

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



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 2025
Subject: Minutes of February 10, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the February 10, 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: February 24, 2025
Subject: Proclamation: Flood Awareness Week - March 3, 2025 - March 9, 2025

Introduction: Mayor Henson will read a Proclamation recognizing March 3, 2025 through March 9, 2025 as Flood Awareness 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: February 24, 2025
Subject: Proclamation: Recognizing the Retirement of Yvette Goodman

Introduction: 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.



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: February 24, 2025
Subject: Budget Amendment #25-015 - Transferring Funds for Lift Station Pump Replacement

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

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of 76 lift stations. Each lift station uses pumps to transmit wastewater through force mains to either the City of Casselberry's Water Reclamation Facility or the Orlando Iron Bridge Water Reclamation Facility for treatment. These pumps require replacement as they reach the end of their life expectancy, which is approximately 10 years. Lift station pump costs have been averaging approximately \$10,000 per pump depending on the size. A cumulative amount of \$40,027.00 has been spent on pumps this fiscal year (FY 2025).

Discussion: Utilities staff have identified additional pump replacements required this fiscal year. To provide adequate funding for the remaining lift station pump replacements in FY2025, staff are requesting approval of Budget Amendment #25-015. The budget amendment will reallocate budget funds from the FY25 Various Wet Well Lining projects account as staff have identified the need for less wet well lining this fiscal year.

Budget Impact: Budget Amendment #25-015 increases the Renewal & Replacement Lift Stations Equipment Other Account #402-0752-535.67-35 and decreases the Renewal & Replacement Lift Stations Improvements for PW 2507 FY25 Various Wet Well Lining Account #402-0752-535.63-24 each by \$100,000.

Recommendation: The City Manager and Utilities Director recommend approval of Budget Amendment #25-015.

Prepared by: Tara Lamoureux, Utilities Director

Attachments:

1. BA #25-015



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: February 24, 2025
Subject: Resolution 25-3484 - Memorandum of Agreement with Seminole County for Use of the Seminole County Emergency Management Alert Seminole System

Introduction: 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.

Background: The City of Casselberry owns and operates a public utility which includes a water distribution system. Casselberry Utilities provides safe and reliable drinking water to over 50,000 residents inside and outside the City limits. Utility staff perform regular preventative maintenance to the distribution system. However, there may be instances where emergency water main breaks occur. In scenarios where water main breaks occur, precautionary boil water notices may need to be issued. Utility staff contact customers affected by precautionary boil water notices through physical door hangers and the Seminole County Emergency Management Alert Seminole System to ensure notice is adequately provided. The City has been utilizing the Alert Seminole System for over a decade, and it has allowed efficient notification to residents served by the Utility.

Discussion: Recently, Seminole County requested the City of Casselberry complete a Memorandum of Agreement to establish clear terms and conditions for use of the Alert Seminole System. The Memorandum of Agreement provides the City of Casselberry with the authorization of use of the Alert Seminole system for population protective actions, emergency preparedness and response information, law enforcement searches, and notification and recall of agency/municipal emergency response and recovery functions, within the jurisdictional and utility service boundaries of the City. The County will provide support and trainings as needed, to the City for use and setup of additional accounts within the Alert Seminole system. Resolution 25-3484 provides acceptance of the Memorandum of Agreement for the City of Casselberry to continue utilizing the Seminole County Emergency Management Alert Seminole System.

Budget Impact: There is no impact to City budget.

Recommendation: The City Manager and Utilities Director recommend approval of Resolution 25-3484 approving the Memorandum of Agreement with Seminole County for Use of the Seminole County Emergency Management Alert Seminole System.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 25-3484
2. Memorandum of 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: February 24, 2025
Subject: Budget Amendment #25-018 - Allocating Funds to Establish a Dedicated Records Center

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

Background: In November 2024, the City Commission authorized funding to provide for renovations to the Administration offices to accommodate additional staff members. Since that time, staff has obtained a quote for the renovations that far exceeded the amount allocated. Also during that period, the Community Redevelopment Agency purchased 80 N. Sunset Drive. This property was purchased to be held until a future date when it can be integrated into an expanded Lake Concord Park.

