

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, June 22, 2026  
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 June 8, 2026 - Regular Meeting

### 6. PRESENTATIONS/ COMMENDATIONS

#### A. Presentation by Seminole County Property Appraiser David Johnson

Seminole County Property Appraiser, David Johnson, will give a presentation to the City Commission about property values in the City of Casselberry and the potential impacts of the proposed Property Tax Amendment.

#### B. Mayor's Proclamation: Lakes Appreciation Month

Mayor Henson will present a Proclamation to Lake Management Staff designating July 2026 as Lake Appreciation Month in the City of Casselberry.

#### C. Mayor's Proclamation: Parks and Recreation Month

Mayor Henson will present a Proclamation to Recreation Programs and Events Supervisor, Lynn Hoppes, designating July 2026 as Parks and Recreation 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. Acceptance of FY 2025 Department of Justice Assistance Bulletproof Vest Partnership Grant for Purchase of Bulletproof Vests and Related Budget Amendment #26-034

Acceptance of the FY 2025 Department of Justice Assistance Bulletproof Vest Partnership Grant in the amount of \$4,843.59 for the purchase of bulletproof vests and approval of related Budget Amendment #26-034 is requested.

#### B. Resolution 26-3576 - Agreement for Dispatching Services with the Seminole County Sheriff's Office - FY 2026-2027 Addendum

Approval of Resolution 26-3576 providing for an Addendum to the existing Agreement for Dispatching Services with the Seminole County Sheriff's Office for FY 2026-2027 in the amount of \$493,700 is requested.

C. **Budget Amendment #26-032 - Amending the Fiscal Year 2025-2026 Budget**

Approval of Budget Amendment #26-032 to amend the Fiscal Year 2026 Budget is requested.

D. **Resolution 26-3577 - Amended and Restated Agreement with the Seminole County Property Appraiser for Collection of Non-Ad Valorem Assessments**

Approval of Resolution 26-3577 authorizing the execution of the Amended and Restated Agreement with the Seminole County Property Appraiser for collection of non-ad valorem assessments is requested..

E. **Budget Amendment #26-036 - Providing Additional Funding for the Capital Purchase of a Utilities Water Reclamation Vehicle**

Approval of Budget Amendment #26-036 to provide additional funding for the capital purchase of a vehicle for the Water Reclamation Division of the Utilities Department in the amount of \$1,635.00 is requested.

F. **Resolution 26-3578 - Street Lighting Assessment Preliminary Rate**

Approval of Resolution 26-3578 which provides the Preliminary Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2026-27 is requested.

G. **Change Order No. 1 to Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services**

Approval of Change Order No. 1 to Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services in the amount of \$8,022.00 is requested.

H. **Amendment No. 2 to the Contract for Continuing Professional General Engineering Services with GAI Consultants**

Approval of Amendment No. 2 to the contract for Continuing Professional General Engineering Services with GAI Consultants, Inc. on a task authorization basis to extend terms and update wage rates is requested.

**8. DISCUSSION ITEMS**

A. **Future Agenda Items**

**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**

A. **Award of Bid to Kimley-Horn and Associates, Inc. for Consulting Services Related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant**

Approval to award a bid to Kimley-Horn and Associates, Inc. and enter into an agreement for consulting services related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant is requested.

B. **Discussion on Backyard Chickens in SF Residential Zoning**

Discussion on Backyard Chickens in SF Residential

**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 Period May 1, 2026 through May 31, 2026.**  
Procurement Information Report for the Period May 1, 2026 through May 31, 2026.
- B. **Notification of Absence from Office and Designation of an Acting City Manager**  
Notification of Absence from Office and Designation of an Acting City Manager.

**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



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Minutes of June 8, 2026 - Regular Meeting

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**Introduction:** The City Clerk is presenting the minutes of the June 8, 2026 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:** June 22, 2026  
**Subject:** Presentation by Seminole County Property Appraiser David Johnson

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**Introduction:** Seminole County Property Appraiser, David Johnson, will give a presentation to the City Commission about property values in the City of Casselberry and the potential impacts of the proposed Property Tax Amendment.



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Mayor's Proclamation: Lakes Appreciation Month

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**Introduction:** Mayor Henson will present a Proclamation to Lake Management Staff designating July 2026 as Lake Appreciation Month in the City of Casselberry.



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Mayor's Proclamation: Parks and Recreation Month

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**Introduction:** Mayor Henson will present a Proclamation to Recreation Programs and Events Supervisor, Lynn Hoppes, designating July 2026 as Parks and Recreation Month in the City of Casselberry.



