

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, September 9, 2024
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of August 26, 2024 - Regular Meeting**

B. **Minutes of August 26, 2024 - Workshop**

6. PRESENTATIONS/ COMMENDATIONS

A. **Presentation: Distinguished Budget Presentation Award for Fiscal Year 2023-2024**

Receipt of the Distinguished Budget Presentation Award from the Government Finance Officers Association for Fiscal Year 2023-2024 will be recognized.

B. **Proclamation: 9/11 Day of Service and Remembrance Day**

Mayor Henson will read a proclamation recognizing September 11, 2024 as 9/11 Day of Service and Remembrance Day in the City of Casselberry.

7. CONSENT AGENDA

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

A. **Approval of Legal Services Invoices**

B. Piggyback Agreement with American Lighting and Signalization, LLC for Lighting Services for US 17-92 and SR 436

Approval of an Agreement with American Lighting and Signalization, LLC to repair and replace lighting along State Road 436 and US Highway 17-92 on an as-needed basis in an amount not to exceed \$125,000 is requested.

C. Resolution 24-3455 - Authorization for the City Manager to Execute Change Orders for PW 2317 Howell Creek and Carriage Hill Erosion Control and Related Budget Amendment #24-059

Approval of Resolution 24-3455 and related Budget Amendment #24-059 authorizing the City Manager to execute change orders for the Howell Creek and Carriage Hill Erosion Control Project under ITB 2024-1135 with Enviro-Tech System Inc., for a total amount not to exceed \$108,522.03 is requested.

D. Resolution 24-3456 Authorization for the City Manager to Execute Change Orders for PW 1706 Queens Mirror Nutrient Reduction Facility and Related Budget Amendment #24-057

Approval of Resolution 24-3456 and related Budget Amendment #24-057 authorizing the City Manager to execute future change orders for the Queens Mirror Nutrient Reduction Facility Project under ITB 2024-1138 with Cathcart Construction Company and Geosyntec Consultants for a total amount not to exceed \$241,442.25 is requested.

E. Sole Source Purchase of Sewage Pump for Automatic Backwash Filters and Related Budget Amendment #24-058

Approval of the single/sole source purchase of a sewage pump at a cost of \$5,330 for the Water Reclamation Facility Automatic Backwash Filters and related Budget Amendment #24-058 is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 24-3457- Local Agency Program Agreement with Florida Department of Transportation for Winter Park Drive Complete Street Improvements Phase 1

Approval of Resolution 24-3457 authorizing a Local Agency Program Agreement with the Florida Department of Transportation for Project 446493-2-38-01 for Winter Park Drive Complete Street Improvements Phase 1 (Marigold to Seminola) Project is requested. This agreement is to assist with professional design services and commits federal funding in the amount of \$870,000 and requires a local match of \$46,459.

10. FIRST READING OF ORDINANCES

A. First Reading of Ordinance 24-1610 - Amending the City's Future Land Use Map for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)

Approval of Ordinance 24-1610 on first reading, amending the City's Future Land Use Map (FLUM) designation for one parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from Low Density Residential (LDR) to Medium Density Residential (MDR), is requested.

11. PUBLIC HEARINGS

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

A. Public Hearing: Resolution 24-3458 - Tentative Millage Rate and Voted Debt Millage Rate for Fiscal Year 2024/2025

Approval of Resolution 24-3458 for adoption of the "tentative" millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills for Fiscal Year 2024/2025 (FY 2025) is requested.

B. Public Hearing: Resolution 24-3459 - Tentative Operating Budget for Fiscal Year 2024/2025

Approval of Resolution 24-3459 for adoption of the tentative budget for the Fiscal Year 2024/2025 (FY 2025) is requested. The total City-wide budget requested is \$75,448,514.

C. Public Hearing: Second Reading of Ordinance 24-1609 - Annexation of of 515 Lake Howell Road

Staff is requesting that this item be continued due to a slight change in the legal description which is still being worked on.