Discussion: In a review of the proposed renovations, an alternative solution was suggested to relocate two City Clerk staff members to 80 N. Sunset Drive so that the property can also provide space to create a dedicated records center. This will allow the City Clerk to move records currently stored offsite in leased office space to a location in proximity to City Hall. At its meeting to be held on February 24, 2025, the Community Redevelopment Agency will consider authorizing the City to use 80 N. Sunset Drive for administrative purposes until it becomes contiguous to Lake Concord Park and is added to it. The dedicated records storage center will provide sufficient space for staff to efficiently work with and oversee public records. Shifting records from a commercial leased location will save the City over \$28,000 annually in rent. Budget Amendment #25-018 is necessary to clean, repair and equip 80 N. Sunset Drive as functional office space.

Budget Impact: Budget Amendment #25-018 reallocates \$67,000 already appropriated with Budget Amendment #25-008 to various accounts and adds another \$48,200 for a total of \$115,200.

Recommendation: The City Manager and City Clerk recommend approval of Budget Amendment #25-018 allocating funds to establish a dedicated records center.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. BA #25-018



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 2025
Subject: 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

Introduction: 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.

Background: The US Highway 17-92 to Sunset Drive Trail Connection Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from the intersection of US Highway 17-92 and Home Depot entrance east to Sunset Drive and includes a midblock crosswalk connecting to the recently constructed shared use path on the east side of Sunset Drive. This project was listed in the 3rd generation sales tax approved by Seminole County voters in 2014 and programmed for funding in the Metroplan Orlando Prioritized Project list, and the Florida Department of Transportation Work Program for Fiscal Year 2025 (FPID 439059-1-58-01).

On November 14, 2016, via Supplemental Agreement No. 5, City Commission approved an agreement with Vanasse Hangen Brustlin, Inc. (VHB) to design this project, along with two other projects identified in the MTMP, as part of the Fiscal Year 2017 Transportation Design Projects. The two other projects, Quail Pond Circle Complete Street/Pedestrian Connectivity and Southcot Drive Bicycle and Pedestrian Improvements, have both since been constructed.

The US Highway 17-92 to Sunset Drive Trail Connection Project stalled as the City was unsuccessful with obtaining necessary easements from Home Depot needed to finish design, among other issues. The City later reauthorized VHB to reevaluate the conceptual design of the project and address any changes needed to maintain compliance with the current design standards as part of Task Authorization No. 11, approved on August 28, 2023. The City ultimately obtained a Utility Easement, Trail Easement, and Temporary Construction Easement from Home Depot, which helped to move the project forward.

Discussion: Design of this project has been completed, and it is anticipated the project will be released for bid on May 3, 2025. Federal funding in the amount of \$675,298 (\$568,489 for construction and \$106,809 for CEI Services) was programmed in Fiscal Year 2025 for

this project, and the City's Public Works Department budgeted \$150,000 in FY 2025 as a local match.

Resolution 25-3485 provides for a Local Agency Program Agreement (LAP) with FDOT to provide federal funding in the amount of \$568,489 to cover costs associated with construction of the US Highway 17-92 to Sunset Drive Trail Connection Project. This agreement also requires a local contribution of \$10,446 to cover non-federally eligible items. It should be noted that due to the volatility of the current construction market, bids may come in higher than originally budgeted, thus requiring additional local funding in order to proceed with the project.

Related Budget Amendment #25-016 is necessary to recognize federal funds for the construction of the project. It should be noted that FDOT will procure CEI services as specified in the Locally Funded Agreement and Three Party Escrow Agreement. Both agreements are being presented under separate items on this same agenda.

Budget Impact: Budget Amendment #25-016 recognizes federal revenue for construction and allocates expenditures for the same in the amount of \$568,489 within the Infrastructure Surtax (Sales Tax) Fund Infrastructure Account #114-0710-541.63-47.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3485 and the 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.

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

Attachments:

1. Resolution 25-3485
2. Agreement
3. Project Area Map
4. BA #25-016



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: February 24, 2025
Subject: 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

Introduction: 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. (City project number PW 1213) (Ref. ITB-2024-1213)

Background: The US Highway 17-92 to Sunset Drive Trail Connection Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from the intersection of US Highway 17-92 and Home Depot entrance east to Sunset Drive and includes a midblock crosswalk connecting to the recently constructed shared use path on the east side of Sunset Drive. This project was listed in the 3rd generation sales tax approved by Seminole County voters in 2014 and programmed for funding in the Metroplan Orlando Prioritized Project list, and the Florida Department of Transportation Work Program for Fiscal Year 2025 (FPID 439059-1-58-01).

Design of this project has been completed, and it is anticipated the project will be released for bid on May 3, 2025.