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

7.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Acceptance of FY 2025 Department of Justice Assistance Bulletproof Vest Partnership Grant for Purchase of Bulletproof Vests and Related Budget Amendment #26-034

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**Introduction:** Acceptance of the FY 2025 Department of Justice Assistance Bulletproof Vest Partnership Grant in the amount of \$4,843.59 for the purchase of bulletproof vests and approval of related Budget Amendment #26-034 is requested.

**Background:** At the November 17, 2025, Commission Meeting, permission was requested and received to apply for the Department of Justice Assistance Bulletproof Vest Partnership. On May 22, 2026, the Police Department received notification that the City was awarded funds in the amount of \$4,843.59.

**Discussion:** To enhance the abilities of Casselberry Police Officers to serve and to protect the community and the public, the police department is committed to providing quality bulletproof vests to its law enforcement officers. To ensure the safety of officers, the police department has a goal to purchase new bulletproof vests for incoming officers, as well as replacement bulletproof vests for officers' whose vests are damaged or expired. The Department of Justice Assistance Bulletproof Vest Partnership reimburses 50% of each agency purchased vest up to the full awarded amount of \$4,843.59.

**Budget Impact:** Approval of Budget Amendment #26-034 will increase General Fund Bulletproof Vest Revenue account #001-0000-331-29-01 by \$4,843.59, Bulletproof Vest Expense account #001-0610-521-52-01 by \$4,843.59.

**Recommendation:** The City Manager and Police Chief recommend acceptance of the FY 2025 Department of Justice Assistance Bulletproof Vest Partnership Grant in the amount of \$4,843.59 and approval of related Budget Amendment #26-034.

**Prepared by:** Brandy Ramirez, Administrative Services Coordinator

**Attachments:**

1. BA #26-034
2. FY 2025 BVP Award Announcement
3. FY 2025 BVP Awards



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

7.B.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Resolution 26-3576 - Agreement for Dispatching Services with the Seminole County Sheriff's Office - FY 2026-2027 Addendum

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**Introduction:** Resolution 26-3576 provides for an Addendum to the existing Agreement for Dispatching Services with the Seminole County Sheriff's Office for FY 2026-2027 in the amount of \$493,700.

**Background:** On June 28, 2021, the City of Casselberry entered into an Agreement for the term October 1, 2021, until September 30, 2024, with the Seminole County Sheriff's Office to provide dispatch services for the City of Casselberry. The Addendum is a renewal of the Agreement representing the City of Casselberry's fair share of the Sheriff's Office Communications Division budget for the upcoming fiscal year 2026-2027.

**Discussion:** An email was received on June 2, 2026, from Barbara Taylor, Procurement and Agreements Manager, Seminole County Sheriff's Office, with the FY 2026 – 2027 Dispatch Addendum. The Addendum stipulates an amount of \$123,425 due each quarter for a total amount of \$493,700 for dispatching services for FY 2026–2027. This is an increase of \$21,200 for fiscal year 2026-2027 as compared to FY 2025-2026.

**Budget Impact:** The amount of \$493,700 has been allocated in the proposed FY 2026-2027 Budget in General Fund Dispatch Services Account #001-0610-521.34-09.

**Recommendation:** The City Manager and Police Chief recommend approval of Resolution 26-3576.

**Prepared by:** Brandy Ramirez, Administrative Services Coordinator

**Attachments:**

1. Resolution 26-3576
2. Addendum



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

7.C.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Budget Amendment #26-032 - Amending the Fiscal Year 2025-2026 Budget

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**Introduction:** Budget Amendment #26-032 amends the Fiscal Year 2026 Budget.

**Background:** The Fiscal Year 2026 Budget was adopted by Resolution 25-3542 on September 22, 2025. Unanticipated revenues and actual cash balance forward dollars have been received by and are available to the City of Casselberry. In order to provide a budget for the utilization of the unanticipated revenues and expenditures, it is deemed necessary, appropriate and advisable to amend the budget.

**Discussion:** Since the Fiscal Year 2026 budget was adopted in September 2025, new information has been received which warrants its modification. This information is included in the description area of the attached Mid-Year Budget Amendment Summary.

**Budget Impact:** The Mid-Year Budget Amendment spreadsheet details changes to the budget as a result of unanticipated revenues and expenditures. These changes are presented in summary in the attached “Mid-Year Budget Amendment Summary” spreadsheet and reflect changes in individual funds.

