

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, June 12, 2023  
5:30 PM

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

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**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](mailto:cityclerk@casselberry.org).

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## AGENDA

### 1. MEETING CALL TO ORDER

### 2. INVOCATION

### 3. PLEDGE OF ALLEGIANCE

### 4. ROLL CALL

### 5. MINUTES

#### A. Minutes of March 27, 2023 - Regular Meeting

### 6. PRESENTATIONS/ COMMENDATIONS

#### A. Proclamation: Recognizing June 19, 2023 as Juneteenth

Mayor Henson will read a proclamation recognizing June 19, 2023 as Juneteenth 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. 97288 - \$23,343.83  
- Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 97614 - \$21,173.77

#### B. Budget Amendment #23-058 - Hunterfield Well Abandonment Services

Approval of Budget Amendment #23-058 to provide funding for the Hunterfield Well Abandonment in the amount \$39,730 is requested.

C. **Approval to Purchase Additional Vehicles and Related Budget Amendment #23-060**

Approval to purchase additional vehicles totaling \$285,000 funded utilizing capital lease financing and related Budget Amendment 23-060 is requested. These include two Ford F-150 trucks for the Code Compliance Division, a Flat Bed Truck for the Streets Maintenance Division, a Ford F-150 truck for the Recreation Division, and a Ford F-250 truck for the Facilities Division.

D. **Approval to Purchase Additional Vehicles and Related Budget Amendment #23-062**

Approval to purchase additional vehicles totaling \$160,000 funded utilizing reserves and related Budget Amendment #23-062 is requested. These include one flat bed dump truck for the Stormwater Division at \$80,000 and one Service Truck for the Water and Sewer D&C Division at \$81,000.

E. **Budget Amendment #23-065 - Purchase of a Replacement Motor for South Water Treatment Plant High Service Pump #5**

Approval of Budget Amendment #23-065 to reallocate funding for the purchase of a capital replacement motor for the South Water Treatment Plant High Service Pump #5 in the amount of \$5,672 is requested.

F. **Change Order No. 6 to the Agreement with CPH, Inc. for Design Services for the Lake Kathryn Circle Complete Street Improvements Project and Related Budget Amendment #23-063**

Approval of Change Order No. 6 to the Agreement with CPH, Inc. for Lake Kathryn Circle Complete Street Improvements Project PW 1805 for the additional amount not to exceed \$13,260 to extend inspection services to July 30, 2023, and related Budget Amendment #23-063 is requested.

G. **Resolution 23-2574 - Utility Easement Agreement with Priscilla Hayes for Parcel ID: 34-21-30-519-0000-0330 (2415 Antilles Drive)**

Approval of Resolution 23-2574 authorizing a Utility Easement Agreement with Priscilla Hayes for utilities located on the property of 2415 Antilles Drive is requested.

H. **Resolution 23-2575 - Utility Easement Agreement with Donald Owens for Parcel ID: 34-21-30-525-0000-2700 (2335 Antilles Drive)**

Approval of Resolution 23-2575 authorizing a Utility Easement Agreement with Donald Owens for utilities located on the property of 2335 Antilles Drive is requested.

I. **Resolution 23-2576 - Utility Easement Agreement with Julio Robles for Parcel ID: 34-21-30-519-0000-0340 (2413 Antilles Drive)**

Approval of Resolution 23-2576 authorizing a Utility Easement Agreement with Julio Robles for utilities located on the property of 2413 Antilles Drive is requested. Through surveying, a City water line was found at the property of 2413 Antilles Drive. In order to maintain and replace the water main, a Utility Easement Agreement is required to be recorded.

J. **Resolution 23-2577 - Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for Parcel ID: 34-21-30-519-0000-0510 (2421 Dominica Run)**

Approval of Resolution 23-2577 authorizing a Utility Easement Agreement with Alla Lee L. Blaney, Michael Arthur Blaney, and Dorinda E. Blaney for utilities located on the property of 2421 Dominica Run is requested.

K. **Resolution 23-2578 - Agreement for Dispatching Services Addendum for FY 2023-2024**

Approval of Resolution 23-2578 authorizing an Addendum for FY 2023-2024 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of \$485,800 is requested.

L. **Resolution 23-2579 - Truist Master Lease Proposal No. 327073252 for FY 2023**

Approval of Resolution 23-2579 which provides for Master Lease Proposal No. 327073252 for FY 2023 and related exhibits in the amount of \$724,401 with Truist Equipment Finance & Leasing Corporation for the purchase of equipment capital leases for police, public works, code compliance, recreation, and facilities divisions is requested.

M. **Reorganization of the Finance Department - Accounting Division**

Reorganization of the Accounting Division in the Finance Department by reconfiguring the Accountant positions to Accountant I, Accountant II, and Accountant III is requested.

**8. DISCUSSION ITEMS**

A. **Future Agenda Items**

**9. RESOLUTIONS**

A. **Resolution 23-2580 - Expressing Support for the Casselberry Police Foundation, Inc.**

Approval of Resolution 23-2580 expressing support for the Casselberry Police Foundation, Inc. is requested.

**10. FIRST READING OF ORDINANCES**

A. **First Reading of Ordinance 23-1583 - Amending Section 3-13.7, Development Landscape and Buffer Requirements, of the City's Unified Land Development Regulations (LPA 23-01)**

Approval of Ordinance 23-1583 (LPA 23-01) on first reading, amending Section 3-13.7, Development Landscape and Buffer Requirements, of the Unified Land Development Regulations, 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 - 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**

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Date

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Donna G. Gardner, CMC  
City Clerk