is exposed to additional major storms without protective improvements.

VHB is one of the City's current continuing consultants for Stormwater and Lake Management services.

Discussion: Staff requested a proposal from VHB for design. VHB will provide engineering services in the preparation of environmental documentation and permit applications, survey services, and construction cost estimation for the replacement/extension of the existing outfall structure to Middle Lake Triplet and additional bank reinforcement along the outfall where erosion and washouts occurred.

The cost for services provided by VHB shall not exceed $26,458. The projected completion date for the design is set for October 2025.

It should be noted that bid assistance and any tasks related to construction administration are not under this task authorization. This will be addressed if needed via future agenda item(s).

Staff has submitted this project for consideration to receive funding assistance from FEMA. However, staff recommends proceeding with design for the fix regardless, as the issue will eventually need to be addressed. Funding for erosion control improvements was budgeted in Fiscal Year 2025, but a budget amendment is necessary to allocate funding to this specific project.

Preparation of contract environmental documentation and permit applications will be vital for the City; it will lead the City to the next crucial step of construction and repair of erosion control when additional funding becomes available.

For tracking purposes, this item is associated with Project PW 2522 Triplet Lake Outfall Extension.

Budget Impact: Approval of Budget Amendment #25-027 will transfer $26,458 from the Stormwater Utility Fund Improvements Account #110-0740-538.63-24 PW2503 to #110-0740-538.63-24 PW2522 to provide sufficient funds to cover the design cost requested under this task authorization.

Recommendation: The City Manager and Public Works Director recommend approval of Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. in the amount not to exceed $26,458 and related Budget Amendment #25-027 for the survey and design services for PW 2522 Triplet Lake Outfall Extension.

Prepared by: Jane Dai, City Engineer

Attachments:
1. Task Authorization No. 2
2. BA 25-027

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

7.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects

---

Introduction: Approval of Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects in order to extend the term and modify rates is requested. (Ref. SOQ-2019-0424)

Background: As part of its adopted Stormwater and Lakes Management Master Plan, the City of Casselberry has numerous projects and programs for which assistance from professional consultants is needed. In 2019, as the result of solicitation SOQ-2019-0424, the City Commission awarded agreements to four firms: (1) CPH, Inc.; (2) Geosyntec Consultants, Inc.; (3) Vanasse Hangen Brustlin, Inc.(VHB); and (4) Wood Environment & Infrastructure Solutions, Inc. The initial term was for a period of five (5) years from May 13, 2019 through May 14, 2024, with the opportunity for two (2) additional one (1) year renewals when in the best interest of the City. The estimated not-to-exceed amount was $300,000 per contract per year.

Amendment 1 to VHB was approved on March 19th, 2024 with no rate changes, and provided for the first of the two one-year renewals, extending the term to May 13, 2025.

On June 27, 2022 the City Manager executed Amendment No. 1 to the agreement with CPH, Inc. to change the assignability of the contract. CPH, Inc. is now referred to as CPH Consulting, LLC. (CPH). Amendment 2 to CPH was approved on April 8, 2024, with updated rate changes and provided for the first of the two one-year renewals, extending the term to May 13, 2025.

Discussion: Amendment No. 2 to the agreement with VHB and Amendment No. 3 to the agreement with CPH provide for the second of two one-year renewals, extending the term to May 13, 2026. These amendments also provide for modification of rates for VHB and CPH, and their various subconsultants, with rates generally increasing, which has been typical under recent market conditions

Budget Impact: There is no impact to the City Budget at this time. Various operating and/or capital accounts in Public Works and other City Departments/Divisions may be used for future Task Authorizations under these contracts, subject to available budgets.

Recommendation: The City Manager and the Public Works Director recommend approval of Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects in order to extend term and modify rates.

Prepared by: Jane Dai, City Engineer

Attachments:

1. VHB Amendment No. 2
2. CPH Amendment No. 3

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Award of Contracts for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management

---

Introduction: Consideration to award three (3) contracts for continuing professional services pursuant to SOQ-2025-1263, for Surveying, Geographic Information System (GIS), and Infrastructure Asset Management, on a task authorization basis at an estimated expenditure not to exceed $300,000 per contract for the period beginning April 28, 2025, through April 27, 2028, to the following firms is requested:

-Colliers Engineering & Design, Inc.
-Dyer, Riddle, Mills & Precourt, Inc. (DRMP)
-Southeastern Surveying and Mapping Corporation (SSMC)

Background: The City of Casselberry depends on contracted surveying, geographic information system (GIS), and infrastructure asset management services to assist the City in carrying out tasks related to these areas. The previous continuing contracts for these types of services expired on March 25, 2025.

Request for Statement of Qualifications (SOQ-2025-1263) was properly advertised and publicly opened on January 6, 2025, with a total of ten (10) responses received by the due date and time:

CHA Consulting Inc.
Colliers Engineering & Design, Inc.
Dyer, Riddle, Mills, & Precourt, Inc. (DRMP)
EPIC Engineering & Consulting Group, LLC
GAI Consultants, Inc.
HLSM, LLC
Kimley-Horn and Associates, Inc.
Matthews Design Group
Southeastern Surveying and Mapping Corporation (SSMC)
WGI, Inc.

On February 25, 2025, and March 11, 2025, the Evaluation Committee met and discussed the proposals based on the following criteria: (1) Firm Qualifications & Project Team Experience, (2) Similar Projects, (3) Project Approach, and (4) Location of Firm.

The Evaluation Committee reached a consensus and the top three (3) firms were determined to be (in alphabetical order): (1) Colliers Engineering & Design, Inc. (2) Dyer, Riddle, Mills,

& Precourt, Inc. and (3) Southeastern Surveying and Mapping Corporation. The Evaluation Committee unanimously agreed that these three firms (3) should each be recommended for a continuing contract under this solicitation.

Discussion: This procurement process provided the City with a term agreement for each of the three selected firms, which may be utilized by the City on a task authorization basis. The initial term is for a period of three (3) years beginning April 28, 2025 through April 27, 2028, with the option to renew for two (2) additional one (1) year terms when it is in the best interest of the City. The estimated not-to-exceed amount is $300,000 per contract for the initial three-year term. Selection of firms for task assignments will be monitored to ensure equitable distribution of projects as funds become available.

