

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, April 14, 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 March 24, 2025 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: Celebrate Trails Day - April 26, 2025

Mayor Henson will read a Proclamation recognizing April 26, 2025 as Celebrate Trails Day in the City of Casselberry.

B. Mayor's Proclamation: Water Conservation Month - April 2025

Mayor Henson will present Tara Lamoureux, Utilities Director, with a proclamation designating April as Water Conservation Month in the City of Casselberry.

C. Mayor's Proclamation: Autism Acceptance Month - April 2025

Mayor Henson will read a Proclamation recognizing April 2025 as Autism Acceptance Month 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

- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 103606 - \$23,445.55

B. Task Authorization #7 with CPH, LLC. for PW2516 Gee Creek Watershed Erosion Control (Due to Hurricane Milton) and Related Budget Amendment #25-026

Approval of Task Authorization No. 7 with CPH, LLC. for the survey and design services for PW 2516 Gee Creek Watershed Erosion Control (due to Hurricane Milton) not to exceed \$236,249 and related Budget Amendment #25-026 is requested.

C. **Single Source Purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, Related Equipment, Accessories, Warranty, and Training for the Police Department's Crime Scene & Traffic Units and related Budget Amendment #25-020**

Approval for the single source purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, related equipment, accessories, warranty, and training for the Police Department's crime scene & traffic units in the amount of \$70,948, for a one-time purchase with no annual contract and related Budget Amendment #25-020 is requested.

D. **Resolution 25-3495 Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 1 Related to Florida Recreation Development Assistance Program**

Approval of Resolution 25-3495 providing for approval of a Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 1 associated with a Florida Recreation Development Assistance Program Grant received for the park to be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public is requested.

E. **Resolution 25-3496 - Residential Solid Waste CPI Adjustment for Waste Pro of Florida, Inc.**

Approval of Resolution 25-3496 providing for a rate adjustment for Waste Pro of Florida, Inc. for residential solid waste collection services based on the 2024 Consumer Price Index effective January 1, 2025 to June 30, 2025 is requested. The rate increases 4.68% from \$16.88 to \$17.67 per month for residential collection. Rates charged to customers are not impacted by this resolution.

F. **Resolution 25-3497 Agreement with the Florida Department of Environmental Protection for the Sand & Grit Removal Grant**

Approval of Resolution 25-3497 authorizing execution of an Agreement with the Florida Department of Environmental Protection for the Sand & Grit Removal Grant for wastewater treatment facilities in a total amount not to exceed \$97,900.00, including a local match of \$48,950.00, is requested.

G. **Resolution 25-3498 - Support of Legislation Requiring Hands-Free Phone Use While Driving**

Approval of Resolution 25-3498 expressing support for legislation mandating the use of hands-free devices while driving is requested.

H. **Budget Amendment #25-022 - Recognizing Net Proceeds of the 2024 Swing "Fore" the Arts Golf Tournament**

Approval of Budget Amendment #25-022 to recognize net proceeds of \$11,520 for the 2024 (Fiscal Year 2024-2025) Swing "Fore" the Arts Golf Tournament is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

B. **Naming of "Wheel Park Phase I" and "Wheel Park Phase II"**

9. RESOLUTIONS

A. **Resolution 25-3493 - Establishing a Government Sign Use Policy and Providing Sign Specifications**

Approval of Resolution 25-3493, which establishes a Government Sign Use Policy and provides related sign specifications, is requested.

B. **Resolution 25-3500 Local Agency Program Agreement with Florida Department of Transportation for the Central Casselberry Connectivity Project and Related Budget Amendment #25-025**

Approval of Resolution 25-3500 providing for a Local Agency Program Agreement with the Florida Department of Transportation to construct Project 446163-1-58-01 Central Casselberry Connectivity Project (City project number PW 2301), with up to \$1,929,297 in federal funds, and related Budget Amendment #25-025 is requested.

C. **Resolution 25-3501 Locally Funded Agreement with the Florida Department of Transportation to Provide for Construction Engineering and Inspection Services for the Central Casselberry Connectivity Project**

Approval of Resolution 25-3501 that provides for a Locally Funded Agreement with the Florida Department of Transportation for Construction Engineering and Inspection (CEI) Services for the Central Casselberry Connectivity Project (City project number PW 2301) is requested.