Discussion: Federal funding in the amount of \$675,298 (\$568,489 for construction and \$106,809 for CEI Services) was programmed in Fiscal Year 2025 for this project, and the City's Public Works Department budgeted \$150,000 in FY 2025 as a local match. A Local Agency Program agreement for construction is being presented under a separate item on this same agenda.

Resolution 25-3486 provides for a Locally Funded Agreement (LFA) with FDOT to provide federal funding in the amount of \$106,809 to cover costs associated with Construction Engineering and Inspection services (CEI) for the US Highway 17-92 to Sunset Drive Trail Connection Project. This agreement also requires a local contribution of \$18,849 to cover services related to non-federally eligible items and contingency. It should be noted that FDOT will procure the CEI services. In accordance with the Three Party Escrow Agreement, presented under a separate item on this same agenda, the City is required to send its share of CEI costs to an escrow account.

Budget Impact: Budget Amendment #25-016, presented under a separate item on this same agenda, provides funding necessary to cover this work.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3486 and the 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.

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

Attachments:

1. Resolution 25-3486
2. Agreement



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

9.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 2025
Subject: 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

Introduction: 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. (City project PW 1213)

Background: The US Highway 17-92 to Sunset Drive Trail Connection Project was identified in the City's adopted Multimodal Transportation Master Plan (MTMP) during Fiscal Year (FY) 2017. This project includes a sidewalk extension from the intersection of US Highway 17-92 and Home Depot entrance east to Sunset Drive and includes a midblock crosswalk connecting to the recently constructed shared use path on the east side of Sunset Drive. This project was listed in the 3rd generation sales tax approved by Seminole County voters in 2014 and programmed for funding in the Metroplan Orlando Prioritized Project list, and the Florida Department of Transportation Work Program for Fiscal Year 2025 (FPID 439059-1-58-01).

Design of this project has been completed, and it is anticipated the project will be released for bid on May 3, 2025.

Discussion: The project will need CEI services, which FDOT proposed to undertake and partially fund. To address the local funding required for CEI, a Local Agency Program Agreement (LAP) and a Locally Funded Agreement (LFA) with FDOT are proposed via separate items on this same agenda. A related Three Party Escrow Agreement with FDOT and the Florida Department of Financial Services Division of Treasury is also necessary to facilitate the transfer of local funds.

Resolution 25-3487 provides for approval of the Three Party Escrow Agreement associated with the aforementioned agreements.

Budget Impact: There is no FY 2025 Budget impact associated with this item.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3487 and the Three Party Escrow Agreement with the Florida Department of Transportation and the Florida Department of Financial Services Division of Treasury.

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

Attachments:

1. Resolution 25-3487
2. Agreement



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: February 24, 2025
Subject: First Reading of Ordinance 25-1618 - Amending City Charter Section 7.06, Procedure for Placing Names on Ballot; Alternative Method of Qualifying

Introduction: 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.

Background: The passage of the Charter amendments in August 2024 eliminating the runoff provision and moving the election from the primary to the general election in November has necessitated a change to the qualifying dates for City Commission candidates. Section 100.3605, Florida Statutes, grants the City specific authority over its qualifying dates contained in the City Charter for members of its governing body via adoption of an ordinance rather than having to submit a referendum question to the electors.

Discussion: Ordinance 25-1618 proposes to change the five-day qualifying period from the third full week in May to the third full week in August. This proposed change allows for sufficient time for the candidate names to be placed on the Seminole County general election ballot in accordance with State election laws. Ordinance 25-1618 also proposes to change the alternative method petition filing deadline from the third Tuesday in April to the third Tuesday in July. This proposed change allows for sufficient time for verification of the petition signatures in accordance with State election laws.

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

Recommendation: The City Manager and the City Clerk recommend approval of Ordinance 25-1618 on first reading.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Ordinance 25-1618
2. Business Impact Estimate



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

10.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 2025
Subject: First Reading of Ordinance 25-1619 - Amending ULDR Article XVI, Signs, to Allow Electronic Messaging Centers (EMC) and Provide for Performance Standards

Introduction: 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. (TA 24-08)

Background: The proposed ordinance consists of four key changes. The first would amend ULDR Section 3-16.2, which provides definitions for various types of signage, to include "Electronic Message Centers." For reference, this is defined as "An on-premises ground sign component without moving parts that utilizes a computer or other electronic means to change the digital message displayed through the use of intermittent light or lights, including light emitting diodes, liquid crystal display, plasma image screen display, or similar equipment."