**Recommendation:** The City Manager and the Finance Director recommend approval of Budget Amendment #26-032.

**Prepared by:** CJ Kaawach, Senior Budget Accountant

**Attachments:**

1. BA 26-032



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

7.D.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Resolution 26-3577 - Amended and Restated Agreement with the Seminole County Property Appraiser for Collection of Non-Ad Valorem Assessments

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**Introduction:** Approval of Resolution 26-3577 authorizing the execution of the Amended and Restated Agreement with the Seminole County Property Appraiser for collection of non-ad valorem assessments is requested.

**Background:** The City is authorized to impose non-ad valorem assessments and has elected to use the uniform method of collecting these assessments as authorized by Section 197.3632, Florida Statutes. In August 2009, the City and Property Appraiser entered into an Agreement for reimbursement of necessary administrative costs associated with non-ad valorem assessments, including Property Appraiser's administrative costs for preparing and delivering certain information.

**Discussion:** Since this Agreement was last approved in 2009 via Resolution 09-2069, there is a desire to amend and restate the Original Agreement to update references and procedural processes for notice of non-ad valorem assessments. This Amended and Restated Agreement is intended to replace the Original Agreement, and any other agreements that may exist concerning the same subject matter and be controlling. Execution of this agreement is required in order to proceed with placing the assessments on the TRIM Notice. The Property Appraiser's Office advises that while the agreement contains references to costs, no costs will be charged to the City for including the Non-Ad Valorem Assessments on the TRIM Notices.

**Budget Impact:** There is no impact to the City budget associated with this Agreement.

**Recommendation:** The City Manager recommends approval of Resolution 26-3577 authorizing the execution of the Amended and Restated Agreement with the Seminole County Property Appraiser for collection of non-ad valorem assessments.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Resolution 26-3577
2. Amended and Restated Agreement



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

7.E.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Budget Amendment #26-036 - Providing Additional Funding for the Capital Purchase of a Utilities Water Reclamation Vehicle

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**Introduction:** Approval of Budget Amendment #26-036 to provide additional funding for the capital purchase of a vehicle for the Water Reclamation Division of the Utilities Department in the amount of \$1,635.00 is requested. (Ref: PBA-2026-1458)

**Background:** The Water Reclamation Division has a Ford F-150 truck that is used by the Water Reclamation Superintendent. Unfortunately, this vehicle was involved in an accident on July 15, 2025, rendering it unusable. The Water Reclamation Superintendent has been utilizing a loaner vehicle, #542, a decommissioned Police Explorer, in the interim.

The City received \$14,250 in insurance funds to cover the cost of a new vehicle. The City staff requested replacing the vehicle this fiscal year, utilizing the insurance funds and contingency reserve funds. City Commission approved the purchase of the vehicle on May 11, 2026, for an amount of \$37,942, with additional costs of \$833 for window tint, tool box and mounts, tag, title, and registration, totaling to a vehicle cost of \$38,775.

**Discussion:** City staff requested the purchase of the vehicle from Duval Ford. Duval Ford informed City staff that the Ford F150 was not able to be built due to engine shortages. If the City were to wait for the engine to be available for the Ford F150, the vehicle would not be built this fiscal year, with no guarantee on when the vehicle could be built. Due to this long lead time and uncertainty, City staff requested a different model. The only similar model is the Ford F-150 XL Supercab which Duval Ford quoted the model at the amount of \$39,577. This would require an additional \$1,635.00 to cover the increased cost of the vehicle.

**Budget Impact:** Budget Amendment #26-030 transferred \$38,775 into Account #401-0753-535-67-22-002601 Water Reclamation Vehicles, Cars, and Pickup Trucks. Budget Amendment #26-036 will transfer an additional \$1,635.00 from Account # 401-0753-535-67-22-002602 to provide for the increased cost.

**Recommendation:** The City Manager and Utilities Director recommend approval of Budget Amendment #26-036.

**Prepared by:** Jiovani Charres, Utility Engineer

**Attachments:**

1. Quote
2. BA 26-036



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

7.F.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Resolution 26-3578 - Street Lighting Assessment Preliminary Rate

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**Introduction:** Resolution 26-3578 serves as the Preliminary Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2026-27.

**Background:** In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statute. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successful funding the City's street lighting for fiscal years 2010 through 2026.