12. OTHER ITEMS

A. Confirmation and Certification of August 20, 2024 City Election Results

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Minutes of August 26, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the August 26, 2024 Regular Meeting for approval.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Minutes of August 26, 2024 - Workshop

Introduction: The City Clerk is presenting the minutes of the August 26, 2024 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: September 9, 2024
Subject: Presentation: Distinguished Budget Presentation Award for Fiscal Year 2023-2024

Introduction: Receipt of the Distinguished Budget Presentation Award from the Government Finance Officers Association for Fiscal Year 2023-2024 will be recognized.



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 9, 2024
Subject: Proclamation: 9/11 Day of Service and Remembrance Day

Introduction: Mayor Henson will read a proclamation recognizing September 11, 2024 as 9/11 Day of Service and Remembrance Day in the City of Casselberry.



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

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice from the City Attorney is requested.

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

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

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

- City Attorney Services - July 2024 - Invoice No. 101775 - \$25,625.98

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

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

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 101775



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 9, 2024
Subject: Piggyback Agreement with American Lighting and Signalization, LLC for Lighting Services for US 17-92 and SR 436

Introduction: Approval of an Agreement with American Lighting and Signalization, LLC to repair and replace lighting along State Road 436 and US Highway 17-92 on an as-needed basis in an amount not to exceed \$125,000 is requested. (Ref. PBA-2024-1202)

Background: On April 22, 2024 via Resolution 24-3413, the City Commission approved a State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation (FDOT) for streetlighting of SR 436 and US Highway 17-92. This agreement calls for the City to maintain streetlights along these corridors (beginning July 1, 2024) in exchange for annual compensation from FDOT. As was noted at the time, much of the lighting along these corridors is not owned or maintained by Duke Energy, but it was anticipated the City would be able to "piggyback" off of FDOT's existing agreement with the contractor that has performed the required services for FDOT.

Discussion: American Lighting and Signalization, LLC (ALS) has an existing contract (E51C4-R1) with FDOT for repair and replacement of lighting systems. ALS has agreed to allow the City to "piggyback" the contract in order to maintain lighting along US 17-92 and SR 436. The resulting proposed Agreement PBA-2024-1202 provides for lighting services with ALS through January 10, 2025 with the option for renewal (subject to FDOT's contract renewal). The spending limit for the term of the contract is \$125,000. Expenses will be covered by the City's Street Light Fund, which receives the proceeds from the City's lighting agreement with FDOT.

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

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the Agreement with American Lighting and Signalization, LLC.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Agreement



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 9, 2024
Subject: Resolution 24-3455 - Authorization for the City Manager to Execute Change Orders for PW 2317 Howell Creek and Carriage Hill Erosion Control and Related Budget Amendment #24-059

Introduction: Resolution 24-3455 and related Budget Amendment #24-059 will authorize the City Manager to execute change orders for the Howell Creek and Carriage Hill Erosion Control Project under ITB 2024-1135 with Enviro-Tech System Inc., for a total amount not to exceed \$108,522.03.

Background: In November 2022, the City submitted a request to the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) for funding assistance for impacts due to Hurricane Ian. NRCS ultimately agreed to provide construction assistance of \$727,830.49 (75% of the estimated construction cost of \$970,440.65 based on bid results) and technical assistance of up to \$85,000. The City allocated enough funds to support the 25% local share for the construction cost of \$242,610.16, as well as a 5% contingency of \$48,522.03.

A solicitation, ITB-2024-1135, was issued on December 20, 2023. Enviro-Tech Systems, Inc. (ETS) submitted the lowest, responsive, and responsible bid submittal meeting the City's specifications for a subtotal amount of \$848,831.85 for the Base Bid for Howell Creek, and \$121,608.80 for the Base Bid of Carriage Hill, for a total of \$970,440.65. ETS received the notice to proceed from the City on April 8, 2024.

