

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, February 24, 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 February 10, 2025 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Proclamation: Flood Awareness Week - March 3, 2025 - March 9, 2025

Mayor Henson will read a Proclamation recognizing March 3, 2025 through March 9, 2025 as Flood Awareness Week in the City of Casselberry.

B. Proclamation: Recognizing the Retirement of Yvette Goodman

Mayor Henson will present a proclamation in recognition of Yvette Goodman's retirement from the City of Casselberry after 20 years of dedicated public service, retiring as the Senior Records Clerk in the Police Department.

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. Budget Amendment #25-015 - Transferring Funds for Lift Station Pump Replacement

Approval of Budget Amendment #25-015 to provide additional funding for lift station pump replacements in the amount of \$100,000 is requested.

B. Resolution 25-3484 - Memorandum of Agreement with Seminole County for Use of the Seminole County Emergency Management Alert Seminole System

Approval of Resolution 25-3484 providing acceptance of a Memorandum of Agreement with Seminole County for use of the Seminole County Emergency Management Alert Seminole System is requested.

C. Budget Amendment #25-018 - Allocating Funds to Establish a Dedicated Records Center

Approval of Budget Amendment #25-018 to provide funding for a dedicated records center is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. **Resolution 25-3485 - Local Agency Program Agreement with the Florida Department of Transportation for the US Highway 17-92 to Sunset Drive Trail Connection Project and Related Budget Amendment #25-016**

Approval of Resolution 25-3485 providing for a Local Agency Program Agreement with the Florida Department of Transportation to construct Project 439059-1-58-01 US Highway 17-92 to Sunset Drive Trail Connection Project (City project number PW 1213), with up to \$568,489 in federal funds, and related Budget Amendment #25-016 is requested.

B. **Resolution 25-3486 - Locally Funded Agreement with the Florida Department of Transportation to Provide for Construction Engineering and Inspection Services for the US Highway 17-92 to Sunset Drive Trail Connection Project**

Approval of Resolution 25-3486 that provides for a Locally Funded Agreement with the Florida Department of Transportation for Construction Engineering and Inspection (CEI) Services for the US Highway 17-92 to Sunset Drive Trail Connection Project is requested.

C. **Resolution 25-3487 - Three Party Escrow Agreement with the Florida Department of Transportation and the Florida Department of Financial Services Division of Treasury to Provide for Construction Engineering and Inspection Services for the US Highway 17-92 to Sunset Drive Trail Connection Project**

Approval of Resolution 25-3487 providing for a Three Party Escrow Agreement with the Florida Department of Transportation and the Florida Department of Financial Services Division of Treasury to provide for Construction Engineering and Inspection (CEI) services for Project 439059-1-58-01 US Highway 17-92 to Sunset Drive Trail Connection Project is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 25-1618 - Amending City Charter Section 7.06, Procedure for Placing Names on Ballot; Alternative Method of Qualifying**

Approval of Ordinance 25-1618 on first reading to amend City Charter Section 7.06 by changing the dates for candidates to qualify to run for office as well as change the date by which alternative method petitions are to be received by the City Clerk, is requested.

B. **First Reading of Ordinance 25-1619 - Amending ULDR Article XVI, Signs, to Allow Electronic Messaging Centers (EMC) and Provide for Performance Standards**

Approval of Ordinance 25-1619 on first reading, amending Article XVI, Signs, of the City's Unified Land Development Regulations (ULDR) to permit the installation of Electronic Messaging Centers (EMCs) in specific zoning districts and provide for performance standards, is requested.

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

A. **Award of ITB-2025-1249 and Construction Agreement with Masci General Contractor, Inc. for Construction of PW 2309 Road Rehabilitation ADA and Pavement Improvements and Related Budget Amendment #25-017**

Approval to award a bid and execute a Construction Agreement with Masci General Contractor, Inc. for construction of project PW 2309 Road Rehabilitation ADA and Pavement Improvements in the amount of \$2,998,077.02 and approval of related Budget Amendment #25-017 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 January 1, 2025 through January 31, 2025

The January 2025 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