

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, October 14, 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 September 23, 2024 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: Mobility Week - October 25, 2024 - November 2, 2024

Mayor Henson will read a Proclamation recognizing October 25, 2024 through November 2, 2024 as Mobility Week 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. Resolution 24-3468 - Pre-Annexation Agreement with Public Storage for 1131 S.R. 436 (Parcel ID 21-21-30-507-0000-0030)

Resolution 24-3468 - Pre-Annexation Agreement with Public Storage for 1131 S.R. 436 (Parcel ID 21-21-30-507-0000-0030)

B. Reorganization of the Public Works and Utilities Department to Create Two Separate Departments and Related Budget Amendment #25-003

Approval for the Reorganization of the Public Works and Utilities Department to create two separate departments and related Budget Amendment #25-003 is requested.

C. Approval of Appointment of Tara Lamoureux as Utilities Director

Approval of the City Manager's appointment of Tara Lamoureux as Utilities Director for the City of Casselberry is requested.

D. Amendment No. 4 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

Approval of Amendment No. 4 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape to add Sunset Drive rights-of-ways to the annual maintenance schedule for an additional amount of \$11,440 annually (\$440 per visit) is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 24-3469 - Confirming the Declaration of Local State of Emergency for the City of Casselberry for Hurricane Milton and Approval of Related Budget Amendment #25-002

Approval of Resolution 24-3469 which confirms the declaration of Local State of Emergency for the City of Casselberry for Hurricane Milton made by the City Manager on October 6, 2024 at 12:00 p.m. and related Budget Amendment #25-002 is requested.

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS - None

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.)

12. OTHER ITEMS - None

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

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: October 14, 2024
Subject: Minutes of September 23, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the September 23, 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: October 14, 2024
Subject: Mayor's Proclamation: Mobility Week - October 25, 2024 - November 2, 2024

Introduction: Mayor Henson will read a Proclamation recognizing October 25, 2024 through November 2, 2024 as Mobility Week 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: October 14, 2024
Subject: Resolution 24-3468 - Pre-Annexation Agreement with Public Storage for 1131 S.R. 436 (Parcel ID 21-21-30-507-0000-0030)

Introduction: Approval of Resolution 24-3468 authorizing the execution of a pre-annexation agreement between Public Storage and the City of Casselberry for 1131 S.R. 436 (Parcel Identification Number 21-21-30-507-0000-0030) whereby annexation will occur after the applicant completes the development process with Seminole County, is requested

Background: The applicant, Public Storage, currently has an exterior access self-storage facility on the subject property, which sits on the west side of S.R. 436, approximately 150 ft. north of its intersection with Lake Howell Road. The subject property consists of ± 3.95 acres and is currently located in unincorporated Seminole County but falls within the City's utility service area. The applicant is seeking to redevelop the site and was required by the County to provide proof of utility capacity.

The City holds the authority to predicate the provision of wastewater and potable water utility services on annexing the property into its jurisdiction. The City is inclined to expand its municipal jurisdiction by annexing the property, as prescribed in Ch. 171.044 of the Florida Statutes. Generally, annexing real property provides for the enhancement of municipal services rendered to said property, which aligns with the City's goal of fostering development and ensuring adequate utility infrastructure within its boundaries.

Discussion: When preparing to extend territorial limits, staff references State law for procedures for voluntary annexation, which are outlined in Chapter 171.044 of the Florida Statutes. Therefore, once the annexation process is initiated by the applicant per the agreement, staff will continue to ensure that:

1. The subject property, located in Seminole County, is contiguous to the City of Casselberry municipal boundary;
2. The subject property is well-defined and is a reasonably compact area;
3. The subject property is not included within the boundary of any other municipality; and
4. The proposed annexation does not create an enclave as defined by Chapter 171.031(13) of the Florida Statutes.

Additionally, staff will pursue the following required notifications accordingly:

- Seminole County will be notified of the City's intent at least ten (10) days prior to advertising the action for City Commission approval.
- A Notice of Public Hearing will be placed in the Orlando Sentinel for two (2) consecutive weeks prior to the City Commission adoption hearing.
- After adoption, the City Clerk will notify the Seminole County Clerk of the Circuit Court, the Chief Administrative Officer of the County, and the Department of State within seven (7) days of the adoption.