Discussion: While ETS attempted to install sheet piles at the Howell Creek location per the construction plan, it was noted that considerable time was spent on removing unanticipated buried rocks and debris within the creek, and the impact of the failed removal process visibly disturbed sheet pile alignment. After consulting with the engineer of record from CPH, LLC, the decision was made to enact two design changes: 1) no sheet piles would be installed, and 2) the bottom undisturbed gabion baskets would not be removed and replaced.

The design changes led to significant unused sheet piles and stones which had been ordered and stored onsite by ETS. City staff discussed with NRCS regarding the costs associated with 1) the unused materials and 2) ETS' attempt to install sheet piles by renting machinery to drive the sheet piles, and collecting and disposing of the rocks and debris gathered from the creek. NRCS stated that none of these items is eligible for reimbursement. The total non-reimbursable construction cost will need to be covered through the local share provided by the City. As of the writing of this agenda item, the final precise amount has not been determined, but City staff is requesting an additional budget of \$60,000 above the available

5% contingency of \$48,522.03 to cover up to \$108,522.03 of additional cost. Budget Amendment #24-059 provides for this additional funding. Staff has located an outlet to sell unused materials which will yield a partial recovery which will be accounted for separately.

Work must be completed by September 16, 2024, with no time extension allowed. Therefore, in the interest of time, Resolution 24-3455 provides authorization for the City Manager to Execute Change Orders up to a total amount not to exceed \$108,522.03.

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

Budget Impact: Budget Amendment #24-059 allocates an additional \$60,000 in funding from the Stormwater Utility Fund for a local match. A detailed breakdown of accounts is contained in the attached budget amendment.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3455 and related Budget Amendment #24-059.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3455
2. BA 24-059



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 9, 2024
Subject: Resolution 24-3456 Authorization for the City Manager to Execute Change Orders for PW 1706 Queens Mirror Nutrient Reduction Facility and Related Budget Amendment #24-057

Introduction: Approval of Resolution 24-3456 and related Budget Amendment #24-057 authorizing the City Manager to execute future change orders for the Queens Mirror Nutrient Reduction Facility Project under ITB 2024-1138 with Cathcart Construction Company and Geosyntec Consultants for a total amount not to exceed \$241,442.25 is requested. (Ref. ITB-2024-1138 and SOQ-2019-0424)

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

Geosyntec Consultants, one of the City's stormwater consultants, was contracted in 2018 to design and implement the proposed nutrient reduction facility (NuRF) for Queens Mirror Lake. The proposed project received all the required permits by December 2023.

A solicitation, ITB-2024-1138, was issued on April 3, 2024. Cathcart Construction Company submitted the lowest, responsive, and responsible bid submittal meeting the City's specifications for a total of \$3,219,230.

Cathcart Construction Company received the notice to proceed from the City on June 11, 2024.

Discussion: After clearing and grubbing the site, Cathcart identified a significant amount of muck that exceeded the original 3,000 cubic yards (CY) listed in the bid documents. Cathcart estimated about an additional 3,924 CY of muck that requires disposal. In the meantime, Geosyntec Consultants has also requested more funding to cover additional post-design services.

The cost associated with 2,235 CY of the additional muck removal will be covered by Change Order 1 in the total amount of \$160,920, which is equivalent to the 5% contingency

reserved for the project. This Change Order has already been executed by the City Manager per current policy. An additional 7.5% cost increase is anticipated to cover future change orders from Cathcart Construction Company (including the remainder of the excess muck removal) and additional post-design services from Geosyntec Consultants.

In order to avoid project delay, Resolution 24-3456 provides for authorization for the City Manager to execute up to an additional 7.5% of the construction cost (or \$241,442.25) in change orders for Cathcart and/or Geosyntec. Budget Amendment #24-057 provides for the additional funding.

Work must be completed by July 10, 2025 unless a time extension is allowed. For tracking purposes, this item is associated with project PW 1706 Queens Mirror Nutrient Reduction Facility.

