

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, May 12, 2025  
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.

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. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

### 4. ROLL CALL

### 5. MINUTES

#### A. Minutes of April 28, 2025 - Regular Meeting

### 6. PRESENTATIONS/ COMMENDATIONS

#### A. Mayor's Proclamation: National Public Works Week

Mayor David Henson will present a proclamation to Public Works Director Kelly Brock and Utilities Director Tara Lamoureux declaring May 18 - May 24, 2025 as National Public Works Week in the City of Casselberry.

#### B. Mayor's Proclamation: National Police Week and Peace Officers Memorial Day

Mayor Henson will present a proclamation recognizing the week of May 11 – 17, 2025 as National Police Week and May 15, 2025, as Peace Officers Memorial Day to Police Chief Larry D. Krantz.

#### C. Mayor's Proclamation: Building Safety Month

Mayor David Henson will present a proclamation to Community Development Director Christopher Schmidt and Building and Permitting Manager Lorna Bradley declaring May 2025 as Building Safety 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. 103752 - \$22,567.00

#### B. Award of Contracts for Professional Services for Utility Engineering Services

Consideration to award five (5) contracts for continuing professional services for Utility Engineering Services on a task authorization basis to Burgess & Niple, Inc.; CPH, Inc.; Hazen and Sawyer P.C.; Mead and Hunt Inc.; and Wright-

Pierce Inc. is requested. Each contract will have a not-to-exceed limit of \$3,000,000 and will be in effect from May 12, 2025, through May 11, 2028. (SOQ-2025-1234)

C. **Donation from State Law Enforcement Trust Funds to the Central Florida Crimeline and Related Budget Amendment #25-031**

Approval of a donation from State Law Enforcement Trust Funds to the Central Florida Crimeline in the amount of \$1,000 and related Budget Amendment #25-031 is requested.

D. **Purchase of Landscaping Improvements from BrightView Landscape Services, LLC for the US 17-92 Flyover at SR 436 and Related Areas**

Approval to purchase landscape improvements from BrightView Landscape Services, LLC for the US 17-92 Flyover at SR 436 and related areas in the amount of \$68,628.57 is requested.

E. **Approval of the Purchase of Replacement Sodium Hypochlorite Storage Tanks for the Water Reclamation Facility and Related Budget Amendment #25-030**

Approval of the purchase of replacement sodium hypochlorite tanks from Guardian Equipment Inc. in the amount of \$21,950 for the Water Reclamation Facility and related Budget Amendment #25-030 is requested.

F. **Budget Amendment #25-028 - Amending the Fiscal Year 2024-2025 Budget**

Approval of Budget Amendment #25-028 to amend the Fiscal Year 2025 Budget is requested.

G. **Resolution 25-3511 - FY25 Second Quarter Budget Amendments and Budget Transfers**

Approval of Resolution 25-3511 to formally adopt budget amendments and budget transfers approved during the second quarter of FY 2025 is requested.

H. **Purchase of Debris Removal Services from CrowderGulf Joint Venture, Inc. for Gee Creek Disaster Debris Removal and Ancillary Services**

Approval of a purchase with CrowderGulf Joint Venture, Inc. for Gee Creek debris removal and ancillary services in the amount not to exceed \$411,480.15 is requested.

I. **Resolution 25-3512 - Renewal of Memorandum of Agreement with the Florida Department of Transportation for State Highway Maintenance**

Approval of Resolution 25-3512 providing for a Renewal of Memorandum of Agreement with the Florida Department of Transportation for the City to provide right-of-way maintenance services for portions of US 17-92 and SR 436 is requested.

J. **Additional Purchase from Miracle Recreation/Miller Recreation Equipment and Design Inc. for Small and Large Play Area Playground for the Wirz Park Improvements Project and Related Budget Amendment #25-032**

Approval of an additional appropriation to be paid to Miracle Recreation/Miller Recreation for the provision of signed and sealed engineer drawings and permit fees in the amount of \$4,664 for the small and large play area playground for project PW 2109 Wirz Park Improvements and related Budget Amendment #25-032 is requested.

K. **Notification of Absence from Office and Designation of an Acting City Manager**

L. **Resolution 25-3513 - 2025-2028 Voluntary Cooperation Agreement Establishing A City/County Traffic Enforcement Unit**

Approval of Resolution 25-3513 authorizing a 2025-2028 Voluntary Cooperation Agreement establishing a City/County Traffic Enforcement Unit is requested.

**8. DISCUSSION ITEMS**

A. **Future Agenda Items**

**9. RESOLUTIONS**

A. **Resolution 25-3514 - Annual Comprehensive Financial Report for Fiscal Year 2024**

Approval of Resolution 25-3514 which provides for the acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2024 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**

### **A. Discussion of SR 436 Improvements Strategy**

City staff will facilitate a discussion and seek guidance from the City Commission regarding a strategy to complete improvements to SR 436.

### **B. Approval of the Neighborhood Improvement Grant Applications Selected for Fiscal Year 2025**

Approval of the Fiscal Year 2025 Neighborhood Improvement Grant Program (NIGP) applications is requested.

## **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 April 1, 2025 through April 30, 2025**

The April 2025 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**

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Date

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Donna G. Gardner, CMC  
City Clerk