D. Resolution 25-3502 - 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 Central Casselberry Connectivity Project

Approval of Resolution 25-3502 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 446163-1-58-01 Central Casselberry Connectivity Project 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: April 14, 2025
Subject: Minutes of March 24, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the March 24, 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: April 14, 2025
Subject: Mayor's Proclamation: Celebrate Trails Day - April 26, 2025

Introduction: Mayor Henson will read a Proclamation recognizing April 26, 2025 as Celebrate Trails Day 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: April 14, 2025
Subject: Mayor's Proclamation: Water Conservation Month - April 2025

Introduction: Mayor Henson will present Tara Lamoureux, Utilities Director, with a proclamation designating April as Water Conservation Month 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: April 14, 2025
Subject: Mayor's Proclamation: Autism Acceptance Month - April 2025

Introduction: Mayor Henson will read a Proclamation recognizing April 2025 as Autism Acceptance Month 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: April 14, 2025
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 are being presented for approval:

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

- City Attorney Services - February 2025 - Invoice No. 103606 - \$23,445.55

Budget Impact: Funds for the City Attorney's invoice are available in FY 2025 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. 103606



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: April 14, 2025
Subject: Task Authorization #7 with CPH, LLC. for PW2516 Gee Creek Watershed Erosion Control (Due to Hurricane Milton) and Related Budget Amendment #25-026

Introduction: Consideration to approve Task Authorization No. 7 with CPH, LLC. for the survey and design services for PW 2516 Gee Creek Watershed Erosion Control (due to Hurricane Milton) not to exceed \$236,249 and related Budget Amendment #25-026 is requested.

Background: Following the impact of Hurricane Milton, Public Works staff identified significant erosive damage at multiple locations within the Gee Creek Watershed. Milton also generated a lot of debris and 24 fallen trees which spans approximately 3,000 feet of Gee Creek within the City limits. Given the potential risk to both public and private properties, especially with the threat of future storms, staff determined that immediate intervention is required.

In the past, the City has successfully utilized the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program to fund similar erosion control projects. Most recently, the City received \$812,830.49 in federal funding for erosion control within the Gee Creek and Howell Creek basins following Hurricane Ian in 2022. The program typically requires at least a 25% local match.

In December 2024, the City submitted a funding request to NRCS for Hurricane Milton-related damage. A joint damage survey by NRCS and City staff led to the creation of a Damage Survey Report (DSR #12-07-24-5084-019), which outlined the erosion issues and proposed remedial actions, including the removal of 2,400 cubic yards of debris. In February 2025, the City received approval for federal assistance totaling \$1,164,308.20, which includes up to \$1,058,462.00 for construction and \$105,846.20 for technical assistance. Notably, no local match is required for this funding.

CPH, LLC. (formerly CPH Inc.) is a current City consultant for Stormwater and Lake Management Continuing Services.

Discussion: At the request of City staff, CPH has provided a proposal to provide engineering, survey, environmental documentation, and permitting services for the following tasks:

- Removal and replacement of existing erosion prevention structures.
- Additional bank reinforcement and stabilization of areas where erosion and washouts have occurred.

The total cost for these services is not to exceed \$236,249, with a projected completion date for the design phase set for late August 2025.

The preparation of contract documents, environmental documentation, and permit applications is essential for advancing the City's efforts to address erosion control and debris removal resulting from Hurricane Milton. These efforts will lead to the subsequent construction phase.

It is important to note that these erosion control projects may require permits from multiple entities such as the St. Johns River Water Management District (SJRWMD) or the U.S. Army Corps of Engineers (ACOE). To account for potential additional environmental services and permitting fees, an amount not to exceed \$66,399 is included as part of the \$236,249 total for this task authorization, including a \$5,000 permitting fee.

For tracking purposes, this item is associated with Project PW 2516, Gee Creek Watershed Erosion Control (due to Hurricane Milton).

Budget Impact: While federal funding of \$105,846.20 (allocated under account 110-0740-538.63-28) has been designated for technical assistance, it will not fully cover the \$236,249 requested for this task authorization. Approval of Budget Amendment #25-026 will increase the Stormwater Utility Fund Improvements Account #110-0740-538.63.28 by \$130,403 to provide sufficient funds to fully cover the design cost requested under this task authorization.