Budget Impact: Budget Amendment #24-057 allocates additional funding in the amount of \$241,442 from the Stormwater Utility Fund. A detailed breakdown of accounts is contained in the attached budget amendment.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3456 and related Budget Amendment #24-057.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 24-3456
2. BA 24-057



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 9, 2024
Subject: Sole Source Purchase of Sewage Pump for Automatic Backwash Filters and Related Budget Amendment #24-058

Introduction: Approval of the single/sole source purchase of a sewage pump at a cost of \$5,330 for the Water Reclamation Facility Automatic Backwash Filters and related Budget Amendment #24-058 is requested. (Ref: SG-2024-1231)

Background: The City's Water Reclamation Facility utilizes an Aqua Aerobic automatic backwash filtration system in the process to convert wastewater to reclaimed water. The automatic backwash filtration system utilizes two sets of pumps, with three each, totaling to six sewage pumps. Recently, one of the pumps had to be replaced with the existing spare pump. The City no longer has a spare pump in storage for emergency purposes.

Discussion: A sewage pump needs to be purchased for the Water Reclamation Facility to be in inventory as a spare pump in the event an additional pump needs to be replaced. The Gorman Rupp Pump is the only pump currently compatible with the facility's Aqua Aerobic automatic backwash filtration system. Hudson Pump & Equipment is the single (sole) source representative for Gorman Rupp pumps in the State of Florida. City staff requested a quote from Hudson Pump & Equipment to provide for the sewage pump. The cost to purchase and deliver the pump is \$5,330. As this dollar amount exceeds \$5,000, it is considered a capital purchase, which will require a Budget Amendment as no capital budget currently exists for this purchase.

Budget Impact: Budget Amendment #24-058 will provide sufficient funding for this purchase by increasing the Water & Sewer Fund Water Reclamation Equipment Other Account #401-0753-535.67-35 and decreasing the Water Reclamation Repair & Maintenance Account #401-0753-535.46-00 each by \$5,330.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of the purchase of a sewage pump for the Water Reclamation Facility and related Budget Amendment #24-058.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Sole Source Justification
2. Public Notice of Intent

3. Quote
4. BA 24-058



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 9, 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 9, 2024
Subject: Resolution 24-3457- Local Agency Program Agreement with Florida Department of Transportation for Winter Park Drive Complete Street Improvements Phase 1

Introduction: Approval of Resolution 24-3457 authorizing a Local Agency Program Agreement with the Florida Department of Transportation (FDOT) for Project 446493-2-38-01 for Winter Park Drive Complete Street Improvements Phase 1 (Marigold to Seminola) Project is requested. [Ref. Project PW 2501].

Background: In support of the City's goal to become "the most walkable, rollable, and bikeable city in Central Florida by 2040", the City applied for and obtained federal funding to develop a study to analyze the feasibility of improving Winter Park Drive, from Red Bug Lake Road to SR 436. Fehr and Peers was selected through a competitively bid process to prepare the Winter Park Drive Complete Street and Concept Development Study. This study encompassed the entire North and South Winter Park Drive corridor, from the SR 436/Red Bug Lake Road intersection to the SR 434 intersection and included an in-depth analysis of opportunities to improve transit needs, bicycle and pedestrian safety, connectivity, and comfort and addressed land use. The Study also outlined opportunities to separate the project into phases and preliminarily assigned cost estimates to each phase. After receiving feedback from the City Commission, the Study was completed and published in early 2023.

This Study was the basis for inclusion of Winter Park Drive in Metroplan Orlando's (MPO) Prioritized Project List, FDOT's FY 2025-29 Work Program, and later MPO's FY 2025-FY 2029 Transportation Improvement Program (TIP). Federal funding was subsequently programmed in the amount of \$870,000 for design (FY 2024/25) and \$4,809,000 for construction (FY 2026/27). Please note, federal funding was originally earmarked for the entire Winter Park Drive corridor. However, due to rising costs of construction, the City identified the section of Winter Park Drive Complete Street Improvements Phase 1 (from Marigold Road north to Seminola Boulevard) as being more economically feasible to construct in the near term, as well as a high priority segment due to proximity to schools. This phase includes key elements such as roundabouts, narrowing of the roadway, construction of a 10 ft. shared use path on the east side of Winter Park Drive, milling and resurfacing, Rectangular Rapid Flashing Beacons (RRFBs), raised crosswalks, signalization, driveway reconstruction, drainage improvements, and various other intersection and median improvements.