It should be noted that the not- to-exceed threshold was established as a means to provide for the maximum authorization. However, it does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. In addition, appropriations beyond Fiscal Year 2025 are subject to future City Commission approval.

Budget Impact: There is no impact to the City Budget at this time. Various operating and/or capital accounts in various City Departments will be used for future Task Authorizations, subject to funding availability.

Recommendation: The City Manager and the Utilities Director recommend approval to award three separate contracts for continuing professional services for surveying, geographic information system (GIS), and infrastructure asset management on a task authorization basis to: (1) Colliers Engineering & Design, Inc., (2) Dyer, Riddle, Mills & Precourt, Inc., and (3) Southeastern Surveying and Mapping Corporation at an amount not to exceed $300,000 per contract.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. SOQ-2025-1263 Solicitation 1.23.25
2. SOQ-2025-1263 CHA Consulting Inc. Submittal PRR 2.10.25
3. SOQ-2025-1263 Colliers Engineering & Design Inc. Submittal PRR 2.10.25
4. SOQ-2025-1263 EPIC Engineering Submittal PRR 2.10.25
5. SOQ-2025-1263 GAI Consultants Submittal PRR 2.10.25
6. SOQ-2025-1263 HLSM Submittal PRR 2.10.25
7. SOQ-2025-1263 Kimley-Horn Submittal PRR 2.10.25
8. SOQ-2025-1263 Matthews Design Group Submittal PRR 2.10.25
9. SOQ-2025-1263 SSMC Submittal PRR 2.10.25
10. SOQ-2025-1263 WGI Submittal PRR 2.10.25
11. SOQ-2025-1263 DRMP Submittal PRR 2.10.25
12. SOQ-2025-1263 Phase I Scores
13. SOQ-2025-1263 Phase II Final Scores
14. SOQ-2025-1263 Colliers Engineering and Design Inc. Signed Agreement 4.28.25
15. SOQ-2025-1263 DRMP Inc. Signed Agreement 4.28.25
16. SOQ-2025-1263 SSMC Signed Agreement 4.28.25

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Piggyback Purchase of Three Replacement Service Trucks for the Finance Department Meter Service Division Utilizing Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles.

Introduction: Approval of the purchase of three replacement service trucks in the total amount of $108,603 for the Meter Service Division of the Finance Department from Duval Ford by piggybacking Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles is requested. (PBA-2025-1323)

Background: The Fiscal Year (FY) 2025 Adopted Budget provides funding in the amount of $160,000 for four (4) replacement service trucks (Account #401-0135-513.67-22) within the Meter Service Division of the Finance Department.

Discussion: Of the four (4) service trucks originally budgeted, only three (3) are now needed. Public Works Fleet staff obtained a proposal from Duval Ford that meets the City's specification requirements. The attached price proposal is based on the Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles. The cost is $36,201 per truck, for a total of $108,603—representing a savings of $51,397 compared to the amount allocated in the FY 2025 Budget for these vehicles.

Budget Impact: Sufficient funding in the amount of $108,603 is available and budgeted in the FY25 Meter Service Account 401-0135-513.67-22.

Recommendation: The City Manager, Public Works Director, and Finance Director recommend approval of the purchase of three replacement service trucks in the total amount of $108,603 for the Meter Service Division of the Finance Department by piggybacking Florida Sheriffs Association Contracts FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles .

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:
1. Quote
2. FSA24-VEL32.0 - Item 119, Ford, F-150 XL Regular Cab, F1K
3. PBA-2025-1324 Florida Sheriffs Association Contract Information
4. Warranty-130

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3499 - Authorizing Acceptance of a Hold Harmless and Maintenance Agreement with Property Owners of 370 S. Triplet Lake Drive for the Construction of a Non-Commercial Dock on the Lake Bottom Owned by the City

---

Introduction: Approval of Resolution 25-3499, which authorizes the acceptance of a Hold Harmless and Maintenance Agreement with property owners Rami Sadrack and Christine Wingate of 370 S. Triplet Lake Drive, for the construction of a non-commercial dock on the lake bottom owned by the City, is requested.

Background: The property owners, Rami Sadrack and Christine Wingate, have submitted a building permit application to the City of Casselberry for the construction of a non-commercial boat dock at their property located at 370 S. Triplet Lake Drive, Casselberry, Florida. The property is identified by parcel number 16-21-30-505-0000-0270 and is adjacent to Lake Triplet, a body of water owned by the City. The construction of non-commercial docks requires conditional use approval from the City's Planning and Zoning Commission/Local Planning Agency (P&Z) per Section 2-5.3 of the City's Unified Land Development Regulations (ULDR). As such, on April 9, 2025, P&Z approved a Conditional Use Request (COU 25-01) for the construction of the dock.

As part of the approval, the property owners are required to execute a Hold Harmless and Maintenance Agreement with the City of Casselberry. This agreement indemnifies the City from any liability related to the construction, maintenance, and operation of the dock and outlines the requirements for maintaining the dock in accordance with City regulations. The agreement also includes provisions for the potential removal of the dock should it become a safety hazard or eyesore, as determined by the City.

Discussion: The proposed non-commercial boat dock will be constructed on Lake Triplet on a portion that is owned by the City. The City's approval of the Conditional Use Request was granted on the condition that the property owners agree to specific terms outlined in the Hold Harmless and Maintenance Agreement. These terms include:

1. Maintenance and Construction Standards: The property owners agree to construct and maintain the dock in compliance with the City's Code of Ordinances and Unified Land Development Regulations.
2. Vegetation Management: The property owners may clear vegetation by hand for the purpose of accessing the waterway but are prohibited from using heavy equipment, performing excavation or grading, or disturbing existing root systems.

3. Modification and Removal of Dock: The City reserves the right to revoke the permit and require the removal of the dock if it becomes a hazard, eyesore, or violates City policies. If the property owners fail to remove the dock, the City may remove it at the property owners' expense.
4. Indemnification: The property owners will indemnify and hold the City harmless from any claims or liabilities arising from the construction, operation, or maintenance of the dock.