On April 10, 2023 via Resolution 23-5363, the City Commission authorized engagement with Bryant Miller Olive (BMO) (which used Raftelis Financial Consultants, Inc. as a sub-consultant) to review and update the assessment methodology and rates from the 2014 study by BMO with Burton & Associates. The draft assessment update was presented to and discussed by City Commission on June 26, 2023, at which time the City Commission expressed consensus to move forward with the update as proposed. The final rate study report prepared by Raftelis Financial Consultant, Inc. was submitted on July 18, 2023.

**Discussion:** As a part of the process established in Ordinance 09-1301, the City must adopt a Preliminary Rate Resolution each year a street lighting service assessment is considered. The Preliminary Rate Resolution (Resolution 26-3578) presented for Fiscal Year (FY) 2026-27 represents the assessment methodology and fee structure presented in the July 18, 2023 rate study. Resolution 26-3578 delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment of properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped properties. The rate is \$46.49 per equivalent residential unit (ERU), an increase from the \$45.25 per ERU assessed for FY 2025-26 based on the fee structure established in the rate study dated

July 18, 2023. Upon approval of Preliminary Rate Resolution 26-3578, a public hearing for the Final Assessment Resolution will be advertised and held at the August 10, 2026 City Commission meeting. Revenues generated by the Street Lighting Assessment will be budgeted in FY 2026-27 accordingly. Upon approval of the Final Assessment Resolution on August 10, 2026, it is estimated that net revenue from the Street Lighting Assessment will be approximately \$586,014.

**Budget Impact:** There is no impact to the City Budget at this time. Once the streetlighting fee increase option is approved, revenues generated by the Street Lighting Assessment will be budgeted in FY 2026-27 accordingly.

**Recommendation:** The City Manager and Public Works Director recommend approval of Resolution 26-3578.

**Prepared by:** Leslie Guthrie, Public Works Business Analyst

**Attachments:**

1. Resolution 26-3578



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

7.G.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Change Order No. 1 to Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services

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**Introduction:** Approval of Change Order No. 1 to Task Authorization No. 1 with Schenkel & Shultz, Inc. for Architectural, Engineering and Professional Services in the amount of \$8,022.00 is requested. (Ref: SOQ-2025-1233)

**Background:** The Parks Master Plan, updated in 2016/2017, recommended acquisition of the Brightwater Estate to provide more lakefront access, showcase the historical home, and provide additional acres of park land. It was suggested to develop the property as a venue to host smaller cultural events and for rental for weddings, celebrations, and fundraising events. In 2021, the property was purchased for approximately \$1.2M. The property consists of 9 acres of land on the eastern shore of South Lake Triplet. The City had previously acquired approximately 3 acres of adjacent property for a total of 12 acres of potential park land. Centrally located on the property is a 7,000 sf house designed by famed architect James Gamble Rogers II.

In late 2021, the City engaged GAI to develop a conceptual design which was adopted in May 2022 with Resolution 22-3306. In August 2024, staff recommended that a consultant be engaged to provide architectural/engineering services to guide the process and develop the detailed plans necessary to move forward with construction. The City Commission approved an agreement with Schenkel & Shultz, Inc. on March 10, 2025 to provide comprehensive architectural design services and oversight for the implementation of the Brightwater Estate Conceptual Master Plan. On August 25, 2025, the City Commission approved Task Authorization No. 1 with Schenkel & Shultz, Inc in the amount of \$212,908.00.

**Discussion:** Schenkel & Shultz, Inc. presented their findings and recommendations on May 11, 2026 at a City Commission Workshop. The City Commission supported the following actions: 1) preparation of a Florida Land & Water Conservation Fund grant application for the development of the southern portion of the property; 2) preparation of the design of the development of the southern portion associated with the grant; 3) preparation of the design of the initial pathways on the property; and 4) preparation of the design of the renovations to the interior and exterior of the estate home. As part of Task Authorization No. 1, Schenkel & Shultz, Inc. provided grant research and strategy to identify funding options for the development of the park. Additional grant research is necessary to assist with the grant application. However, funding in the Grant Research category has been depleted. Funding in the amount of \$8,022.00 is available to be reallocated from Survey to Grant Research.