Discussion: FDOT has provided the City with a Local Agency Program (LAP) agreement (FPN# 446493-2-38-01) to assist with professional design services related to the Winter Park

Drive - Phase 1 project. This agreement commits federal funding in the amount of \$870,000 and requires a local match of \$46,459. The City recently advertised and received six (6) submittals for design of this project under SOQ-2024-1153 and is currently entering the negotiation phase with the top-ranked firm. Therefore, final design costs remain tentative and will be updated once negotiations have been completed.

Resolution 24-3457 provides for approval of the LAP Agreement.

Budget Impact: Execution of the LAP agreement does not negatively impact the City's current budget. However, once a consultant has been selected to perform design work, a budget amendment will be brought forward in Fiscal Year 2025, as needed, with local option gas tax or sales tax as potential funding sources for the City's local share.

Recommendation: The City Manager and Public Works & Utilities Director recommend approval of Resolution 24-3457.

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

Attachments:

1. Resolution 24-3457
2. Agreement
3. Presentation



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 9, 2024
Subject: First Reading of Ordinance 24-1610 - Amending the City's Future Land Use Map for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)

Introduction: Approval of Ordinance 24-1610 on first reading, amending the City's Future Land Use Map (FLUM) designation for one parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) from Low Density Residential (LDR) to Medium Density Residential (MDR), is requested. (FLU 24-04)

Background: The subject property is ±2.79 acres and has a FLUM designation of LDR with R-9 (Low Density Single-Family) 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 zoning map amendment to RMF-13 (Medium Density Multifamily), which is consistent with the requested MDR FLUM 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 6-1 vote.

Discussion: Staff finds that the request to amend the City's FLUM designation to MDR for the subject property is:

- Consistent with the City's Comprehensive Plan and MDR FLUM designation;
- Compatible with the surrounding mix of land uses and zoning districts;
- That the Seminole County School Board verified that the maximum density for the MDR will be able to be accommodated without exceeding the adopted Levels of Service (LOS) for the currently zoned schools; and
- That capacity for City water and sanitary sewer services for the subject property will be verified prior to the second hearing and adoption.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 24-1610 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 24-1610
2. Presentation Slides



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 9, 2024
Subject: Public Hearing: Resolution 24-3458 - Tentative Millage Rate and Voted Debt Millage Rate for Fiscal Year 2024/2025

Introduction: Resolution 24-3458 provides for adoption of the “tentative” millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills for Fiscal Year 2024/2025 (FY 2025).

Background: 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 public hearing 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. The public hearing to adopt a tentative millage rate and voted debt millage rate for FY 2025 was scheduled for the City Commission meeting to be held September 9, 2024 at 5:30 p.m. The result of the first hearing for the adoption of a tentative millage rate and voted debt millage rate will be followed by a separate vote of the City Commission to adopt a tentative budget for FY 2025.

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, will be advertised in compliance with TRIM requirements promulgated by the Florida Department of Revenue. The tentative tax levy will be compared to the aggregate rolled-back taxes calculated under TRIM rules. Rolled-back taxes are calculated and reported on Form DR-420. If the tentative tax levy is greater than aggregate rolled-back taxes, then a **Notice of Tax Increase** will be advertised. If the tentative tax levy is less, then a **Notice of Budget Hearing** will be advertised. The result of the second public hearing will be adoption of the final millage rate and voted debt millage rate, followed by a separate vote of the City Commission for the adoption of the final budget for FY 2025.