The agreement also requires the property owners to bear the cost of recording the agreement in the Public Records of Seminole County, Florida. The agreement is binding on the property owners and their successors, assigns, and future property owners.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 25-3499.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Resolution 25-3499
2. Hold Harmless & Maintenance Agreement

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

7.F.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3503 - Approving Casselberry Exchange Replat

---

<u>Introduction</u>: Conditional approval of Resolution 25-3503, approving and authorizing the execution of the Casselberry Exchange Replat of Lot 2 of "Casselberry Exchange Phase Two - A Replat," subdividing a 15.66-acre property located at the northeast corner of S. U.S. Hwy. 17-92 and S.R. 436 into four lots, is requested. (PLT 25-01)

<u>Background</u>: In the fall of 2024, the applicants and property owners, RD Casselberry Investors, LLC, and BJs Wholesale Club, Inc., split the 15.66-acre property into four tax parcels (A, B, C, D) via the Seminole County Property Appraiser to facilitate the sale of a portion of land from one to the other. The site is currently being redeveloped to accommodate a BJ's Wholesale Club, a large retail establishment that includes ancillary uses such as a package liquor store, tire service center, and fuel station.

Now, the applicants are seeking formal approval of a replat to legally subdivide the land into four lots:

- Lot 1 – 1.27 acres
- Lot 2 – 12.34 acres
- Lot 3 – 1.34 acres
- Lot 4 – 0.71 acres

The subject property is located in Section 17, Township 21 South, Range 30 East, City of Casselberry, Seminole County, Florida. It has a Major Thoroughfare Mixed Use (MTMU) Future Land Use Map designation and is zoned PMX-HIGH (Planned Mixed-Use: High Rise). The City Commission approved the Casselberry Exchange Planned Unit Development (PUD) Agreement on April 24, 2023, and a site plan for a development of community impact on July 24, 2023. A minor site plan modification was subsequently approved by the City's Development Review Committee (DRC) on November 12, 2024, reflecting refinements to the overall project design and internal lot configuration.

<u>Discussion</u>: All plats undergo a multi-disciplinary review process to ensure compliance with survey, legal, utility, access, and planning requirements in accordance with Chapter IV, Article XIX of the City's Unified Land Development Regulations (ULDR) and Chapter 177, Florida Statutes. As such, the proposed plat has been reviewed for compliance by the City Attorney, City Engineer, City Addressing/GIS Division, City Utilities Department, City Planning Division, and the contract surveyor for the City of Casselberry. The proposed lot sizes and layout are consistent with the approved PUD and site plan, and all necessary easements, rights-of-way, and dedications are shown on the plat as required.

A condition of plat approval is that a performance guarantee for the required subdivision improvements shall be provided to the City pursuant to Section 4-19.6 of the City Code and in a form acceptable to the City Attorney prior to recordation of the final plat.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 25-3503 with the condition that a performance guarantee is provided to the City pursuant to Section 4-19.6 of the City Code and in a form acceptable to the City Attorney prior to recordation of the final plat.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Resolution 25-3503
2. Casselberry Exchange Replat
3. Joinder and Consent of Mortgagee
4. Property Survey

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3504 - Approval of Naming "Wheel Park Phase I" as Casselberry Wheel Park East

---

Introduction: Resolution 25-3504 provides for approval to name the "Wheel Park Phase I" Project as Casselberry Wheel Park East.

Background: In 2018, the City Commission identified and prioritized six park projects, including a new park under the working name "Wheel Park", which was ranked at #4. All six parks were brought forward to the community as a vote for a $24 million bond referendum that would improve and develop the six parks. On March 17, 2020, the voters approved the referendum. "Wheel Park" was split into two separate park projects: "Wheel Park Phase I" and "Wheel Park Phase II". On October 15, 2021, the City applied to the Florida Department of Environmental Protection (FDEP) for $200,000 in Florida Recreation Development Assistance Program (FRDAP) funding that required a $200,000 local match commitment, for a total of $400,000 to help construct "Wheel Park Phase I". The grant was awarded on July 1, 2022, and the City entered into an Agreement to develop the park on September 12, 2022. In October 2022, the City applied to the FDEP for $200,000 in FRDAP funding that required a $200,000 local match commitment, for a total of $400,000 to help construct "Wheel Park Phase II". The grant was awarded in July 2023, and the City entered into an Agreement to develop the park on December 11, 2023. Construction of both parks began on January 29, 2024. "Wheel Park Phase I" is scheduled for completion in April 2025 to meet the April 30, 2025, FRDAP grant deadline. "Wheel Park Phase II" has a FRDAP grant deadline of April 30, 2026 but is scheduled for completion in July 2025. After completion, both parks will be open for public use. Tentative dates for the official ribbon-cutting ceremonies are scheduled for May 3, 2025 for "Wheel Park Phase I" and July 26, 2025 for "Wheel Park Phase II".

Discussion: Since the inception of the park concept, the northwest property, which straddles N. Winter Park Drive, was unofficially identified as "Wheel Park". It was conceived as an outdoor sports complex meant for the whole family. It featured amenities that involved skateboards, BMX bicycles, roller skates and even wheelchairs. These amenities include a skate park, a street scene, a bicycle training area, playground and a pump track. They suit all ages and abilities. The common theme that connected them was all the activities involving things with wheels. For grant and construction purposes, it was further described as "Wheel Park Phase I" and "Wheel Park Phase II". The names have not been formally adopted. As excitement and anticipation of the completion of the park projects continues to grow in the community, it has quickly become known as “Wheel Park”.

The Parks and Recreation Advisory Board approved recommending that the City Commission formally designate "Wheel Park Phase I" as Wheel Park East and "Wheel Park Phase II" as Wheel Park West during their regular scheduled meeting held on February 11, 2025. The recommended names of Wheel Park East and Wheel Park West could further identify the park geographically. Signage will list and name the amenities located at each park. Additional color separation for each park has been suggested for signage, accent elements, shade structure, and playground equipment. The color for Wheel Park East is proposed to be Lime Green and the color for Wheel Park West is Royal Blue. In the future, there may be an opportunity for the City to host a contest that invites the community to create tag-lines that could further brand the parks. At their regular scheduled meeting held on April 14, 2025, the Commissioners directed staff to include the name Casselberry to Wheel Park East.

Resolution 25-3504 provides for the official naming of Casselberry Wheel Park East, located at 951 N Winter Park Dr.

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

Recommendation: The City Manager and the Public Works Director recommend approval of Resolution 25-3504 to name "Wheel Park Phase I" as Casselberry Wheel Park East.