**Budget Impact:** No additional funding is requested.

**Recommendation:** The City Manager and Assistant City Manager recommend approval of Change Order No. 1 to Task Authorization No. 1 with Schenkel & Shultz, Inc in the amount of \$8,022.00.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Change Order No. 1



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

7.H.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Amendment No. 2 to the Contract for Continuing Professional General Engineering Services with GAI Consultants

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**Introduction:** Approval of Amendment No. 2 to the contract for Continuing Professional General Engineering Services on a task authorization basis to extend terms and update wage rates for GAI Consultants, Inc. is requested. (Ref: SOQ-2020-0585)

**Background:** The City of Casselberry depends on consultants to provide a variety of professional engineering services. As the result of procurement processes for solicitation SOQ-2020-0585, on July 27, 2020, the City Commission awarded contracts for general engineering services to the following four firms:

- CPH, Inc. (CPH)
- GAI Consultants, Inc. (GAI)
- Reiss Engineering, Inc. (Reiss)
- Wright-Pierce, Inc. (Wright-Pierce)

This procurement provided the City with a term agreement for each of the four selected firms, which may be utilized by all City departments/divisions/offices on a task authorization basis. The initial term is for a period of five (5) years from July 27, 2020 through July 26, 2025, with the opportunity for two (2) additional one (1) year renewals when in the best interest of the City. The estimated total not-to-exceed amount is \$2,000,000 per contract.

Amendment No. 1 was subsequently executed for the contract with CPH, Inc. to update company information to CPH Consulting, LLC. Amendment No. 1 was subsequently executed for the contract with Reiss Engineering, Inc. to update company information to CHA Consulting, Inc. Amendment No.1 was subsequently executed for the contract with Wright-Pierce, Inc. to update wage rates.

Amendment No. 2 was executed with CPH Consulting, LLC, CHA Consulting, Inc, and Wright-Pierce, Inc, and Amendment No. 1 with GAI Consultants, Inc, on June 23, 2025, to update wage rates and extend the term for the first of the two (2) one (1) year renewals.

**Discussion:** Amendment No. 2 is requested for GAI Consultants, Inc, to extend the term for the second of two (2) additional one (1) year terms and to provide wage rate modification with no change to maximum compensation during the renewal term. Wright-Pierce, CPH Consulting, LLC and CHA Consulting, Inc (formerly Reiss Engineering, Inc.) did not request wage rate modification and therefore their amendments for the final one (1) year

extension were able to be approved at the City Manager level.

This item is being brought to City Commission to correct a scrivener's error in the amendment number in the item that was presented for Commission approval on June 8, 2026.

**Budget Impact:** There is no impact to the City Budget at this time. Various operating and/or capital accounts in Utilities, Public Works and other City Departments/Divisions may be used for future Task Authorizations under these contracts, subject to available budgets.

**Recommendation:** The City Manager and the Utilities Director recommend approval of Amendment No. 2 to the contract for Continuing Professional General Engineering Services on a task authorization basis to extend terms and update wage rates (as applicable) for GAI Consultants, Inc.

**Prepared by:** Jiovani Charres, Utility Engineer

**Attachments:**

1. Amendment No. 2



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Future Agenda Items

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**Introduction:**



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

12.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Award of Bid to Kimley-Horn and Associates, Inc. for Consulting Services Related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant

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**Introduction:** Approval to award an agreement to Kimley-Horn and Associates, Inc. for consulting services related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant. [Ref. SOQ-2026-1421]

**Background:** Metroplan Orlando (MPO) received a \$3.79M grant to develop a Vision Zero Action Plan with 19 municipalities within the Orlando tri-county area. The Vision Zero Action Plan aims to reduce the number of deaths and serious injury crashes to zero on Florida's roadways by using a comprehensive approach of education, engineering, enforcement, and public engagement. In 2023, City staff began working with MPO and its consultant, Fehr and Peers, Inc., to develop the City's Vision Zero Action Plan and, subsequently, adopted Resolution 24-3418 that formally set a goal to eliminate traffic deaths and severe injuries by 2030 on all City-owned streets, and by 2040 on all other streets and roads within the City. The Casselberry Vision Zero Action Plan, which includes a thorough analysis of the City's High Injury Network (HIN), public engagement initiatives, and recommendations to mitigate the severity of traffic crashes while improving safety for current and future years, was adopted by City Commission in July 2024.

Based on needs identified during development of the plan, the City pursued and was awarded the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant of up to \$1,500,000 (including \$1,200,000 of federal funding and \$300,000 of local funding) to assist with the implementation of quick-build strategies using low-cost and temporary materials that could later inform future permanent projects, as well as planning activities to develop the City's next transportation master plan, known as the Mobility and Access Plan (M.A.P.). The SS4A Grant Agreement provides for planning and demonstration activities, the latter consisting of temporary improvements with a focus on pedestrian and bicycle safety. The grant agreement between the City and the Federal Highway Administration (FHWA) was approved by City Commission on January 12, 2026, via Resolution 26-3557.

