

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, October 23, 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 June 26, 2023 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: Mobility Week - October 27, 2023 - November 4, 2023

Mayor Henson will read a Proclamation recognizing October 27, 2023 to November 4, 2023 as Mobility Week 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

- Fishback Dominick LLP, Invoice No. 117568 - \$1,017.50

B. Resolution 23-3382- Agreement with the Florida Department of Environmental Protection for a Land and Water Conservation Fund Grant for Dew Drop Park

Approval of Resolution 23-3382 providing for an agreement with the Florida Department of Environmental Protection (FDEP) for Dew Drop Park as part of the Land and Water Conservation Fund (LWCF) Grant, consisting of \$1,500,000 in federal funding with a required local match of \$1,500,000, is requested.

C. Acceptance of Funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program FY23 and Related Budget Amendment #24-002

Approval for the acceptance of funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Local Program for \$10,617 and related Budget Amendment #24-002 is requested.

D. Piggyback Agreement with Fausnight Stripe and Line, Inc. for Roadway Markings, Striping, and Brick Texture Surfacing

Consideration of a piggyback agreement with Fausnight Stripe and Line, Inc. for roadway markings, striping, and brick texture surfacing on an as-needed basis not to exceed \$37,210 per year for a total of \$111,630 is requested.

E. Amendment No. 2 to the Agreement for Printing Mailing Services with Cathedral Corporation

Approval of Amendment No. 2 to the Agreement for Printing Mailing Services with Cathedral Corporation (RFP-2020-0657) to allow for a one-year renewal to October 31, 2024 with a not to exceed amount of \$120,000 is requested.

F. Piggyback Agreement with SHI International Corp. for the Purchase of New Servers

Approval to piggyback on the Omnia Partners - IT Solutions Contract #2018011-02 with SHI International Corp. for the purchase of new servers in the amount of \$138,825.54 to be financed through a capital Lease with De Lage Landen Public Finance, LLC payable over three years is requested.

G. Resolution 23-3383 - Amendment 1 to the Agreement for Law Enforcement Dispatching Services

Approval of Resolution 23-3383 providing for Amendment 1 to the Agreement for Law Enforcement Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry to modify said agreement to include the signature of the Police Chief as required by the Florida Department of Law Enforcement is requested.

H. Award of Invitation to Negotiate ITN-2023-1037, Agreement with BS&A Software, LLC for an Enterprise Resource Planning (ERP) System and Related Budget Amendment #24-005.

Approval of an agreement with BS&A, LLC in the amount of \$380,970 to provide for an Enterprise Resource Planning (ERP) System with data conversion from the existing ERP System and related Budget Amendment #24-005 is requested.

I. Resolution 23-3384 - Approving the Sale of Surplus Property Located on Iris Road (Parcel ID #16-21-30-5BS-0000-1360)

Approval of Resolution 23-3384 approving the sale of surplus property located on Iris Road (Parcel ID#16-21-30-5BS-0000-1360) is requested.

J. Approval to Authorize the City Manager to Exceed His Purchasing Authority to Allow for the Lease of Office Space for Records Storage

Approval to authorize the City Manager to exceed his purchasing authority to execute current and future amendments to extend the lease for record storage office space with VIG Leasing Corporation is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS

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.)

A. **Public Hearing: Second Reading of Ordinance 23-1588 - Amending the Official Zoning Designation for the Two (2) Parcels Located East of the Intersection of Concord Drive and S. U.S. Hwy. 17-92 and Approving the Associated PUD Agreement and Concept Plan (ZB 23-01)**

Approval of Ordinance 23-1588 (ZB 23-01) on second reading, amending the Official Zoning Designation for the two (2) parcels located east of the intersection of Concord Drive and S. U.S. Hwy. 17-92 and also approving the associated Planned Unit Development (PUD) Agreement and Concept Plan for a sit-down restaurant, is requested.

12. OTHER ITEMS

A. **City Manager Performance Evaluation Summary**

A summary of the City Manager's performance evaluations for Fiscal Year 2023 is provided for the City Commission's information and review.

B. **Charter Review Advisory Committee's Final Report and Recommendations**

In accordance with the requirements established in Resolution 23-3356, the Charter Review Advisory Committee's final report and recommendations are being presented to the City Commission for review and determination of whether the existing Charter should be amended.

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 September 1, 2023 through September 30, 2023**

The September 2023 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