CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, June 9, 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.

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. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. **Minutes of May 12, 2025 - Regular Meeting**

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Recognizing June 19, 2025 as Juneteenth**

Mayor Henson will read a proclamation recognizing June 19, 2025 as Juneteenth in the City of Casselberry.

B. **Proclamation: Recognizing June 2025 as Pride Month**

Mayor Henson will read a proclamation recognizing June 2025 as Pride Month in the City of Casselberry.

C. **Proclamation: Recognizing June 2025 as National Safety Month**

Mayor Henson will present a proclamation to Risk Officer Conan Bickford declaring June 2025 as National Safety Month in the City of Casselberry.

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. 103954 - $13,583.11
- Fishback Dominick LLP, Invoice No. 123625 - $198.50

B. **Piggyback Agreement with Advanced Environmental Laboratories, Inc. for Laboratory Analysis and Sampling**

Approval of an agreement with Advanced Environmental Laboratories, Inc. by piggybacking Volusia County Agreement 20-B-42LS for Laboratory Analysis and Sampling on an as-needed basis for an amount not to exceed $150,000 for the period beginning June 9, 2025, through February 25, 2028, is requested.

C. **Purchase of a DART Digital Range Training System Using State Forfeiture Funds and Related Budget Amendment #25-033**

Approval to purchase a DART Digital Range Training System in the amount of $31,650 for the Police Department and related Budget Amendment #25-033 is requested.

D. **Change Order No.1 to Task Authorization No.5 with Tetra Tech for PW 2009 Northgate Water Main Phase 1 Replacement**

Approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech for Project PW 2009 Northgate Water Main Replacement Phase 1 for additional construction phase services in the amount of $14,269 is requested.

E. **Resolution 25-3515 - Memorandum of Understanding with the Southeast Law Enforcement Alliance Project (LEAP) Information-Sharing Initiative Known as the Law Enforcement Information Exchange (LInX)**

Approval of Resolution 25-3515 authorizing an agreement between the Casselberry Police Department and United States Naval Criminal Investigative Service (NCIS) for participation in the information-sharing initiative known as the Law Enforcement Information Exchange (LInX), which includes federal, state, and local law enforcement agencies from LInX regions across the United States, is requested.

F. **Resolution 25-3516 - Authorization for the City Manager to Execute Work Orders for the Agreement with the Florida Department of Transportation for Streetlighting of State Road 436 and US Highway 17-92**

Approval of Resolution 25-3516 providing for authorization for the City Manager to execute annual work orders and associated Exhibit updates for the State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation for streetlighting of SR 436 and US Highway 17-92 is requested.

G. **Resolution 25-3517 - Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding Governing the Seminole County Crime Analyst Task Force**

Approval of Resolution 25-3517 authorizing an agreement between the Casselberry Police Department and the Seminole County Sheriff's Office for the Voluntary Cooperation/Mutual Aid Agreement and Memorandum of Understanding (MOU) governing the Seminole County Crime Analyst Task Force (TF) is requested.

H. **Resolution 25-3518 Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services Related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project and Related Budget Amendment #25-034**

Approval of Resolution 25-3518 providing for approval of Supplemental Agreement No. 1 to the Local Agency Program Agreement with the Florida Department of Transportation for Professional Services related to the Winter Park Drive Complete Street Improvements - Phase 1 (Marigold to Seminola) Project, in the amount of $46,459, and related Budget Amendment #25-034 is requested.

I. **Application for FY 24 Edward Byrne Memorial Assistance Countywide Grant**

Participation in a grant application through the Seminole County Sheriff's Office for Edward Byrne Memorial Justice Assistance Grant funds in the amount of $117,744 for designated use by governmental agencies within Seminole County, for the purchase updated equipment for the multi-agency Countywide SWAT Team, is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 25-3519 - Application for a Safe Streets and Roads for All Implementation Grant for Improvements to State Road 436 and South Winter Park Drive**

Approval of Resolution 25-3519 providing for submittal of a Safe Streets and Roads For All (SS4A) Implementation Grant application "Road to Zero: Moving Toward a Safer SR 436" for improvements to SR 436, S Winter Park Drive, and related intersections in the total amount up to $21,500,000, consisting of federal funds up to $17,200,000 and local match up to $4,300,000 is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 25-1622 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 1510 S.R. 436 (Parcel ID 33-21-30-300-0070-0000)**

Approval of Ordinance 25-1622 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for a parcel located at 1510 S.R. 436, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan for a drive-through restaurant (Chick-fil-A), is requested.

B. **First Reading of Ordinance 25-1623 - Amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and Approving a PUD Agreement and a Concept Plan for 4700-4800 S. U.S. Hwy. 17-92 (Parcel IDs 17-21-30-506-0D00-0020 and 17-21-30-506-0D00-0030)**

Approval of Ordinance 25-1623 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels located at 4700-4800 S. U.S. Hwy. 17-92, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan to provide general performance standards for Shoot Straight and a parking lot expansion, is requested.

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 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings**

Approval of Ordinance 25-1621 on second reading, creating Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings" is requested.

12. OTHER ITEMS

A. **Reorganization of the Finance Department - Customer Service**

Reorganization of the Customer Service division in the Finance Department to add a Billing Specialist I/II position 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

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