Recommendation: The City Manager and Public Works Director recommend approval of Task Authorization No. 7 with CPH, LLC. in the amount not to exceed \$236,249 and related Budget Amendment #25-026 for project PW 2516 Gee Creek Watershed Erosion Control.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Task Authorization #7
2. BA 25-026



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: April 14, 2025
Subject: Single Source Purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, Related Equipment, Accessories, Warranty, and Training for the Police Department's Crime Scene & Traffic Units and related Budget Amendment #25-020

Introduction: Approval for the single source purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, related equipment, accessories, warranty, and training for the Police Department's crime scene & traffic units in the amount of \$70,948, for a one-time purchase with no annual contract and related Budget Amendment #25-020 is requested (Ref: SG-2025-1307).

Background: In preparing the FY 24-2025 budget, the Police Department analyzed existing equipment needs and determined it was necessary to purchase a 3D mapping and photography system for use at felony crime scenes and traffic fatalities. It will permit high-precision 3D measurement and imaging to inspect, document spaces and structures to support law enforcement, forensics, accident reconstruction, crime scene investigations, etc. with augmented/virtual reality applications. In September 2024, the City Commission approved the FY 2025 budget, which provided funds within the Small Tools operating account for the purchase of the Faro system. Seminole County Sheriff's Office also uses the FARO product, so this purchase would allow compatibility, cross-training, and sharing of resources with their evidence unit

Discussion: The Police Department is requesting to utilize currently budgeted funds in the amount of \$70,948 for the purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, software, related equipment, accessories, warranty, and training to provide high quality evidence and scene documentation for felony crime scenes and traffic fatality investigations.

Budget Impact: There is no additional impact on the budget overall. Budget Amendment 25-020 is provided to reallocate funds (\$76,948) from the Small Tools (56-00) account. Equipment - Other (a capital account) is increased by \$44,401, Training (46-00) is increased by \$10,178 and Repairs & Maintenance (46-00) increased by \$16,369.

Recommendation: The City Manager and Police Chief recommend approval for the single source purchase of a Faro Focus 100M Core Laser Scanner w/ 360° Pano Camera, related equipment, accessories, warranty, and training for the Police Department's crime scene & traffic units in the amount of \$70,948 and related Budget Amendment #25-020.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Casselberry PD Quote
2. PF-241 Purchase Order Terms and Conditions 12.30.24
3. Quote Signature Page
4. Public Notice Single Source Purchase
5. Single Source Justification
6. BA #25-020



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: April 14, 2025
Subject: Resolution 25-3495 Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 1 Related to Florida Recreation Development Assistance Program

Introduction: Resolution 25-3495 provides for approval of a Notice of Site Dedication and Limitation of Use for "Wheel Park" Phase 1 associated with a Florida Recreation Development Assistance Program Grant received for the park to be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public.

Background: The Florida Recreation Development Assistance Program (FRDAP) is a program authorized by the State of Florida Department of Environmental Protection (FDEP) that provides financial assistance for acquisition or development of land for public outdoor recreation.

Through its Parks, Recreation, Pathways, and Open Spaces Master Plan, the City recommended developing a new park in the northern part of the City. In October 2021, the City applied to FDEP for \$200,000 in FRDAP Grant funding with a \$200,000 local match commitment, for a total of \$400,000 to construct "Wheel Park" Phase 1. The City's application ranked #15 in Florida and was awarded the requested federal funding. In September 2022, via Resolution 22-3323, the City Commission approved an Agreement with FDEP for the FRDAP Grant for "Wheel Park" Phase 1. Construction has since been completed in conjunction with the larger voter-approved Parks Bond Referendum initiative.

Discussion: Staff is currently working to close out the grant in order to receive the \$200,000 reimbursement. The terms of the Agreement with FDEP for the FRDAP Grant require that land owned by the City that is developed with FRDAP funds be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public. In order to demonstrate this, as part of the grant closeout process, FDEP requires that the City execute and record a Notice of Site Dedication and Limitation of Use. This Notice is attached as Attachment 1. It includes a restriction that if the City converts any part of the project site or facilities thereon developed with grant assistance to other than a use approved by FDEP, the grantee shall replace the area, facilities, resource, or site at its own expense with an acceptable project of comparable or greater value, scope, and quality.

Resolution 25-3495 provides for approval and execution of the notice.

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

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3495, approving and authorizing the execution of a Notice of Site Dedication and Limitation of use for "Wheel Park" Phase 1 associated with a Florida Recreation Development Assistance Program Grant.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 25-3495
2. Attachment 1



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: April 14, 2025
Subject: Resolution 25-3496 - Residential Solid Waste CPI Adjustment for Waste Pro of Florida, Inc.