Prepared by: Linda Moore, Recreation Manager

Attachments:
1. Resolution 25-3504

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3505 - Approval of Naming "Wheel Park Phase II" as Casselberry Wheel Park West

---

Introduction: Resolution 25-3505 provides for approval to name the "Wheel Park Phase II" Project as Casselberry Wheel Park West.

Background: In 2018, the City Commission identified and prioritized six park projects, including a new park under the working name "Wheel Park", which was ranked at #4. All six parks were brought forward to the community as a vote for a $24 million bond referendum that would improve and develop the six parks. On March 17, 2020, the voters approved the referendum. "Wheel Park" was split into two separate park projects: "Wheel Park Phase I" and "Wheel Park Phase II". On October 15, 2021, the City applied to the Florida Department of Environmental Protection (FDEP) for $200,000 in Florida Recreation Development Assistance Program (FRDAP) funding that required a $200,000 local match commitment, for a total of $400,000 to help construct "Wheel Park Phase I". The grant was awarded on July 1, 2022, and the City entered into an Agreement to develop the park on September 12, 2022. In October 2022, the City applied to the FDEP for $200,000 in FRDAP funding that required a $200,000 local match commitment, for a total of $400,000 to help construct "Wheel Park Phase II". The grant was awarded in July 2023, and the City entered into an Agreement to develop the park on December 11, 2023. Construction of both parks began on January 29, 2024. "Wheel Park Phase I" is scheduled for completion in April 2025 to meet the April 30, 2025, FRDAP grant deadline. "Wheel Park Phase II" has a FRDAP grant deadline of April 30, 2026, but is scheduled for completion in July 2025. After completion, both parks will be open for public use. The scheduled dates for the official ribbon-cutting ceremonies are May 3, 2025 for "Wheel Park Phase I" and July 26, 2025 for "Wheel Park Phase II".

Discussion: Since the inception of the park concept, the northwest property, which straddles N. Winter Park Drive, was unofficially identified as "Wheel Park". It was conceived as an outdoor sports complex meant for the whole family. It featured amenities that involved skateboards, BMX bicycles, roller skates and even wheelchairs. These amenities include a skate park, a street scene, a bicycle training area, playground and a pump track. They suit all ages and abilities. The common theme that connected them was all the activities involving things with wheels. For grant and construction purposes, it was further described as "Wheel Park Phase I" and "Wheel Park Phase II". The names have not been formally adopted. As excitement and anticipation of the completion of the park projects continues to grow in the community, it has quickly become known as “Wheel Park”.

The Parks and Recreation Advisory Board approved recommending that the City Commission formally designate "Wheel Park Phase I" as Wheel Park East and "Wheel Park Phase II" as Wheel Park West during their regular scheduled meeting held on February 11, 2025. The recommended names of Wheel Park East and Wheel Park West could further identify the park geographically. Signage will list and name the amenities located at each park. Additional color separation for each park has been suggested for signage, accent elements, shade structure, and playground equipment. The color for Wheel Park East is proposed to be Lime Green and the color for Wheel Park West is Royal Blue. In the future, there may be an opportunity for the City to host a contest that invites the community to create tag-lines that could further brand the parks. At their regular scheduled meeting held on April 14, 2025, the Commissioners directed staff to include the name Casselberry to Wheel Park West.

Resolution 25-3505 provides for the official naming of Casselberry Wheel Park West, located at 952 N Winter Park Dr.

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

Recommendation: The City Manager and the Public Works Director recommend approval of Resolution 25-3505 to name "Wheel Park Phase II" as Casselberry Wheel Park West.

Prepared by: Linda Moore, Recreation Manager

Attachments:
1. Resolution 25-3505

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3510 - Supporting the Submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project

---

Introduction: Resolution 25-3510 provides support for the submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project.

Background: In early Spring 2021, House and Senate Appropriations Chairs announced that both committees would reinstate a modified opportunity for congressionally-directed spending for state and local projects — what was formerly known as "earmarks." Earlier this month, Congressman Mills' Office notified the City of the opportunity to submit a federal appropriation request for the FY2026 cycle.

Discussion: City staff has identified a project, Eastbrook Phase 1 Water Main Replacement, eligible for Community Project Funding. Community Project Funding (CPF) is generally defined as spending provisions in federal legislation that are requested on behalf of constituents or constituent organizations by a Member of Congress or Senator. It provides, authorizes, or recommends a specific amount of federal discretionary budget authority, credit authority, or specific funding amount to a specific entity for a specific purpose; and the purpose of the project must meet the objective of a federal program under existing law. CPFs allow Members of Congress to request direct funding for projects that benefit the communities they represent.

The Eastbrook Water Main Replacement Project – Phase One represents the first phase of a comprehensive water infrastructure program to rehabilitate and modernize aging water infrastructure. The multi-phased approach to address these infrastructure demands is being implemented with focus on ensuring affordability for citizens, preserving the family-oriented sense of community for which the City is known, and maintaining its business-friendly environment. Phase 1 of the program will include construction of 16,200 linear feet of water mains, installation of 38 new fire hydrants, and replacement of 7 existing hydrants at an estimated cost of $9.2 million.

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

Recommendation: The City Manager and Utilities Director recommend approval of Resolution 25-3510.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Resolution 25-3510

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

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: April 28, 2025

Subject: Residential Fences and Permitting Regulations

Introduction: At the January 13, 2025 meeting, Mayor Henson requested a discussion on the permitting of fences. The Commission agreed and directed the City Manager to bring back a presentation on the topic. Staff will provide an overview of residential fences and permitting regulations.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3508 - Authorization to Execute a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE) to Participate in the 287(g) Task Force Model

---

Introduction: Approval of Resolution 25-3508 authorizing the execution of a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE), a component of the Department of Homeland Security (DHS), to participate in the 287 (g) Task Force Model, as codified at 8 U.S.C., ss 1357(g) is requested.

Background: The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 added Section 287(g) to the Immigration and Nationality Act (INA) authorizing the United States Immigration and Customs Enforcement (ICE) to delegate to state and local law enforcement officers the authority to perform specified immigration officer functions under the direction and supervision of ICE agents. During a special session of the Florida Legislature in February 2025, the legislature created and amended statutes dealing with illegal immigration. Section 908.104, Florida Statutes, cooperation with federal immigration authorities, already provides, in part, "A law enforcement agency shall use best efforts to support the enforcement of federal immigration law."

