CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, January 13, 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.

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 December 16, 2024 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS - None

7. CONSENT AGENDA

The action proposed to be taken it 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. 102778 - $14,108.50
- Fishback Dominick LLP, Invoice No. 122151 - $940.16

B. **Single Source Purchase of Two Fiberglass Bridges for the Casselberry Golf Club from Links Bridges USA, Inc.**

Approval for the single source purchase of two (2) fiberglass bridges for the Casselberry Golf Club in the amount of $79,700 from Links Bridges USA, Inc. is requested.

C. **Award of Bid and Execution of an Agreement with aXisPro Events, Inc. for Stage, Lights and Sound Services**

Approval of an award of bid and authorization to execute an agreement with aXisPro Events, Inc. for stage, lights and sound production services for City events is requested.

D. **FY 2025-2026 Capital and Operating Budget Calendar**

Approval of the Budget Calendar for preparing and adopting the FY 2025/2026 Budget is requested.

E. **Fiscal Year 2024 Report of City Investment Activity**

The City of Casselberry Annual Report of Investment Activity for the fiscal year ending September 30, 2024 is submitted for City Commission review and acceptance.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

B. **City Commission Invocation Policy and Procedures**

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 - 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: January 13, 2025

Subject: Minutes of December 16, 2024 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the December 16, 2024 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: January 13, 2025

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney and the Code Enforcement Special Magistrate 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 invoices have been reviewed by the affected departments and are being presented for approval:

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

- City Attorney Services - December 2024 - Invoice No. 102778 - $14,108.50

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - November 2024 - Invoice No. 122151 - $940.16

Budget Impact: Funds for the City Attorney's invoice are available in FY 2025 Budget Account No. 001-0140-514-31.01. Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2025 Budget Account No. 001-0140-514.31-03.

Recommendation: The City Manager and staff recommend approval of the legal services invoices as submitted.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Invoice No. 102778
2. Invoice No. 122151

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 2025

Subject: Single Source Purchase of Two Fiberglass Bridges for the Casselberry Golf Club from Links Bridges USA, Inc.

Introduction: Approval for the single source purchase of two (2) fiberglass bridges for the Casselberry Golf Club in the amount of $79,700 from Links Bridges USA, Inc. is requested. (Ref. SG-2025-1258)

Background: The City owns and operates the Casselberry Golf Club, one of Central Florida's oldest golf courses. The Casselberry Golf Club has five bridges throughout the course. $160,000 was budgeted in Fiscal Year 2025 to replace the two bridges serving hole #1 and hole #2.

On February 13, 2023, the City Commission approved purchase of a 100% fiberglass bridge from Links Bridges USA, Inc. connecting hole #10 to hole #11 in the amount of $41,250. This bridge has since been installed and is performing satisfactorily.

Discussion: City staff recommends replacing the old bridges with ones made of a long-lasting material in order to reduce the frequency of future bridge replacements. Links Bridges USA, Inc. is a single-source representative that provides a 100% fiberglass bridge that is designed specifically for golf courses. This product has a realistic wood finish, requires limited maintenance, is easy to install, retains its original appearance for decades, has a life span of over 50 years, and has no negative impacts on the environment. Links Bridges USA, Inc. provided a quote to manufacture and assist with the replacement of the two bridges with fiberglass ones. The Single Source Notice of Intent to Enter into a Single Source Purchase was publicly posted on November 1, 2024 (SG-2025-1258). The cost to purchase and install the two 100% fiberglass bridges is $79,700, an approximately 50% savings over the $160,000 that was budgeted for this effort.

Budget Impact: Sufficient funding for this item is budgeted in the Fiscal Year 2025 Casselberry Golf Club capital account #405-0410-572.63-24.

Recommendation: The City Manager and Public Works Director recommend approval for the purchase of two (2) fiberglass bridges for the Casselberry Golf Club in the amount of $79,700 from Links Bridges USA, Inc.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 2025

Subject: Award of Bid and Execution of an Agreement with aXisPro Events, Inc. for Stage, Lights and Sound Services

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Introduction: Approval of an award of bid and authorization to execute an agreement with aXisPro Events, Inc. for stage, lights and sound production services for City events is requested. (Ref: RFP-2025-1235)

Background: The City's Public Works Department/Recreation Division provides stage, lights and sound production services for all the music festivals for the Concert Series, including Spring Jazz and Art Festival, Rock N' Blues Concert and Car Show, Latin Jazz and Art Show, Fall Concert, and the Craft Beer and Blues Festival. These contracted services were last approved by City Commission on February 24, 2020.

Discussion: The City issued a Request for Proposals for Stage, Lights, and Sound Services on November 14, 2024 and three (3) firms submitted. The Evaluation Committee held Phase I review of the submittals on November 21, 2024 and after review, recommended award to aXisPro Events, Inc. The term of Agreement which shall begin on February 24, 2025 and continue through February 23, 2028. The agreement may also be renewed for two (2) additional one (1) year terms when in the best interest of the City.