Discussion: The City Commission held a budget workshop on July 15, 2024. The City Manager presented and explained the proposed budget for FY 2025 at the workshop. Commission consensus at the workshop was to select 2.9000 as the tentative millage rate and 0.6633 as the voted debt millage rate. A vote on the proposed millage rate of 2.9000 and the voted debt millage rate of 0.6633 were subsequently held and approved by the City Commission at its regular meeting on July 23, 2024. It is now requested that the City Commission adopt the proposed rate of 2.9000 mills as its tentative millage rate and 0.6633 as its voted debt millage rate. The tentative millage rate of 2.9000 will yield a tax levy of \$7,368,625, which is greater than the “rolled-back” tax amount. A tax levy increase will be recognized and the City will advertise a Notice of Tax Increase before the second public

hearing is held. The requested rate falls within the range requiring a simple majority (3 – 2) vote of the City Commission.

Budget Impact: The tentative millage rate of 2.9000 mills is expected to provide \$7,147,566 (at 97% of the total tax levy) in ad valorem tax revenue to the General Fund. This amount will help offset taxpayer early payment discounts and collection expenses.

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 tentative millage rate of 2.9000 mills calculates to a TIF payment from the City to the CRA of \$670,721. Both are included in the requested tentative budget for Fiscal Year 2025.

The voted debt millage rate of 0.6633 is expected to produce \$1,634,822 (at 97% of the total tax levy). This is sufficient to cover the Parks General Obligation Bond FY 2025 debt service payments. Revenue will be budgeted in the FY 2025 Adopted Budget in Debt Service Fund Special Assessments/Parks City Bond account 201-0000-325.10-00.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 24-3458 to adopt and set the tentative millage rate at 2.9000 mills and the voted debt millage rate at 0.6633 mills.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 24-3458
2. Tentative Millage Budget Presentation FY2025



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

11.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Public Hearing: Resolution 24-3459 - Tentative Operating Budget for Fiscal Year 2024/2025

Introduction: Resolution 24-3459 provides for adoption of the tentative budget for the Fiscal Year 2024/2025 (FY 2025). The total City-wide budget requested is \$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 expenditures 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 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. The public hearing for adoption of the tentative budget for FY 2025 is scheduled for the City Commission meeting to be held September 9, 2024. It will be preceded by a separate vote for adoption of a tentative millage rate and voted debt millage rate for FY 2025.

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, will be advertised in compliance with TRIM rules promulgated by the Florida Department of Revenue. The result of the second public hearing will be the adoption of the final budget for FY 2025. It will be preceded by a separate vote for adoption of the final millage rate and voted debt millage rate for FY 2025.

Discussion: The City Commission held a budget workshop on July 15, 2024. The City Manager presented and explained the proposed budget for FY 2025 at the workshop. A tentative millage rate of 2.9000 and a voted debt millage rate of 0.6633 were subsequently voted on and approved at the City Commission meeting on July 23, 2024. The proposed budget totaled \$75,424,300.

During the budget workshop and since the time the proposed budget was presented, new information has been obtained that warrants modification to the proposed budget. The total tentative budget that the City Commission is asked to approve is \$75,448,514. There is a

\$24,214 increase from the proposed budget. The changes by fund are as follows:

General Fund	\$40,064 Increase
Stormwater Utility Fund	\$(2,491) Decrease
Building Safety Fund	\$(1,544) Decrease
Water & Sewer Fund	\$(111,815) Decrease

A detailed analysis is attached.

Budget Impact: The tentative budget requested for FY 2025 for the City of Casselberry is \$75,448,514. Attached are schedules that summarize the sources and uses of funding by fund in the tentative budget. Also, a summary of budgeted personnel by Department and Division is attached.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 24-3459 to establish a Tentative Budget for the City of Casselberry totaling \$75,448,514 for FY 2025.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 24-3459
2. Changes 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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Public Hearing: Second Reading of Ordinance 24-1609 - Annexation of of
515 Lake Howell Road

Introduction: Staff is requesting that this item be continued due to a slight change in the legal description which is still being worked on. There is not a date certain for the continuation. Once the new legal description is finalized, the notice of public hearing will be readvertised and notice given to Seminole County, as required by Chapter 171, Florida Statutes.