Discussion: Section 287 (g) of the Immigration and Nationality Act (INA), codified at 8 U.S.C. ss 1357 (g), as amended by the Homeland Security Act of 2002, Public Law 107-276, authorizes the Secretary of Homeland Security, or designee, to enter into written agreements with the State, or any political subdivision of a state so that qualified officers and employees can perform certain functions of an immigration officer. This Memorandum of Agreement would authorize the Police Department to participate in the 287 (g) Task Force model by designating at least one (1) officer be trained to assist ICE. The 287 (g) Task Force agreement is intended to serve as a force multiplier for law enforcement agencies to enforce limited immigration authority under the specific direction and supervision of ICE agents. If approved, the Police Department will nominate at least one (1) officer, who will receive specific training from ICE, and thereafter be approved by ICE to perform certain functions of an immigration officer(s) while under the direction and supervision of an ICE agent. Once approved by DHS, an Intercommunications Security Agreement (ISA) will be provided regarding access to sensitive ICE provided network and software applications. The 287(g) MOA may be terminated at any time upon written notice to the ICE Local Field Office. The City Manager and the Police Chief believe that, at this time, the City has the staff and resources available to assist ICE in the limited fashion described above and in the 287(g) MOA.

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

Recommendation: The City Manager and Police Chief recommend the approval of Resolution 25-3508 and the authorization for the Chief of Police to execute the Memorandum of Agreement with United States Immigration and Customs Enforcement (ICE) to participate in the 287 (g) Task Force Model. Further, in accordance with section XVIII of the Memorandum of Agreement, authorize the Chief of Police to withdraw or terminate the agreement should it be deemed in the best interest of the City and agency. It is also requested to authorize the Chief of Police to execute the Intercommunications Security Agreement (ISA), if needed, to provide access to ICE network and software applications.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 25-3508
2. Memorandum of Agreement

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: April 28, 2025

Subject: Resolution 25-3506 - Amending the City Commission Meeting and Agenda Policies

---

Introduction: Approval of Resolution 25-3506 providing for amendments to the City Commission meeting and agenda policies is requested.

Background: Section 4.17 of the City Charter provides that the City Commission shall determine its own rules and order of business. The City Commission first adopted its City Commission Meeting and Agenda Policies in 2009 via Resolution 09-2102. These policies have been supplemented and updated numerous times since then. The commencement time of the regular meetings was changed from 7:00 p.m. to 4:00 p.m. on May 13, 2013 via Resolution 13-2497. An update to public comment matters in accordance with Section 286.0114, Florida Statutes was approved on September 23, 2013 via Resolution 13-2356. On December 14, 2015, the commencement time for regular meetings was once again changed from 4:00 p.m. to 5:00 p.m. via Resolution 15-2802. The last update was on September 28, 2020 when the meeting commencement time was changed from 5:00 p.m. to 5:30 p.m. via Resolution 20-3204.

Discussion: Resolution 25-3506 primarily provides for updates to policies relating to public comment and decorum at City Commission meetings. It also reorganizes the policies in a more cohesive order.

Budget Impact: This item has no impact on the City Budget.

Recommendation: The City Manager, City Attorney and City Clerk recommend approval of Resolution 25-3506.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Resolution 25-3506

CITY MANAGER MEMORANDUM

9.C.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3507 - Amending Code of Boardmanship

Introduction: Approval of Resolution 25-3507 which amends the Code of Boardmanship policy to provide that City Commission Budget Workshop meetings are a priority and must be attended and to address the applicability of the policy to the Trustees of the City of Casselberrry Police Officers' and Firefighters' Pension Plan, is requested.

Background: The current Code of Boardmanship policy was approved by the City Commission on November 27, 2023 via Resolution 23-3389. Resolution 23-3389 repealed the initial Code of Boardmanship which was approved by the City Commission in 2007 via Resolution 07-1783. The current policy requires all elected officials and all City board members to be provided with a copy of the policy annually in February, and to candidates upon qualifying for office.

In February 2024, the Police Officers' and Firefighters' Pension Plan attorney had concerns regarding the applicability of the Code of Boardmanship policy to the Trustees of the Plan. As a result, an alternate acknowledgment form was provided to Trustees to sign stating that the policy does not apply to those Trustees that are not appointed by the City Commission and to extent that the policy contradicts any fiduciary duty or legal requirements of a Trustee position, the policy would not apply.

Discussion: On October 31, 2023, the City Commission held a workshop to discuss the proposed 2024 City Charter amendments' language. During that discussion, a consensus was reached by the Commission for the importance for Commission members to attend any meetings or workshops where the City Budget was discussed. At that time, the Commission consensus was to prepare an ordinance to constitute budget workshops as regular meetings and therefore count towards the new absence requirement in one of the proposed 2024 City Charter amendments. Upon further study by the City Attorney and staff, it was determined that adoption of such an ordinance would be in direct conflict with the City Charter. Alternatively, the Code of Boardmanship policy was determined to be the appropriate place to emphasize how imperative it was to attend all workshops and meetings leading up to the adoption of budget each fiscal year. The proposed amended Code of Boardmanship policy has a new provision that acknowledges the importance of attendance at budget workshops and meetings and states that failure to attend two or more budget workshops, special meetings focused on the budget, or regular meetings at which budget public hearings are conducted in a single budget season may result in the imposition of sanctions which are provided within the policy. It also adds language clarifying the applicability of the Code of Boardmanship policy to Trustees for the City of Casselberry Police Officers' and Firefighters' Pension Plan.

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

Recommendation: The City Manager, City Attorney and City Clerk recommend approval of Resolution 25-3507.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Resolution 25-3507

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Resolution 25-3509 Amending Park Facility/Program Fee Schedule

---

Introduction: Resolution 25-3509 provides for approval of the amended park facility/program fee schedule for parks and facility rentals and recreation programs.

Background: The City charges fees for various park and facility rentals and recreation programs to help offset costs associated with such facilities. The fee schedule is reviewed periodically to ensure that the fees offered can meet public demand in a cost-effective manner and continue to promote the quality of life in the Casselberry community. The City Commission last approved to amend the fee schedule via Resolution 14-2602 at their regularly scheduled meeting on May 12, 2014.