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

Recommendation: The City Manager and Community Development Director recommend conditional approval of Resolution 24-3468, contingent on receipt of a satisfactory title report, as determined by the City Attorney.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Resolution 24-3468
2. Location Map
3. Utility Capacity Availability Letter



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: October 14, 2024
Subject: Reorganization of the Public Works and Utilities Department to Create Two Separate Departments and Related Budget Amendment #25-003

Introduction: Approval of the reorganization of the Public Works and Utilities Department to create a Public Works Department and a Utilities Department and related Budget Amendment #24-003 is requested.

Background: The Public Works and Utilities Department consists of two major functions, Public Works and Utilities. The Public Works Divisions include Fleet Maintenance, Parks Maintenance, Stormwater, Engineering, Streets Maintenance, and City Facilities. The Utilities Divisions include Water Production, Water Reclamation, Distribution and Collection, and Lift Stations. There is also an Administration division and a Recreation division.

The Public Works and Utilities Director supervises a Public Works Divisions Director, Utilities Divisions Director and staff in Administration and Recreation. The Department is significantly the largest in the City with 101.25 allocated staff (full-time equivalents – FTEs) and a budget of over \$30 million. The Utilities Divisions Director position became vacant due to a resignation in December 2023. The position was posted and advertised soon after. Although the City received applications from a few qualified applicants, there has yet to be a successful candidate to fill the vacant position.

Discussion: In the past decade, the regulations and complexity of managing water and wastewater utilities has significantly increased. The cost and staffing requirements have also increased. At the same time, the number of qualified staff in the industry has decreased, which has created a workforce shortage in Florida and nationwide, especially for managerial positions. Creating a Director level position would attract more candidates as it would provide a promotional opportunity to applicants that are at a manager level. Staff believes the separation of the department and the creation of a Utilities Director position will ultimately result in a successful hire.

It is requested that the Public Works and Utilities Department be replaced with a Public Works Department and a Utilities Department. In creating the Utilities Department, the following five positions would be added: Utilities Director, Utilities Maintenance Manager, Lift Station Field Supervisor, Senior Utility Engineer, and Utilities Business Analyst. The following four positions would be deleted: Utilities Divisions Director, Distribution and Collection Superintendent, Lift Station Superintendent, and Lead Lift Station Technician. Each of the positions are charged to the Utility Fund and the reorganization would lead to a

net increase of one position. The current Public Works and Utilities Director would be retitled to Public Works Director.

Positions to be added:

Utilities Director, paygrade 68

Utilities Maintenance Manager, paygrade 51

Lift Station Field Supervisor, paygrade 32

Senior Utility Engineer, paygrade 56

Utilities Business Analyst, paygrade 35

Positions to be deleted:

Utilities Divisions Director, paygrade 62

Distribution and Collection Superintendent, paygrade 45

Lift Station Superintendent, paygrade 43

Lead Lift Station Technician, paygrade 27

Positions to be retitled:

Public Works and Utilities Director to Public Works Director.

Budget Impact: BA #25-003 allocates sufficient funding to offset any impact of these changes. Within the General Fund, \$125,456 is reallocated from the Contingency Reserve to fund additional costs. Fund Balance Reserve from the Stormwater Fund is increased \$60,222 also for added costs. Use of Fund Balance for the Utility Fund is reduced \$58,597 to recognize relative savings derived from the reorganization.

Recommendation: The City Manager recommends approval of the reorganization of the Public Works & Utilities Department to create a Public Works Department and a Utilities Department and related Budget Amendment #25-003.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. BA 25-003



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: October 14, 2024
Subject: Approval of Appointment of Tara Lamoureux as Utilities Director

Introduction: Approval of the City Manager's appointment of Tara Lamoureux as Utilities Director for the City of Casselberry is requested.

Background: Tara Lamoureux served as the Utilities Divisions Director until December 2023. Ms. Lamoureux left to explore other career opportunities unavailable to her at Casselberry. City efforts to recruit a replacement were unsuccessful even with market rate adjustments to the salary. To better attract candidates and fill the position, staff recommended the creation of two separate departments: Public Works Department and Utilities Department. This reorganization is addressed with a separate item on today's agenda.

