

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, November 18, 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 October 28, 2024 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Presentation: Certificate of Completion - Institute of Elected Municipal Officials (IEMO) I

Mayor Henson will present Commissioner-Elect Thomas E. Kirk with a Certificate of Completion for the completion of the Florida League of Cities Institute for Elected Municipal Officials which was held in Tampa, FL on October 5 - 6, 2024.

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

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 102334 - \$17,038.46
- Fishback Dominick LLP, Invoice No. 121682 - \$809.39

B. Resolution 24-3471 - FY 2024 Fourth Quarter Budget Amendments and Transfers

Approval of Resolution 24-3471 to formally adopt budget amendments and budget transfers approved during the fourth quarter of FY 2024 is requested.

C. **Resolution 24-3472 - Change Order #23 with Wharton-Smith, Inc. for the Wirz Park Improvement Project and Related Budget Amendment #25-006**

Approval of Resolution 24-3472 providing for Change Order #23 with Wharton-Smith, Inc. to add additional contingency for the Wirz Park Improvements Project and authorizing the City Manager to execute change orders up to a total amount not to exceed \$180,000, with funding provided by related Budget Amendment #25-006 is requested.

D. **Resolution 24-3473 - Capital Lease Purchase Agreement with Truist Bank, Award of RFP-2024-1117 to E-Z-Go to Purchase Golf Carts and Budget Amendment #25-001**

Approval of Resolution 24-3473 for Capital Lease Purchase Agreement with Truist Bank and to award RFP-2024-1117 to E-Z-Go, Division of Textron, for the purchase of 60 golf carts for the Casselberry Golf Club, in the net of trade-in credit amount of \$341,220, and Budget Amendment #25-001 is requested.

E. **Budget Amendment #24-060 - Adjustments to the FY 2024 Budget**

Approval of Budget Amendment #24-060 providing for adjustments to the FY 2024 Budget is requested.

F. **Donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors and Related Budget Amendment #25-005**

Approval of a donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #25-005 is requested.

G. **Piggyback Agreement with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits**

Consideration for approval to piggyback City of Port St. Lucie Contract #20180197 with SAK Construction LLC for Rehabilitation of Gravity Sewer, Pipelines and Conduits in an amount not to exceed a total of \$1,000,000 is requested.

H. **Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule**

Amendment to the FY2025 Budget, Appendix A, Classification/Pay Grade Schedule to adjust position titles and pay grade assignments is requested.

I. **Reorganization of the Administration Department and Related Budget Amendment #25-008**

Reorganization of the Administration Department to replace the position of Executive Assistant to the City Manager with Assistant City Manager, add the new position of Community Information Manager, provide for the renovation of the Administration area and Related Budget Amendment #25-008 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 24-1612 - Amendments to City Code, Chapter 14, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria**

Approval on first reading of Ordinance 24-1612 amending City Code, Chapter 14, Article II, Division 3, Section 14-51, Permit Application and Section 14-54, Seasonal Sales; Performance Criteria to update permission language and refine related rules and regulations for seasonal sale permits, is requested.

B. **First Reading of Ordinance 24-1613 - Amendments to the Unified Land Development Regulations, Regarding Trees and Aquatic Plants**

Approval of Ordinance 24-1613 providing for amending the Unified Land Development Regulations to update aquatic plant and tree species and references, updating tree removal requirements, and repealing establishment of the City Tree Advisory Committee is requested.

C. **First Reading of Ordinance 24-1614 - Amending City Code Chapter 2, Updating the Membership and Duties of the Parks and Recreation Advisory Board**

Approval of Ordinance 24-1614 on first reading, providing for amending City Code Chapter 2, regarding the Parks and Recreation Advisory Board to update duties and add tree board duties is requested.

D. **First Reading of Ordinance 24-1615 - Amending the City's Official Zoning Map to PMX-MID and Approving a PUD Agreement and Concept Plan at Southeast Corner of S.R. 436 and Oxford Road**

Approval of Ordinance 24-1615 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels generally located at the southeast corner of the intersection of S.R. 436 and Oxford Road, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan, is requested.

E. **First Reading of Ordinance 24-1616 - Amending the City's Comprehensive Plan's Future Land Use Element to Provide for Floating Solar Facilities in Specific Land Use Designations**

Approval of Ordinance 24-1616 on first reading, amending the City's Comprehensive Plan's Future Land Use Element to permit the installation of floating solar facilities in the Public Service, Recreation and Open Space, Industrial, and Industrial-Medium Future Land Use Map (FLUM) designations, 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 24-1610 - Amending the City's Future Land Use Map Designation for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)**

Adoption of Ordinance 24-1610 amending the City's Future Land Use Map (FLUM) designation for one (1) 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.

B. **Public Hearing: Second Reading of Ordinance 24-1611 - Amending the Official Zoning Map Classification for Property Located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010)**

Adoption of Ordinance 24-1611 amending the Official Zoning Map Classification from R-12.5 (Low Density Single-Family Residential) to RMF-13 (Medium Density Multi-Family Residential) for one (1) parcel located at 210 N.E. Triplet Drive (Parcel ID 09-21-30-506-0400-0010) is requested.

12. OTHER ITEMS - None

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

A. **Procurement Information Report for the Period October 1, 2024, through October 31, 2024**

The October 2024 Procurement Information Report is provided 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