Since the last fee structure approval in 2014, the City has added new, expanded, and improved park spaces, largely as the result of the 2020 Parks Bond Referendum projects. Improvements include the Casselberry Arts Center/Lake Concord Park expansion, Wheel Park Phase I and Wheel Park Phase II, and redevelopment park upgrades for Secret Lake Park, Wirz Park/Pool and future upgrades to Dew Drop Park.

The City's fee schedule is due for an update to consider these new and improved facilities as well as to better align with peer markets.

Discussion: To address the need for an updated fee schedule, staff compiled a comparison list of facilities outside the City limits of Casselberry to help create the amended fee structure that reflects current rates comparable to other park facilities' fair market value. Differential pricing was also used for different types of patrons, such as seniors, residents, non-residents, commercial, and non-profits. Exhibit "A" identifies the resulting proposed amended fee schedule. The proposed amended fee schedule includes all the six new and renovated parks that were identified in the Parks, Recreation, Pathways, and Open Spaces Master Plan and prioritized by the City Commission. Amendments include new fees for rentals for several existing and new parks, renovated facilities, new facilities, and sports fields. Other proposed fee changes include increases to Wirz Pool fees, lifeguard hourly rate for pool rentals, kayak/canoe rentals, pavilions, and various programs.

The hour-block structures with fee increases for pavilion rentals will generate more income and provide better customer service. Increasing fees will help generate income and offset costs associated with additional staff management, cleaning and setup, supplies, and other hard costs needed for parks and facility rentals and programs.

The Parks and Recreation Advisory Board reviewed and made a motion to recommend that the City Commission amend the previous park facility/program fee schedule as proposed at their regular scheduled meeting held on March 11, 2025. Resolution 25-3509 provides for approval of the amended fee schedule.

Budget Impact: There is no Fiscal Year 2025 budget impact associated with this item, but increased revenues are anticipated as a result of the new fee schedule.

Recommendation: The City Manager and the Public Works Director recommend the approval of Resolution 25-3509.

Prepared by: Linda Moore, Recreation Manager

Attachments:
1. Resolution 25-3509
2. Exhibit A Fee Schedule
3. Markup Fee Schedule (for Reference)

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: April 28, 2025

Subject: First Reading of Ordinance 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings

---

Introduction: Ordinance 25-1621 creates Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings".

Background: Article IV, Section 4.14 of the City Charter provides that the City Commission shall meet regularly at such times and places as may be specified by ordinance, except that it shall meet regularly not less than once each month. The City Clerk conducted research of old City Charters and an index of ordinances. It appears that the requirement for establishing the regular meeting times and locations for regular meetings by ordinance has been in the City Charter since at least 1977. There were no ordinances in the index indicating that the regular meeting times and locations had been considered in ordinance form since 1940 when the City was first incorporated as the Town of Casselberry. Since 1991, the City Commission has changed its regular meeting frequency and times of regular meetings by either a motion or by resolution by amendment to the City Commission Agenda and Meeting Policies.

Discussion: Ordinance 25-1621 provides for compliance with Section 4.14 of the City Charter by memorializing the City Commission's current regular meeting location (City Hall), frequency (every second and fourth Monday of each month), and the meeting start time (5:30 p.m.). Ordinance 25-1621 also provides procedures for cancelling meetings. The ordinance proposes that the City Clerk shall present the City Commission a meeting calendar prior to the commencement of each calendar year for the City Commission's approval. This will allow the City Clerk to present a yearly schedule that announces that certain regular meetings will not be held due to a conflict with a holiday or other reason. For example, currently, the first meeting in July is cancelled and a Budget Workshop is held in its place. The meeting schedule is also currently modified in the months of May, November and December to only one regular meeting in those months due to conflicts with holidays. Additionally, the ordinance provides the authority to the City Manager to cancel a meeting when there is no business which needs to be presented to the City Commission or in the case of an emergency, but the City Manager cannot cancel more than one (1) meeting per month. Ordinance 25-1621 also clarifies that any City Commission meetings that is held outside the second and fourth Monday of each month are considered special meetings.

Budget Impact: The item has no impact on the City Budget.

Recommendation: The City Manager, City Attorney and City Clerk recommend approval of Ordinance 25-1621 on first reading.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Ordinance 25-1621
2. Business Impact Estimate - 25-1621

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Public Hearing: Second Reading of Ordinance 25-1620 - Amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) Parcel with Parcel Identification Number 09-21-30-506-0300-0050

Introduction: Adoption of Ordinance 25-1620 on second and final reading, amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050, is requested. (ZMA 24-08)

Background: The subject parcel is ±0.59 acres, is currently undeveloped, and is located on the west side of Hill Street, approximately 190 feet south of its intersection with Seminola Boulevard. The applicant, Mr. Milovan Mastikosa, intends to develop the parcel with townhomes. The subject property currently has a Medium Density Residential (MDR) Future Land Use Map (FLUM) designation with an inconsistent zoning classification of R-9 (Low Density Single-Family). As such, an amendment to the City's Official Zoning Map is required to accommodate the proposed use. To that end, the applicant is requesting to change the zoning designation from R-9 to RMF-13 (Medium Density Multifamily).

The RMF-13 zoning district is intended to accommodate single-family and multifamily residential development with a maximum density of 13 units per acre. However, the maximum density is not automatically granted. Instead, it will be determined through a site-specific assessment that takes into account the natural features of the site, as well as the performance standards outlined in ULDR Chapter III.

Lastly, this item received a favorable recommendation from the Planning and Zoning Commission (P&Z) at an advertised public meeting on February 12, 2025. At a regular meeting on March 24, 2025, the City Commission voted unanimously, 3-0, to approve the proposed ordinance and hold a subsequent public hearing. As such, a notice for this public hearing was advertised in the Orlando Sentinel on April 17, 2025.

Discussion: City staff have provided the following assessment of the proposed amendment based on the established criteria outlined in ULDR Section 1-2.9.A. Criteria in ULDR Section 1-2.9.C also apply since a property owner initiated this request.

CRITERIA 1. Consistency with Comprehensive Plan
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.

The proposed rezoning from R-9 to RMF-13 is supported by Policy FLU 1.3, which designates the subject property for Medium Density Residential use. The rezoning to RMF-13 directly corresponds to the Medium Density Residential land use category, ensuring that future development follows this area's planned density and intensity according to the City's FLUM.

Policy FLU 1.2 – Properties designated Medium Density Residential (MDR) shall be developed at a gross density not exceeding 13 units to the acre.