Secondly, the ordinance amends ULDR Section 3-16.3, which provides on-premises permanent sign regulations, to list Electronic Messaging Centers as a permissible sign type. EMCs are proposed to be allowed in CG (Commercial General), CS (Commercial Service), PMX-H (Planned Mixed-Use: High Intensity), PMX-MID (Planned Mixed-Use: Medium Rise), PMX-HIGH (Planned Mixed-Use: High Rise), I (Industrial), I-M (Industrial Medium), ROS (Recreation and Open Space) and PS (Public Service) zoning districts. Third, the ordinance amends ULDR Section 3-16.6, Reserved, to provide standards and criteria for Electronic Messaging Centers. Such criteria include but are not limited to considerations such as permitted zoning districts, height, size, color, or minimum frequency and duration of the sign's display message. Lastly, the ordinance amends ULDR Section 3-16.8, which provides for prohibited sign types, to remove electronic messaging centers that were previously listed.

At an advertised public hearing on February 12, 2025, the City's Planning and Zoning Commission/Local Planning Agency voted unanimously, by a 5-0 vote, to recommend approval of the proposed ordinance to the City Commission.

Discussion: City staff provides the following assessment of the proposed amendment against the established criteria in ULDR Section 1-2.9.C.

CRITERIA 1. Consistency with Comprehensive Plan

The proposed amendment is consistent with the City's Comprehensive Plan, which generally supports updating urban design standards in modern ways to enhance the City's nonresidential infrastructure. Further, the amendment aligns with existing policies outlined below.

Policy FLU 7.5 – Urban Design Standards. The City shall periodically review and compare its architectural design standards with those of similar communities to ensure use of the most modern and appropriate standards for development and redevelopment throughout the City.

The proposed amendment specifically promotes the installation of electronic messaging signs, which have been used increasingly in recent years by a variety of commercial tenants throughout the Central Florida area. As such, staff feels as though this is a business-friendly decision primarily intended to help our local businesses continue to thrive.

Objective FLU 11: Protection of Residential Areas: Residential areas shall be protected from negative impacts which may result from encroachment of incompatible land uses. Policy FLU 11.3, 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.

The proposed ordinance only permits the use of EMCs in the following nonresidential zoning districts: CG, CS, PMX-H, PMX-MID, I, I-M, ROS and PS. Further, the ordinance provides for other mitigative considerations such as setbacks or brightness limits. The ordinance also has a provision prohibiting them within 100 feet of residential zoning districts.

Policy RO 2.1, Facilities. The City shall improve the use and function of existing park sites through design enhancements and facility improvements to create accessibility for all users.

The City has considered installing EMCs in at least some of the City's parks for the purposes of promoting City events, wayfinding, and more.

Objective PRE 1. Recognition of Private Property Rights. The City shall continue to recognize that each property owner has constitutionally protected private property rights, and shall continue to consider these property rights in local decision making by referring to a set of statement of rights identified in this element.

The proposed ordinance provides additional leeway for property owners to advertise and communicate with the public, helping to maximize the enjoyment of their properties while also increasing curb appeal for residents.

CRITERIA 2. Conformance with Ordinances

The proposal complies with all applicable City of Casselberry Code of Ordinances requirements, specifically ULDR Section 1-2.9. Additionally, any installation of EMCs will require a site plan review and a building permit and will be subject to the provisions of the ordinance. The amendment process has also followed the established procedures for public hearings and community engagement, ensuring adherence to state regulations and transparency in the decision-making process.

CRITERIA 3. Changed Conditions

In March 2024, the City Commission signaled their interest in learning more about EMCs.

Subsequent workshops were held in May and August to discuss EMCs, potential performance standards, and other municipal regulations. The proposed amendment is a result of coordination between the City Commission, the City Attorney, and City staff.

CRITERIA 4. Land Use Compatibility

EMCs are generally appropriate in the same areas where traditional signage is permitted, such as CG, CS, PMX-H, PMX-MID, I, I-M, ROS and PS. EMCs will also be subject to the site plan review process and require a building permit, which will eliminate potential incompatibility issues.

CRITERIA 5. Adequate Public Facilities

The proposed amendment will not impose new demands on public facilities or services.

CRITERIA 6. Natural Environment

The proposed amendment is not anticipated to have any adverse environmental impacts.