Introduction: Resolution 25-3496 provides for a rate adjustment for Waste Pro of Florida, Inc. for residential solid waste collection services based on the 2024 Consumer Price Index effective January 1, 2025 to June 30, 2025. The rate increases 4.68% from \$16.88 to \$17.67 per month for residential collection. Rates charged to customers are not impacted by this resolution.

Background: On January 22, 2018 via Resolution 18-3005, the City Commission approved a piggyback agreement with Waste Pro of Florida, Inc. (Waste Pro) to provide residential solid waste collection services (PBA-2018-0274). The agreement includes consideration for a Consumer Price Index (CPI) rate adjustment once a year (January) and twice a year (January and July) for fuel inflation. As stipulated in the contract, Seminole County uses data published by the U.S. Department of Labor, Bureau of Labor Statistics and the U.S. Energy Information Administration to perform the necessary calculations and provides the information to the City.

Resolution 24-3450, approved by City Commission on August 12, 2024, provided for an decrease in costs for solid waste collection from \$17.16 to \$16.88/home per month for regular and special collection services and from \$34.32 to \$33.76 for side-door collection services. These rates were effective from July 1, 2024 through December 31, 2024.

Discussion: Based on the 2024 data, the amount payable to Waste Pro per home per month for residential solid waste services will increase from \$16.88 to \$17.67 for regular and special collection services and from \$33.76 to \$35.34 for side-door collection services. This represents a 4.68% increase in the cost of these services. Seminole County's calculations include a bear service escalator that was omitted as it does not apply to the City.

The total increase in cost to the City for solid waste collection from January 1, 2025 to June 30, 2025 will be \$38,645.22 {\$.79 x 8,151 (regular/special collection customers) x 6 months} + {\$1.58 x 1 (side-door customer) x 6 months}. The adjusted rate will be backdated to January 1, 2025.

Resolution 25-3496 provides for approval of the rate adjustment for Waste Pro.

Approval of this item does not adjust the rates payable by residents to the City, only the rates the City pays directly to Waste Pro.

Budget Impact: Sufficient funding is currently available in the Solid Waste Other Contractual Services account #118-0730-534.34-00.

Recommendation: The City Manager and the Public Works Director recommend approval of Resolution 25-3496.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 25-3496
2. Hauler Rates



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

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 2025
Subject: Resolution 25-3497 Agreement with the Florida Department of Environmental Protection for the Sand & Grit Removal Grant

Introduction: Resolution 25-3497 provides for approval of an Agreement with the Florida Department of Environmental Protection (FDEP) for the Sand & Grit Removal Grant for wastewater treatment facilities in a total amount not to exceed \$97,900.00, including a local match of \$48,950.00.

Background: The Sand & Grit Removal Grant for Wastewater Treatment Facilities is a statewide FDEP-administered grant program from the Federal Grants Trust Fund which allows publicly owned utilities to remove sand and grit from wastewater treatment plants while they remain in operation. Positive results from sand/grit removal include regaining lost treatment capacity from buildup of debris, cost savings realized by eliminating the need to construct new facilities to increase capacity, and through the reduction in electrical utility costs as the power and operation time to aerate the wastewater is dramatically reduced when sand/grit is removed.

Grant eligibility is based on three stipulations: 1) the facility is publicly owned, 2) the facility has a maximum annual average daily flow of 3 million gallons per day, and 3) the facility as a whole remains in operation during the cleaning service. Distribution of grant funds is on a first-come, first-served basis and requires a 50% funding match. City staff have previously applied for and received the Sand & Grit Grant three times, in 2019, 2020, and 2021, respectively.

City Commission approved City staff to submit for the Sand & Grit Removal Grant on December 16, 2024.

Discussion: The City's Water Reclamation Facility consists of several structures that require regular cleaning to prevent sand and grit build-up and keep the facility running efficiently. The cleaning of Plant #1 and Surge Tank #2 (West) was budgeted in FY 2025. The total cost to clean and dispose of the material in Plant #1 and Surge Tank #2 (West) is \$97,900. Task Authorization #2 with U.S. Submergent Technologies for this work was approved by City Commission on February 10, 2025. The Agreement with FDEP for the Sand & Grit Removal Grant provides 50% of the project amount on a reimbursement basis, in the amount of \$48,950.00.

Resolution 25-3497 provides approval of the agreement with FDEP for the Sand & Grit Removal Grant.