Services will be provided on an as-needed basis. The amount to be paid under this Agreement for services rendered will not exceed $300,000 for the term of the Agreement.

Budget Impact: Sufficient funding for this service for the remainder of Fiscal Year (FY) 2025 is available in FY 25 General Fund Recreation Rental & Leases account #001-0411-572.44-00. Services for future years will require necessary budget approval.

Recommendation: The City Manager and the Public Works Director recommend approval of an award of bid and authorization to execute a Stage, Lights, and Sound Services Agreement with aXisPro Events, Inc.

Prepared by: Linda Moore, Recreation Manager

Attachments:
1. RFP
2. Proposal - aXis Productions & Events
3. Proposal - OPAV

4. Proposal - RCS
5. Rankings
6. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 2025

Subject: FY 2025-2026 Capital and Operating Budget Calendar

Introduction: Consideration of approval of the FY 2025-2026 budget calendar is requested.

Background: Florida Statutes must be followed in the preparation and adoption of the Budget and dates associated with those requirements are inserted into the Budget Calendar to ensure statutory compliance. The FY 2025/2026 Budget must be adopted by the end of September 2025 as it takes effect October 1, 2025.

Discussion: The City Manager will work with the Department Directors to prepare and disseminate a draft-balanced Budget for City Commission review by the end of June 2025. The TRIM (Truth in Millage) notice for FY 2025/2026 property taxes is mailed by the Seminole County Property Appraiser to all property taxpayers in August 2025. Per the Budget Calendar, the Casselberry City Commission must adopt a proposed millage rate at the July 28, 2025 City Commission meeting. City Commission Budget workshop has been scheduled for July 14, 2025, and forthcoming from the workshop discussions, a proposed millage rate will be determined.

Budget Impact: There is no impact to the City budget.

Recommendation: The City Manager and Finance Director recommend approval of the Budget Calendar for FY 2025/2026.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:
1. Budget Calendar

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 2025

Subject: Fiscal Year 2024 Report of City Investment Activity

Introduction: The City of Casselberry Annual Report of Investment Activity for the fiscal year ending September 30, 2024 is submitted for City Commission review and acceptance. The report is a ministerial duty required under Florida Statutes and is provided for informational purposes only.

Background: In accordance with Florida Statutes Section 218.415 (15), the government entity's officials responsible for making investment decisions are required to submit to the governing body a periodic report that shows "securities in the portfolio by class or type, book value, income earned, and market value as of the report date."

Discussion: Per the above statute, staff is respectfully submitting a Fiscal Year 2024 Annual Report of Investment Activity for City Commission review. Contributions noted in Fiscal Year 2024 Report of Investment Activity represent deposits to the City's pooled cash account and additional investments occurring in Fiscal Year 2024, and distributions represent checks written and other charges.

Budget Impact: There is no impact to the City Budget.

Recommendation: The City Manager and the Finance Director recommend acceptance of the City of Casselberry's Fiscal Year 2024 Annual Report of Investment Activity.

Prepared by: Gladymir Ortega, Finance Director

Attachments:
1. FY 2024 Report of Investment Activity
2. FY 2024 Salem Trust Investment Reserves Portfolio
3. FY 2024 Salem Trust Liquid Reserves Portfolio

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: January 13, 2025

Subject: City Commission Invocation Policy and Procedures

Introduction: This discussion was requested to be placed on a future agenda by the City Commission at the December 16, 2024 City Commission meeting.

Background: Historically, the City Commission has included an invocation on its agenda prior to official policy making which has been delivered by Commission members and by local clergy members.

Discussion: In 2015, the City Commission requested the City Attorney prepare a policy that was consistent with guidance provided by several courts that have considered the validity of public invocations. The City Attorney also provided the Commission members with the Supreme Court decision *Town of Greece vs. Galloway,* 134 S. 1811 (2014), a memo regarding that decision, some other cities' policies, and a best practice guide. Resolution 15-2808 was prepared by the City Attorney based on the policy drafted by the Town of Greece after the Supreme Court decision, which addressed the intent, timing, invocation speaker selection, and conduct of the public meeting.

A copy of Resolution 15-2808 and the adopted invocation policy is being provided for your reference for this discussion. The City Attorney and the City Clerk will be available to provide further information to help facilitate this discussion.

Per direction of the City Commission at the December 16, 2024 City Commission meeting, the City Clerk did not send out the invitations to the invocation speakers in December and is waiting for further direction by the City Commission.

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

Recommendation: The City Manager, City Attorney and City Clerk request the City Commission discuss the Invocation Policy and Procedures and provide further direction to staff.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Resolution 15-2808