This policy sets a density cap of 13 units per acre for properties designated as Medium Density Residential (MDR), ensuring that developments in these areas do not exceed the specified density. The property is approximately 0.59 acres, and under the Medium Density Residential designation, the property can accommodate up to 13 dwelling units per acre, which allows for approximately seven units. The proposed rezoning will allow for multifamily development at this density, which is consistent with the City's goal of maintaining orderly and controlled growth. Again, it is also important to note that the maximum density is not guaranteed; elements such as landscape buffers, stormwater areas, and parking take away from the building area.

Policy FLU 1.3.a. Medium Density Residential shall be areas of single family and multi-family detached and attached housing.

The subject property is surrounded by parcels with the FLUM designation of Medium Density Residential and corresponding zoning of RMF-13. This policy supports the proposed rezoning because it specifies that Medium Density Residential areas are suitable for both single-family and multifamily housing types. The applicant's intention to develop townhome units aligns with this policy, as the site is intended to be part of a larger, mixed housing area along Seminola Boulevard that includes detached and attached residential units.

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.

This policy specifies that Medium Density Residential areas should act as a buffer between higher-density, more urbanized areas and lower-density residential or conservation areas. The subject property is bounded by church property to the north, west, and south. To the west, across Hill Street, are duplexes. This property's Medium Density Residential designation allows it to act as a transitional buffer between the higher-density areas to the north and east and the low-density residential areas to the west. Furthermore, the property's proximity to Seminola Boulevard enhances its ability to serve as a transitional use by providing easy access to major traffic corridors without impacting low-density residential 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.

The subject property is well-positioned to meet this policy, with convenient access to Seminola Boulevard from Hill Street. This provides the property with the necessary access to a roadway in line with the policy's requirement for Medium Density Residential areas to have access to arterial roads, like Seminola Boulevard, that can accommodate higher traffic volumes without negatively impacting low-density areas.

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.

The subject property is currently underutilized, with inconsistent land entitlements. The request to rezone the property to RMF-13 for multifamily housing directly supports the City's objective of encouraging infill development in urbanized areas. The rezoning would help reduce urban sprawl by promoting development on a site that is already in a developed area near existing infrastructure. It capitalizes on the existing urban fabric, efficiently using land while preserving undeveloped areas for conservation or low-density residential uses.

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.

The rezoning request for the subject property has followed the required legal procedures under Sections 163.3184 and 163.3187 of the Florida Statutes. The amendment process has been conducted in full compliance with state law, ensuring that the City's actions are consistent with statutory requirements for land use changes.

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 (ULDR), including but not limited to: building height restrictions, increased building setbacks, requirements for architectural design compatible with the residential units nearby, floor area ratio (F.A.R.) limitations, lighting type and location requirements, and tree protection and increased landscaping requirements.

This policy further supports rezoning by emphasizing that any medium and high-density residential developments must meet performance standards to ensure compatibility with surrounding areas. These requirements are designed to ensure that medium and high-density developments respect the residential character of the surrounding neighborhood, providing adequate buffering and minimizing adverse impacts on neighboring properties. The rezoning to RMF-13 will be subject to these performance standards during the development review process, ensuring that the proposed project meets all ULDR requirements and maintains compatibility with the established character of the area.

Policy HOE 1.4 Wide Range of Sites and Alternative Housing Types. The City shall continue to encourage a wide range of alternative housing types in a wide range of densities in order to maintain housing alternatives within the City.

Policy FLU 10.1 Diversity of Uses. A diverse mix of land uses, housing types and densities shall be promoted, except in cases where sub-area policies require preservation of one land use type. Continuous stretches of similar style and density of development shall be avoided.

The proposed amendment supports both policies as it allows the City to increase housing opportunities in underutilized urban areas, which tracks with the policy’s call to maintain housing alternatives that meet diverse needs and preferences. By rezoning the property to RMF-13, the development introduces townhomes as an alternative housing type within the area, which is consistent with the policies' objectives. Further, a townhome design will help avoid uniformity and monotonous development styles by offering a distinct housing form compared to the other residential types nearby.

CRITERIA 2. Conformance with Ordinances
The proposed zoning map amendment is consistent with the Unified Land Development Regulations (ULDR), specifically Section 2-4.3, which states that amendments to the Official Zoning Map must conform with the City's Comprehensive Plan. The requested zoning of RMF-13 is compatible with the Medium Density Residential designation, and the change will facilitate development that meets the density and design guidelines outlined in the City's plan.

CRITERIA 3. Changed Condition
In 2024, the applicant reached out to the City to discuss future plans for the site, as it has been vacant since the early 2000s. After meeting with staff, it was recommended that the applicant rezone the property to proceed with his proposed development and ensure that the property has consistent land entitlements. Staff had no issues with this, given that the property has a Medium Density Residential FLUM designation which is consistent with the RMF-13 zoning district. As such, future development of the site will be required to abide by all provisions ULDR Table 2-5.4, Size and Dimension Criteria.

CRITERIA 4. Land Use Compatibility
The parcel is surrounded on all sides by similar zoning (RMF-13) and FLUM designations (Medium Density Residential). Adjacent uses include a duplex community to the east across Hill Street, and church property to the north, south, and east. This considered, staff feels that townhomes would be an optimal land use for the area and would not substantially deviate from existing conditions.

CRITERIA 5. Adequate Public Facilities
Police services are provided to the subject property by the City of Casselberry, and Seminole County currently provides fire services. Vehicular and pedestrian access will be provided via a driveway on Hill Street. Additionally, a school impact analysis from Seminole County Public Schools demonstrating school concurrency prior to rezoning the subject property has been provided and indicates adequate capacity for future students. The City's Utilities Department has confirmed that City water is available to the property. That said, City sewer access is nearby (within 100 feet), but not currently available. The applicant will need to design and build a connection per City specifications.

CRITERIA 6. Natural Environment
The proposed amendment to the Official Zoning Map is not anticipated to affect the natural environment negatively.

CRITERIA 7. Economic Effects
The proposed amendment to the Official Zoning Map is not anticipated to have any adverse economic effects.

CRITERIA 8. Orderly Development

All plans to develop the subject property will be subject to site plan approval, which will ensure that the project meets all Unified Land Development Regulations (ULDR) standards, including those for infrastructure, parking, landscaping, and site design.