Budget Impact: Funds are currently available in the FY 2025 Water Reclamation Repair and Maintenance account #401-0753-535.46-00 to allocate the match and allow expenditures on a reimbursement basis.

Recommendation: The City Manager and Utilities Director recommend approval of Resolution 25-3497.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 25-3497
2. Agreement



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

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 2025
Subject: Resolution 25-3498 - Support of Legislation Requiring Hands-Free Phone Use While Driving

Introduction: Resolution 25-3498 provides for expression of support for legislation mandating the use of hands-free devices while driving.

Background: The City's Vision Zero Action Plan (VZAP), which was adopted in 2024, includes the goal of zero fatalities and severe injuries on all City-owned streets by 2030 and all streets and roads in the City by 2040. Based on the VZAP, distraction (e.g., use of a handheld cell phone while driving) is a factor in many crashes. In particular, for the period 2018-2022, distraction was noted as a factor in 560 crashes in the City. Distraction was noted as a factor in about 10.2% of all reported crashes and 6% of KSI (killed or severely injured) crashes in the City.

Florida has existing Statutes that restrict use of handheld devices under certain circumstances, primarily with a focus on restricting texting while driving, but as written they are difficult to enforce. Proposed legislation during the current 2025 legislative session would broaden the restrictions on using handheld devices while driving.

Discussion: "Hands Free Florida" is the combined effort of several state and national organizations with a shared goal of preventing crashes and fatalities as a result of distracted driving in Florida. The Florida Bicycle Association is part of the "Hands Free Florida" coalition and has requested agencies to consider support of hands-free legislation via Resolution. Resolution 25-3498 provides for such expression of support for legislation mandating the use of hands-free devices while driving. As of March 17, 2025, sixteen villages, towns, cities, and counties in Florida have passed similar Resolutions of support.

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

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3498.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Resolution 25-3498



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

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 2025
Subject: Budget Amendment #25-022 - Recognizing Net Proceeds of the 2024 Swing "Fore" the Arts Golf Tournament

Introduction: Approval of Budget Amendment #25-022 to recognize net proceeds of \$11,520 for the 2024 (Fiscal Year 2024-2025) Swing "Fore" the Arts Golf Tournament is requested.

Background: Each year the City of Casselberry hosts the Swing "Fore" the Arts Golf Tournament at the Casselberry Golf Club. This popular event serves as a fundraiser for art-related purchases in Casselberry. Revenue is generated from individual golfers, sponsors, mulligans, and raffles. Expenses include the cost of meals, swag bags, and prizes. The last event was held on October 25, 2024.

Discussion: For the 2024 event (which occurred in Fiscal Year 2024-2025), staff analyzed revenues and expenses to determine the net proceeds of the event. Total income was calculated at \$15,350, and total expenses were calculated at \$3,830, for net proceeds of \$11,520. Budget Amendment #25-022 recognizes the net proceeds of this event, which can be used in the future for the City to make art purchases. This funding will be rolled over into future Fiscal Years if needed until the funds are used for their dedicated purpose, subject to future City Commission approval.

Budget Impact: Budget Amendment #25-022 recognizes net proceeds of \$11,520 by increasing the General Fund Recreation Division Art Purchases account #001-0411-572.58-00 and the General Fund Other Non-operating Source account #001-0000-389.90-00 each by \$11,520.

Recommendation: The City Manager and Public Works Director recommend approval of Budget Amendment #25-022.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. BA 25-022



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 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

8.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 2025
Subject: Naming of "Wheel Park Phase I" and "Wheel Park Phase II"

Introduction: Linda Moore, Recreation Manager, will present and facilitate a discussion with the City Commission regarding the naming for "Wheel Park Phase I" and "Wheel Park Phase II".

Background: In 2018, the City Commission identified and prioritized six park projects, including a new park under the working name "Wheel Park", which was ranked at #4. All six parks were brought forward to the community as a vote for a \$24 million bond referendum that would improve and develop the six parks. On March 17, 2020, the voters approved the referendum. "Wheel Park" was split into two separate park projects: "Wheel Park Phase I" and "Wheel Park Phase II". On October 15, 2021, the City applied to the Florida Department of Environmental Protection (FDEP) for \$200,000 in Florida Recreation Development Assistance Program (FRDAP) funding that required a \$200,000 local match commitment, for a total of \$400,000 to help construct "Wheel Park Phase I". The grant was awarded on July 1, 2022, and the City entered into an Agreement to develop the park on September 12, 2022. In October 2022, the City applied to the FDEP for \$200,000 in FRDAP funding that required a \$200,000 local match commitment, for a total of \$400,000 to help construct "Wheel Park Phase II". The grant was awarded in July 2023, and the City entered into an Agreement to develop the park on December 11, 2023. Construction of both parks began on January 29, 2024. "Wheel Park Phase I" is scheduled for completion in April 2025 to meet the April 30, 2025, FRDAP grant deadline. "Wheel Park Phase II" has a FRDAP grant deadline of April 30, 2026 but is scheduled for completion in July 2025. After completion, both parks will be open for public use. Tentative dates for the official ribbon-cutting ceremonies are scheduled for May 3, 2025, for "Wheel Park Phase I" and July 26, 2025, for "Wheel Park Phase II".