**Discussion:** To assist with planning and design services related to the SS4A Grant, the City solicited a Request for Statement of Qualifications (SOQ-2026-1421) by properly advertising and posting on Vendorlink, LLC on Friday, March 13, 2026. Bids were publicly opened on Thursday, April 16, 2026, with a total of three (3) responses received by the due date and time:

Dyer, Riddle, Mills & Precourt, Inc.  
Fehr & Peers  
Kimley-Horn and Associates Inc.

On April 30, 2026, the Evaluation Committee met and discussed proposals based on the following criteria: (1) Firm Qualifications (2) Personnel/Project Team (3) Similar Projects/References (4) Project Approach and Technical Understanding. The Evaluation Committee met on May 5, 2026 for Phase 2 informal interviews of the three (3) firms. As a result, the Evaluation Committee is recommending award to Kimley-Horn and Associates, Inc. (Kimley-Horn). The SS4A grant will be broken down into three (3) phases: Base Phase (planning and preliminary design), Option Phase 1 (final design), and Option Phase 2 (construction and pre-/post-design). As per the terms of the grant agreement, each phase will require the approval of FHWA. Funding will be provided on a reimbursement basis, coinciding with phased deliverables. Consulting services provided by Kimley-Horn will be authorized via a Task Authorization.

Budget Amendment# 26-003, approved by City Commission on November 17, 2025, allocated funding in the amount of \$1,500,000 for the SS4A Planning and Demonstration Grant. Additional funding to complete the terms of the grant agreement will be requested via a budget amendment whenever necessary.

**Budget Impact:** Sufficient funding for consulting services related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant is available in the FY 2026 Infrastructure Surtax (Sales Tax) Fund.

**Recommendation:** The City Manager and Interim Public Works Director recommend approval of Award of Bid for consulting services with Kimley-Horn and Associates, Inc. related to the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant.

**Prepared by:** Kenna Henry, Special Projects Manager

**Attachments:**

1. Kimley-Horn Associates, Inc. Agreement
2. Exhibit C Consultant Fee Schedule
3. Solicitation
4. DRMP Submittal
5. Fehr & Peers Submittal
6. Kimley-Horn Submittal
7. Vendorlink Phase I Final Scores
8. Vendorlink Phase II Final Scores



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

12.B.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Discussion on Backyard Chickens in SF Residential Zoning

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**Introduction:** Discussion on Backyard Chickens in SF Residential

**Background:** At the June 8, 2026, City Commission meeting, a resident requested that the City consider amending its Code of Ordinances to allow the keeping of chickens (hens) at single-family residences for the purpose of producing eggs for personal consumption. Following discussion, the City Commission directed the City Manager to have the Community Development Director research the topic and provide information regarding the potential benefits, challenges, and regulatory considerations associated with a backyard chicken program.

**Discussion:** Staff reviewed the City's existing regulations, examined backyard chicken ordinances adopted by other Florida municipalities, and evaluated common operational standards, enforcement mechanisms, and potential impacts on surrounding properties. The following information is provided to assist the City Commission in determining whether to pursue a pilot program through resolution or a permanent amendment to the Code of Ordinances through the adoption of an ordinance.

**Budget Impact:** There is no budget impact associated with this item.

**Recommendation:** For discussion.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Presentation



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

14.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Procurement Information Report for Period May 1, 2026 through May 31, 2026.

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**Introduction:** A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from May 1, 2026 through May 31, 2026 is submitted for the record.

**Background:** Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manger, Procurement Manger, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manger shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

**Discussion:** Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of May 2026.

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

**Recommendation:** The City Manager recommends acceptance of the Procurement Information Report for the stated period.

**Prepared by:** Elsie Burgess, Procurement Manager

**Attachments:**

1. Procurement Information Report



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

14.B.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** June 22, 2026  
**Subject:** Notification of Absence from Office and Designation of an Acting City Manager

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

**Background:** The City Manager will be out of the office from June 27 to July 5, 2026. Casselberry Charter Section 5.03 provides that during a temporary absence the City Manager shall designate an Acting City Manager subject to City Commission approval.

**Discussion:** Assistant City Manager Lorie Mertens-Black has been designated by the City Manager, subject to City Commission approval, as Acting City Manager from June 27 to July 5, 2026.

**Budget Impact:** There is no budget impact associated with this item.

**Recommendation:** The City Manager recommends City Commission approval of the designation of Assistant City Manager Lorie Mertens-Black as Acting City Manager during the temporary absence of the City Manager from June 27 to July 5, 2026.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Notice to City Clerk