CRITERIA 9. Public Interest
The proposed amendment is in the public's interest as it will add to the City's housing stock and provide for a mix of different housing, as the City's Comprehensive Plan supports.

CRITERIA 10. Other Matters
The City Commission is encouraged to consider additional factors, such as community feedback during public hearings, the subject properties' proximity to Seminola Boulevard, and the existing FLUM designation of Medium Density Residential.

CRITERIA 11. Property Description.
The applicant provided a boundary survey with the appropriate property description for the subject property.

CRITERIA 12. Disclosure of Ownership.
According to the Seminole County Property Appraiser, the applicant, Mr. Milovan Mastikosa, is also the property owner.

CRITERIA H. Impact On Surrounding Properties And Infrastructure.
The proposed rezoning and subsequent development of the property are expected to have minimal negative impacts on surrounding properties and infrastructure. The area is primarily residential, characterized by similar zoning classifications and land use designations.

Given the property's Medium Density Residential FLUM designation and its consistency with neighboring zoning, the development of townhomes at a maximum density of seven dwelling units is consistent with the established residential character of the area. It's important to note that achieving maximum density may not even be feasible when considering factors like landscaping and stormwater management.

In terms of infrastructure, the property is well-supported by existing facilities. Access for vehicles and pedestrians will be provided through a driveway on Hill Street, which connects to the broader city road network, including the nearby Seminola Boulevard, a major arterial road. Although the project will require the extension of city sewer services, the city has indicated its intent to provide utility connections to the property.

CRITERIA I. Undeveloped Land With Similar Zoning.
There are 19.1 acres of undeveloped/vacant land zoned RMF-13 throughout the city. However, within 1,000 ft., there are 2.23 acres of undeveloped/vacant land zoned RMF-13.

Budget Impact: No impact to the budget is anticipated at this time.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1620 on second and final reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Ordinance 25-1620

2. Business Impact Estimate
3. Presentation
4. Published Legal Ad

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: April 28, 2025

Subject: Agreement with CPH Consultants, LLC for Design of the Winter Park Drive Complete Street Improvements Project - Phase 1 and Related Budget Amendment #25-029

Introduction: Approval of an agreement with CPH Consultants, LLC for professional engineering and design services for the Winter Park Drive Complete Street Improvements Project – Phase 1 (Project PW 2501) in the amount not to exceed $1,344,857.11 and related Budget Amendment # 25-029 is requested. (Ref. SOQ-2024-1153)

Background: On January 11, 2021, the City Commission approved consultant services to conduct a Complete Street and Concept Development Study for Winter Park Drive that analyzed the entire Winter Park Drive corridor from Red Bug Lake Road to SR 434. This analysis resulted in a three-phased project approach that focused on improving bicycle and pedestrian safety, connectivity, and comfort along the Winter Park Drive corridor. This project was submitted to MetroPlan Orlando to be included into its Prioritized Project List and subsequently to the Florida Department of Transportation (FDOT) to be included in its Work Program for FY 2024-25 (design) and FY 2026-27 (construction).

On April 13, 2024, the City solicited for invitations to bid in the Orlando Sentinel and VendorLink for the design of the Winter Park Drive Complete Street Improvements Project – Phase 1. Six (6) firms submitted qualifying bids. An Evaluation Committee met and discussed the proposals based on the following criteria: (1) Firm's Qualifications, (2) Personnel/Project Team Experience, (3) Similar Projects/References, and (4) Project Approach and Technical Understanding. The Evaluation Committee reached a consensus that the following three firms should be invited for informal interviews:

- CPH Consulting, LLC
- GAI Consultants, Inc.
- HDR

On July 15, 2024, the Evaluation Committee met and conducted informal interviews (Phase 2) with each of the three firms. The Evaluation Committee discussed the interviews and scored the firms based on the following criteria: (1) Project Team Experience – Design and (2) Approach to Design. Based on the outcome of the scoring for Phase 2, the Evaluation Committee unanimously agreed that CPH Consulting, LLC should be recommended for award of the contract.

In September 2024 via Resolution 24-3457, the City Commission approved a Local Agency

Program (LAP) Agreement with FDOT in order for the City to be able to complete the design phase of this project using up to $870,000 in federal funds. Under FDOT oversight, City staff negotiated an Agreement with CPH Consulting, LLC; and FDOT concurred with the City's proposed Agreement, authorizing its execution.

Discussion: The negotiated Agreement with CPH Consulting, LLC provides for professional engineering and design services for the Winter Park Drive Complete Street Improvements Project – Phase 1 as identified in the original scope. This work is expected to take about a year and a half, for a negotiated amount of $1,344,857.11.

The intent of the Winter Park Drive Complete Street Improvements Project – Phase 1 is to narrow portions of Winter Park Drive, from Marigold Road north to Seminola Boulevard, install a shared use path, midblock and raised crosswalks, Rectangular Rapid Flashing Beacons (RRFBs), intersection modifications (roundabouts), and other improvements to include milling and resurfacing, drainage modifications, landscaping, utility, and lighting.

Budget Amendment# 25-029 reallocates funding for design that includes the City's proportionate share of costs and recognizes federal funding awarded under the LAP agreement. The Utilities Department budgeted $100,000 in FY 2025 to support utility design associated with this project.

Budget Impact: Budget Amendment #25-029 will recognize federal funding previously awarded by FDOT, in the amount of $870,000, and provide sufficient local funding to cover the cost of professional engineering and design services associated with this project.

Recommendation: The City Manager and Public Works Director recommend approval of an Agreement with CPH Consulting, LLC for professional engineering and design services for the Winter Park Drive Complete Street Improvement– Phase 1 (Project PW 2501) in the amount not to exceed $1,344,857.11 and related Budget Amendment #25-029.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. BA 25-029
2. Solicitation - Winter Park Drive Complete Street Improvements Phase 1
3. CPH Submittal
4. GAI Submittal
5. HDR Submittal
6. Patel Greene Submittal
7. The Balmoral Group Submittal
8. Wright Pierce Submittal
9. Vendorlink Phase I Final Scores
10. Vendorlink Phase II Final Scores
11. 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: April 28, 2025

Subject: Procurement Information Report for the Period March 1, 2025 through March 31, 2025.

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from March 1, 2025 through March 31, 2025 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 Manger, Procurement Manger, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manger shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of March 2025.

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. March 2025 Procurement Information Report