Discussion: Since the inception of the park concept, the northwest property, which straddles N Winter Park Drive, was unofficially identified as "Wheel Park". It was conceived as an outdoor sports complex meant for the whole family. It featured amenities that involved skateboards, BMX bicycles, roller skates and even wheelchairs. These amenities include a skate park, a street scene, a bicycle training area, playgrounds and a pump track. They suited all ages and abilities. The common theme that connected them was all the activities involved things with wheels. For grant and construction purposes, it was further described as "Wheel Park Phase I" and "Wheel Park Phase II". The names have not been formally adopted. As excitement and anticipation of the completion of the park projects continues to grow in the community, it has quickly become known as "Wheel Park".

The Parks and Recreation Advisory Board approved recommending that the City Commission formally designate "Wheel Park Phase I" as Wheel Park East and "Wheel Park Phase II" as Wheel Park West during their regular scheduled meeting held on February 11, 2025. The recommended names of Wheel Park East and Wheel Park West could further identify the park geographically. Signage could list and name the amenities located at each. Additional color separation for each park has been suggested for signage, accent elements, shade structure, and playground equipment. The color for Wheel Park East is proposed to be Lime Green and the color for Wheel Park West could be Royal Blue. In the future, there may be an opportunity for the City to host a contest that invites the community to create tag-lines that could further brand the parks.

City staff will provide a presentation and facilitate a discussion with the City Commission regarding the naming of the parks.

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

Recommendation: The City Manager and Public Works Director are seeking guidance from the City Commission to provide naming for "Wheel Park Phase I" and "Wheel Park Phase II". If consensus is heard, staff will bring forward a resolution to formally adopt the name.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Presentation



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: April 14, 2025
Subject: Resolution 25-3493 - Establishing a Government Sign Use Policy and Providing Sign Specifications

Introduction: Approval of Resolution 25-3493, which establishes a Government Sign Use Policy and provides related sign specifications, is requested.

Background: The City Commission desires to enhance signs on City property by incorporating electronic message centers (EMCs) to better communicate important information to residents and other community stakeholders. These upgrades will enable real-time updates, especially during emergencies or public health situations.

The initiative reflects the City's commitment to using modern technology for public service. This resolution has been developed to establish clear guidelines for the use and operation of electronic signs, ensuring they are used solely for government purposes and not for private advertising or promotions.

Discussion: Resolution 25-3493 establishes that the electronic signs will be used exclusively for government-related purposes and may be utilized at all city facilities. These include:

- Public service announcements,
- Emergency notifications (e.g., boil water alerts, weather-related emergencies), and
- Notices of City-sponsored events that serve the general public.

This resolution introduces a limited exception to the City's existing sign code, which generally prohibits electronic signs. However, these government signs are considered exempt from the restrictions outlined in Section 3-16.1 of the City's Unified Land Development Regulations (ULDR), as they are seen as essential for public safety and communication. The resolution ensures that this exemption does not undermine the goals of the City's sign code, such as minimizing sign clutter and maintaining aesthetic standards.

To maintain consistency with the City's objectives, several important specifications are outlined in the resolution:

- The electronic message screen must have a copy area of no more than 32 square feet.

- The messages on the signs will not scroll, blink, flash, flicker, or display animated content. The copy area may change no more frequently than every 5 minutes, with exceptions for emergencies.
- The signs will feature automatic dimmer controls that adjust the display's brightness based on the time of day and weather conditions.
- The signs will only operate during the hours of the respective city facility where it is located, except in emergencies.

