

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 13, 2023
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

Any invocation that may be offered before the official start of the City Commission meeting is the voluntary offering of a private citizen to and for the Commission pursuant to Resolution 15-2808. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Commission or the City of Casselberry. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the meeting.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of February 13, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS - None

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. 96714 - \$24,962.36

B. Resolution 23-3351 - Update to the Casselberry Memorial Park Bench Program

Approval of Resolution 23-3351 updating the Casselberry Memorial Park Bench Program to raise the participation donation required to \$3,500 due to rising costs is requested.

C. Resolution 23-3352 - Temporary Construction Easement for the 17/92 Water Main Looping Project

Approval of Resolution 23-3352 providing for a Temporary Construction Easement Agreement at the Lowes Access Road with RJB Fern Park LLC for the 17/92 Water Main Looping Project is requested.

- D. **Cooperative Purchase of Replacement Generator for Lift Station #62 Lake of the Woods and Related Budget Amendment #23-038**
Approval to purchase and install a replacement generator for Lift Station #62 Lake of the Woods from Tradewinds Power Corp for a total amount of \$74,313 utilizing the Florida Sheriffs Association Cooperative Purchasing Program Contract #FSA22-VEH30.0 and related Budget Amendment #23-038 is requested.
- E. **Award of Bid for RFP-2023-0976 and Agreement with Premier Lawn Maintenance LLC for Miscellaneous Grounds Maintenance Services**
Approval to award RFP-2023-0976 and execute a Maintenance Agreement with Premier Lawn Maintenance LLC in the amount not to exceed \$75,000 annually for three years (March 13, 2023 - March 12, 2026) is requested.
- F. **Agreement with Duke Energy for Lighting Along Lake Kathryn Circle and Related Budget Amendment #23-026**
Approval of an Agreement with Duke Energy to install and maintain decorative lighting along Lake Kathryn Circle in the upfront amount of \$25,887.82 and ongoing monthly amount of \$808.08 and related Budget Amendment #23-026 is requested.
- G. **Change Order No.1 to Agreement with Cathcart Construction Company for the Windward Square Service Line Replacement Project and Related Budget Amendment #23-032**
Approval of Change Order No. 1 to the agreement with Cathcart Construction Company for additional work related to the construction of the Windward Square Service Line Replacement Project in the amount of \$231,000 to be paid for out of remaining budget contingency and approval of related Budget Amendment #23-032 in the amount of \$48,170 to further fund the change order is requested.
- H. **Piggyback Agreement with Axon Enterprise, Inc., for an Interview Camera System for the New Police Department Headquarters and Related Budget Amendment #23-033**
Approval to piggyback the Sourcewell Contract 010720-AXN with Axon Enterprise, Inc., for the lease purchase of interview cameras and related software and equipment in the amount of \$57,643 for the New Police Department Headquarters and related Budget Amendment #23-033 is requested.
- I. **Budget Amendment #23-035 Recognition of Revenue for a Memorial Park Bench**
Approval of Budget Amendment #23-035 to recognize contributions totaling \$2,500 for the purchase and installation of a memorial park bench is requested.
- J. **Amendment No. 1 to Agreement with Dyer, Riddle, Mills & Precourt, Inc for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**
Approval of Amendment No. 1 to the Agreement with Dyer, Riddle, Mills & Precourt, Inc for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract for one year to March 25, 2024 and increase the contract wage rates is requested.
- K. **Acceptance of FY2021 Edward Byrne Memorial County Justice Assistance Grant and Related Budget Amendment #23-034**
Acceptance of grant funds from the FY 2021 Edward Byrne Memorial Assistance County Grant #15PBJA-21-GG-00241-MUMU in the amount of \$15,620 that has been awarded to the City of Casselberry and related Budget Amendment #23-034 is requested.
- L. **Amendment No. 1 to Agreement with Southeastern Surveying and Mapping Corporation (SSMC) for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**
Approval of Amendment No. 1 to the Agreement with Southeastern Surveying and Mapping Corporation for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management in order to extend the term of the contract to March 25, 2024 and increase the contract wage rates is requested.
- M. **Reorganization of the Community Development Department**
Approval of the reorganization of the Community Development Department to replace the Community Development Coordinator (131) position with a Building and Permitting Manager (202) position is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS - None

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

A. Approval of the Fiscal Year 2023 Neighborhood Improvement Grant Applications

The City's Review Committee for the Neighborhood Improvement Grant Program recommends eight (8) applications which would award a total of \$16,172.50 for Fiscal Year 2023.

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