CRITERIA 7. Economic Effects

The proposed amendment is not anticipated to have any adverse economic impacts.

CRITERIA 8. Orderly Development

All proposed EMCs will be subject to ULDR Article XVIII, Site Plan Review. They will also require a building permit which will ensure adherence with overlay district standards (if applicable) and various performance standards in the ULDR, such as Article XVI, Signs.

CRITERIA 9. Public Interest

The proposed amendment aligns with the public interest in promoting modern approaches for advertising that improve the City's overall appearance.

CRITERIA 10. Other Matters

The City Commission is encouraged to consider additional factors, such as community feedback during public hearings. This comprehensive approach ensures that all relevant aspects are considered when assessing the ordinance.

Budget Impact: No impact to the City's budget is anticipated.

Recommendation: The City Manager and Community Development Department Director recommend approval of Ordinance 25-1619 on first reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1619
2. Business Impact Statement



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: February 24, 2025
Subject: 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

Introduction: 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. (Ref: ITB-2025-1249)

Background: The City's adopted Multimodal Transportation Master Plan calls for a series of road and trail rehabilitation projects to preserve the City's infrastructure and make accessibility improvements.

Sales Tax funding was appropriated in Fiscal Year 2024 (3rd generation) for project PW 2309 Road Rehabilitation. Uncommitted funds for construction were rolled over into Fiscal Year 2025 (\$1,260,765 in sales tax and \$253,000 in Local Option Gas Tax for PW 2309, for a total of \$1,513,765).

Discussion: A solicitation of bids (Ref: ITB-2025-1249) for the construction of PW 2309 was advertised in the Orlando Sentinel on November 18, 2024, publicly noticed and broadcast on Vendorlink. A non-mandatory Pre-bid Conference for the solicitation was held on December 5, 2024. Two (2) submittals were received from Cathcart Construction Company - Florida, LLC and Masci General Contractor, Inc., ranging from \$2,835,679.26 to \$5,142,711.18 for the base bid.

Masci General Contractor Inc. submitted the lowest, responsive and responsible bid, meeting the City's specifications in the amount of \$2,835,679.26 (excluding \$142,000 contingency) for the base bid and \$2,856,077.02, inclusive of two selected bid alternatives. (Four bid alternatives were included in the solicitation, but staff is only recommending inclusion of Bid Alternative #2 and #3, which address a storm pipe on Sundown Trail and grading on S Cypress Way, respectively.) After reviewing the bid submittals, staff recommends awarding it to Masci General Contractor, Inc. for the amount of \$2,856,077.02.

It should be noted the base bid includes multiple concrete raised crosswalks; as the project proceeds, staff intends to assess whether any of the crosswalks should be changed to asphalt, which may result in slight cost savings.

Staff also recommends allocating an approximately 5% contingency (\$142,000) so that the

City Manager may execute change orders up to that amount should the need arise. Thus, the total maximum cost for the Masci General contractor portion of the project is \$2,998,077.02. (Note the \$142,000 contingency was a component of the original bid and is slightly less than 5% of the construction cost including selected bid alternatives.)

To address the funding shortfall, Budget Amendment #25-017 proposes to re-appropriate funds from project PW 2502 (FY 2025 Road Rehabilitation Project) in the amount of \$300,000 and to increase reliance on Sales Tax Fund Balance by \$1,184,312 through the usage of 4th generation sales tax funds in order to support construction of this project. It should be noted that the \$300,000 from the FY 2025 Road Rehabilitation Project was originally intended to serve as the source of the match for the City's recently awarded Safe Streets and Roads for All (SS4A) grant. However, the City is still awaiting completion of an Agreement with the federal government for that grant. Therefore, a future Budget Amendment will be brought before the City Commission as needed to re-appropriate a match at the time an Agreement is proposed for approval.

Budget Impact: Budget Amendment #25-017 will provide sufficient funding to cover this item.

Recommendation: The City Manager and the Public Works Director recommend approval to award ITB-2025-1249 and 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 (inclusive of contingency), approval of related Budget Amendment #25-017, and authorization for the City Manager to execute change orders up to the contingency amount of \$142,000.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Presentation
2. Agreement
3. BA #25-017
4. Price Summary
5. Bid Documents
6. Cathcart Bid Submittal
7. Masci Bid Submittal



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: February 24, 2025
Subject: Procurement Information Report for the Period January 1, 2025 through January 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 January 1, 2025 through January 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 Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager 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 January 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. January 2025 Procurement Information Report