The City Manager or their designee will oversee the use and content of the electronic message center, ensuring the signs are utilized in accordance with the established policy. The content displayed will be curated to prioritize public health and safety communications, with any additional notices related to City events considered secondary. The resolution expressly prohibits using these signs to promote or advertise private businesses, events, or entities. The City will be responsible for all costs associated with the installation, maintenance, and security of the signs, ensuring that no private entities are involved in financing or controlling the content.

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

Recommendation: The City Manager and Community Development Department Director recommend approval of Resolution 25-3493.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Resolution 25-3493



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: April 14, 2025
Subject: Resolution 25-3500 Local Agency Program Agreement with Florida Department of Transportation for the Central Casselberry Connectivity Project and Related Budget Amendment #25-025

Introduction: Resolution 25-3500 and Related Budget Amendment #25-025 provide for a Local Agency Program Agreement with the Florida Department of Transportation to construct Project 446163-1-58-01 Central Casselberry Connectivity Project (City project number PW 2301), with up to \$1,929,297 in federal funds.

Background: The Central Casselberry Connectivity project began as a series of separate, but related projects identified in the City's Multimodal Transportation Master Plan (MTMP). These projects were later bundled and submitted to Metro Plan Orlando to include in its Prioritized Project List and to the Florida Department of Transportation to be included in their Fiscal Year 2025 Work Program. The bundled projects, now referred to as the Central Casselberry Connectivity Project, originally focused on traffic calming, sidewalks, and the conversion of Palm Drive to a linear park. However, after receiving feedback from the community, the City Commission removed the conversion of Palm Drive from the project's elements. The City Commission also added certain key improvements to South Winter Park Drive to the project scope that were identified in the Winter Park Drive Complete Street Study that was completed in 2023.

The Central Casselberry Connectivity Project now consists of traffic calming, safety improvements, and other minor improvements to South Winter Park Drive, Hibiscus Road, Iris Road, Jasmine Road and Marigold Road as follows:

South Winter Park Drive - consists of lane narrowing, installation of a 10-foot-wide shared use path, drainage improvements, three (3) Rectangular Rapid Flashing Beacons (RRFB), a roundabout (at Wilshire Drive intersection to replace the existing signal), milling and resurfacing, raised midblock crosswalk, curbs and gutters, and signage and markings.

Hibiscus Road – consists of installation of a 5ft sidewalk extension connecting to SR 436, a new 8ft sidewalk on the south side of the street, two sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

Iris and Jasmine Roads – the installation of two sets of speed cushions with signage and markings.

Marigold Road – consists of constructing an 8ft sidewalk on the south side of the street, two

sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

On January 22, 2024, the City Commission authorized HDR, Inc. to provide professional design services related to this project.

Discussion: Design of this project has been completed, and it is anticipated the project will be released for bid on June 7, 2025. Federal funding in the amount of \$2,155,982 (\$1,929,297 for construction and \$226,685 for CEI Services) was programmed in State Fiscal Year 2025 for this project, and the City's Public Works Department budgeted \$300,000 in the City's FY 2025 as a local match.

Resolution 25-3500 provides for a Local Agency Program (LAP) Agreement with FDOT to provide federal funding in the amount of \$1,929,297 to cover costs associated with construction of the Central Casselberry Connectivity Project. This agreement also requires a local contribution of \$965 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 #25-025 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 #25-025 recognizes federal revenue for construction and allocates expenditures for the same in the amount of \$1,929,297 within the Infrastructure Surtax (Sales Tax) Fund Infrastructure Account #114-0710-541.63-48.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3500 and the Local Agency Program Agreement with the Florida Department of Transportation for the Central Casselberry Connectivity Project and related Budget Amendment #25-025.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Resolution 25-3500
2. LAP Agreement
3. BA 25-025
4. Presentation



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: April 14, 2025
Subject: Resolution 25-3501 Locally Funded Agreement with the Florida Department of Transportation to Provide for Construction Engineering and Inspection Services for the Central Casselberry Connectivity Project

Introduction: Resolution 25-3501 provides for a Locally Funded Agreement with the Florida Department of Transportation for Construction Engineering and Inspection (CEI) Services for the Central Casselberry Connectivity Project (City project number PW 2301). (Ref. ITB-2024-1207)

Background: The Central Casselberry Connectivity project began as a series of separate, but related projects identified in the City's Multimodal Transportation Master Plan (MTMP). These projects were later bundled and submitted to Metro Plan Orlando to include in its Prioritized Project List and to the Florida Department of Transportation to be included in their Fiscal Year 2025 Work Program. The bundled projects, now referred to as the Central Casselberry Connectivity Project, originally focused on traffic calming, sidewalks, and the conversion of Palm Drive to a linear park. However, after receiving feedback from the community, the City Commission removed the conversion of Palm Drive from the project's elements. The City Commission also added certain key improvements to South Winter Park Drive to the project scope that were identified in the Winter Park Drive Complete Street Study that was completed in 2023.