Discussion: With the proposed reorganization looming, the City Manager took the opportunity to reach out to Ms. Lamoureux to gauge her interest in returning to Casselberry as Utilities Director. Ms. Lamoureux is a certified Professional Engineer with thirteen years' experience in utilities and more than eight years in a supervisory position. Her extensive knowledge of the City of Casselberry and its utility system makes her an ideal candidate for Utilities Director.

Upon approval by the City Commission, Ms. Lamoureux will officially assume her role as Director on October 30, 2024. Her annual salary will be \$165,000 plus benefits. The format of the Employment Agreement for Department Directors, which was originally approved by the City Commission in December 2006 via Resolution 06-1742, recently received legal review and update. The attached Agreement outlines the terms of the appointment.

Budget Impact: There is no anticipated impact to the FY2025 budget with this action.

Recommendation: The City Manager recommends the approval of the appointment of Tara Lamoureux as Utilities Director for the City of Casselberry.

Prepared by: Lorie Mertens, Executive Assistant to City Manager

Attachments:

1. Employment Agreement



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

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 14, 2024
Subject: Amendment No. 4 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

Introduction: Approval of Amendment No. 4 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape to add Sunset Drive rights-of-ways to the annual maintenance schedule for an additional amount of \$11,440 annually (\$440 per visit) is requested. (Ref. RFP-2023-1008)

Background: The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. On February 3, 2023, the City solicited for such services (RFP-2023-1008). On April 24, 2023, the City Commission awarded a contract to Yellowstone Landscape (Yellowstone) for ground maintenance services for parks for an initial term of three (3) years, from May 1, 2023 through April 30, 2026, with a not-to-exceed amount of \$390,434 annually for a total of \$1,171,302 for the term agreement. Amendment No. 1 to the contract was approved by the City Manager to add the Concord Drive pond to the contract at an increased cost of \$1,836 per year (\$5,508 for the term). Amendment No. 2 to the contract was approved by the City Manager to add Lake Concord Park area to the contract at an increased cost of \$5,460 per year (\$16,380 for the term) while deleting the Concord Drive pond. Amendment No. 3 to the contract was approved by the City Commission to add the new Police Station to the maintenance schedule at an increased cost of \$22,100 annually (\$66,300 for the term). This brought the current contract to a total of \$417,994 annually (\$1,253,982 for the term).

Discussion: Landscaping for Sunset Drive, which recently underwent a major reconstruction to create an extension of the Casselberry Greenway Trail, was not included in the original agreement with Yellowstone Landscape (it was not constructed at the time the original agreement was drafted and executed). Now that construction is complete, City staff recommends assigning this project area to Yellowstone by including Sunset Drive's rights-of-ways in their City-wide maintenance schedule.

Amendment No. 4 provides for the addition of Sunset Drive rights-of-way to the maintenance schedule for an increase of \$11,440 annually (\$440 per visit) above the current rate, and a total increase not-to-exceed amount of \$22,880 for the initial term (covering two years). This will bring the total contract to \$429,434 annually and \$1,276,862 for the term.

Budget Impact: Funding is available in the Fiscal Year 2025 Local Option Gas Tax Repairs and Maintenance Account #109-0710-541.46-00. City staff will continue to monitor expenditures and recommend necessary budgetary adjustments if the need arises.

Recommendation: The City Manager and the Public Works & Utilities Director recommend approval of Amendment No. 4 to the Agreement for Ground Maintenance Services with Yellowstone Landscape.

Prepared by: Kelly Brock, Public Works & Utilities Director

Attachments:

1. Amendment 4



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 14, 2024
Subject: Future Agenda Items

Introduction: The opportunity to discuss items for placement on future City Commission agendas is provided.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: October 14, 2024
Subject: Resolution 24-3469 - Confirming the Declaration of Local State of
Emergency for the City of Casselberry for Hurricane Milton and Approval of
Related Budget Amendment #25-002

Introduction: Resolution 24-3469 confirms the declaration of a Local State of Public Weather Emergency due to Hurricane Milton which was declared at 12:00 p.m. on October 6, 2024 by the City Manager. Also being presented for consideration is related Budget Amendment #25-002 which will provide funding for storm recovery operations in the amount of \$1,000,000. The City Manager and the Police Chief will provide an update on the impacts of the storm and recovery efforts.