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

12.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: September 9, 2024
Subject: Confirmation and Certification of August 20, 2024 City Election Results

Introduction: Pursuant to City Charter Section 7.08, the City Commission is requested to confirm the official results of the August 20, 2024 City Election and certify David Henson, Nancy Divita and Thomas Kirk elected.

Background: City Commissioner Seat No. 4 and Mayor/Commissioner Seat No. 5 were scheduled for election in 2024. A special election to fill the remaining 2 years of the unexpired term for Commissioner Seat No. 2 was also held in conjunction with the regular City election. This vacancy was created by the resignation of Andrew Meadows from the seat on December 30, 2023. The City Commission appointed Nancy Divita to Seat No. 2 in January 2024 to serve until the special election could be held. The qualifying period was held May 20 - 24, 2024 as prescribed in City Charter Section 7.06. Qualified Candidates were as follows:

Seat No. 2: Nancy Divita (*incumbent*)
Seat No. 4: Joel Hawksley, Thomas Kirk and Tim Veigle
Seat No. 5: Dave Henson (*incumbent*)

Mayor Henson was unopposed in his bid for a second term for Seat No. 5. Commissioner Divita was unopposed in her bid to fill the unexpired term for Seat No. 2. In accordance with City Code Section 2-36, the unopposed candidates' names were not placed on the ballot because they are deemed to have voted for themselves.

Eight (8) proposed amendments to the City Charter also appeared on the August 20th ballot via adoption of Ordinance 23-1590 by the City Commission which were recommended by the Charter Review Advisory Committee.

Discussion: In accordance with City Code Section 2-35(e) and State law, the Seminole County Canvassing Board canvassed the returns for the City Election and certified the following election results which includes voting at the polls, mail ballots and early voting:

Commissioner Seat No. 4:

Joel Hawksley	463 VOTES (15.06%)
Thomas Kirk	1,604 VOTES (52.18%)
Tim Veigle	1,007 VOTES (32.76%)

City Charter Amendment 1:

Yes - For Approval 586 VOTES (17.88%)
No - For Rejection **2,692 VOTES (82.12%)**

City Charter Amendment 2:

Yes - For Approval **2,971 VOTES (90.47%)**
No - For Rejection 313 VOTES (9.53%)

City Charter Amendment 3:

Yes - For Approval **2,744 VOTES (85.09%)**
No - For Rejection 481 VOTES (14.91%)

City Charter Amendment 4:

Yes for Approval 778 VOTES (23.81%)
No for Rejection **2,490 VOTES (76.19%)**

City Charter Amendment 5:

Yes for Approval 1,199 VOTES (37.43%)
No for Rejection **2,004 VOTES (62.57%)**

City Charter Amendment 6:

Yes for Approval **2,217 VOTES (69.50%)**
No for Rejection 973 VOTES (30.50%)

City Charter Amendment 7:

Yes for Approval **1,864 VOTES (57.89%)**
No for Rejection 1,356 VOTES (42.11%)

City Charter Amendment 8:

Yes for Approval **2,652 VOTES (84.06%)**
No for Rejection 503 VOTES (15.94%)

A copy of the official election results showing a breakdown of how the votes were cast (at the polls, early voting, mail ballots and provisional ballots) will be distributed at the meeting due to it not being provided by the Seminole County Supervisor of Elections Office at the time of this printing.

Budget Impact: This item has no budget impact

Recommendation: The City Manager and the City Clerk recommend the City Commission confirm the results of the August 20, 2024 City Election as presented and certify Nancy Divita, Thomas Kirk and David Henson elected.

Prepared by: Donna Gardner, City Clerk

Attachments: None