The Central Casselberry Connectivity Project now consists of traffic calming, safety improvements, and other minor improvements to South Winter Park Drive, Hibiscus Road, Iris Road, Jasmine Road and Marigold Road as follows:

South Winter Park Drive - consists of lane narrowing, installation of a 10-foot-wide shared use path, drainage improvements, three (3) Rectangular Rapid Flashing Beacons (RRFB), a roundabout (at Wilshire Drive intersection to replace the existing signal), milling and resurfacing, raised midblock crosswalk, curbs and gutters, and signage and markings.

Hibiscus Road – consists of installation of a 5ft sidewalk extension connecting to SR 436, a new 8ft sidewalk on the south side of the street, two sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

Iris and Jasmine Roads – the installation of two sets of speed cushions with signage and markings.

Marigold Road – consists of constructing an 8ft sidewalk on the south side of the street, two

sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

On January 22, 2024, the City Commission authorized HDR, Inc. to provide professional design services related to this project.

Discussion: Federal funding in the amount of \$2,155,982 (\$1,929,297 for construction and \$226,685 for CEI Services) was programmed in State Fiscal Year 2025 for this project, and the City's Public Works Department budgeted \$300,000 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 25-3501 provides for a Locally Funded Agreement (LFA) with FDOT to provide federal funding in the amount of \$226,685 to cover costs associated with Construction Engineering and Inspection services (CEI) for the Central Casselberry Connectivity Project. This agreement also requires a local contribution of \$40,004 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: Sufficient funding to cover the City's share of CEI costs for this project is available in the FY 2025 Infrastructure Surtax Fund (Sales Tax) Improvements account# 114-0710-541.63-40.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3501 and the Locally Funded Agreement with the Florida Department of Transportation for Construction Engineering and Inspection (CEI) Services for the Central Casselberry Connectivity Project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Resolution 25-3501
2. Locally Funded Agreement



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

9.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: April 14, 2025
Subject: Resolution 25-3502 - 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 Central Casselberry Connectivity Project

Introduction: Resolution 25-3502 provides 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 446163-1-58-01 Central Casselberry Connectivity Project. (City project PW 2301)

Background: The Central Casselberry Connectivity project began as a series of separate, but related projects identified in the City's Multimodal Transportation Master Plan (MTMP). These projects were later bundled and submitted to Metro Plan Orlando to include in its Prioritized Project List and to the Florida Department of Transportation to be included in their Fiscal Year 2025 Work Program. The bundled projects, now referred to as the Central Casselberry Connectivity Project, originally focused on traffic calming, sidewalks, and the conversion of Palm Drive to a linear park. However, after receiving feedback from the community, the City Commission removed the conversion of Palm Drive from the project's elements. The City Commission also added certain key improvements to South Winter Park Drive to the project scope that were identified in the Winter Park Drive Complete Street Study that was completed in 2023.

The Central Casselberry Connectivity Project now consists of traffic calming, safety improvements, and other minor improvements to South Winter Park Drive, Hibiscus Road, Iris Road, Jasmine Road and Marigold Road as follows:

South Winter Park Drive - consists of lane narrowing, installation of a 10-foot-wide shared use path, drainage improvements, three (3) Rectangular Rapid Flashing Beacons (RRFB), a roundabout (at Wilshire Drive intersection to replace the existing signal), milling and resurfacing, raised midblock crosswalk, curbs and gutters, and signage and markings.

Hibiscus Road – consists of installation of a 5ft sidewalk extension connecting to SR 436, a new 8ft sidewalk on the south side of the street, two sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

Iris and Jasmine Roads – the installation of two sets of speed cushions with signage and markings.

Marigold Road – consists of constructing an 8ft sidewalk on the south side of the street, two sets of speed cushions, a raised midblock crosswalk, milling and resurfacing, drainage, and signage and markings.

On January 22, 2024, the City Commission authorized HDR, Inc. to provide professional design services related to this project.

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 25-3502 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 25-3502 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, Special Projects Manager

Attachments:

1. Resolution 25-3502
2. Three Party Escrow Agreement