

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

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 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

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: May 12, 2025
Subject: Minutes of April 28, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the April 28, 2025 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: May 12, 2025
Subject: Mayor's Proclamation: National Public Works Week

Introduction: 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.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Mayor's Proclamation: National Police Week and Peace Officers Memorial Day

Introduction: 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.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Mayor's Proclamation: Building Safety Month

Introduction: 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.



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: May 12, 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 - April 2025 - Invoice No. 103752 - \$22,567.00

Fishback Dominick LLP.

- Code Enforcement Magistrate Services - March 2025 - Invoice No. 123365 - \$1,203.25

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. 103752
2. Invoice No. 123365



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: May 12, 2025
Subject: Award of Contracts for Professional Services for Utility Engineering Services

Introduction: Consideration to award five (5) contracts for continuing professional services pursuant to SOQ-2025-1234, for Utility Engineering Services, on a task authorization basis at an estimated expenditure not to exceed \$3,000,000 per contract for the period beginning May 12, 2025, through May 11, 2028, to the following firms is requested:

- Burgess & Niple, Inc.
- CPH, Inc.
- Hazen and Sawyer P.C.
- Mead and Hunt Inc.
- Wright-Pierce Inc.

Background: The City of Casselberry depends on contracted utility engineering services to assist the City in carrying out tasks related to the water and wastewater treatment facilities, lift stations, and distribution & collection systems. The previous continuing contracts for these services expired in April 2025.

Request for Statement of Qualifications (SOQ-2025-1234) was properly advertised and publicly opened on January 7, 2025, with a total of eleven (11) responses received by the due date and time:

Alan Plummer and Associates, Inc.
Baxter & Woodman, Inc.
Burgess & Niple, Inc.
CHA Consulting, Inc.
CPH Consulting, Inc.
GAI Consultants, Inc.
Hazen and Sawyer P.C.
Kimley-Horn and Associates Inc.
Mead and Hunt, Inc.
Rummel Klepper and Kahl LLP
Wright-Pierce, Inc.

On March 6, 2025, the Evaluation Committee met and discussed proposals based on the following criteria: (1) Firm Qualifications & Experience, (2) Similar Projects/References, (3) Project Approach, and (4) SOQ Solicitation Response Required Forms. The Evaluation Committee reached a consensus and the top firms were determined to be: (1) Burgess & Niple, Inc. (2) CPH Consulting, Inc. (3) Hazen and Sawyer P.C. (4) Mead and Hunt, Inc. and

(5) Wright-Pierce, Inc. The Evaluation Committee unanimously agreed that these five (5) firms should each be recommended for a continuing contract under this solicitation.

Discussion: This procurement process provided the City with a term agreement for each of the selected firms, which may be utilized by the City on a task authorization basis. The initial term is for a period of three (3) years beginning May 12, 2025 through May 11, 2028, with the option to renew for two (2) additional one (1) year terms when it is in the best interest of the City. The estimated not-to-exceed amount is \$3,000,000 per contract for the initial three-year term. Selection of firms for task assignments will be monitored to ensure equitable distribution of projects as funds become available. It should be noted that the not-to-exceed threshold was established as a means to provide for the maximum authorization. However, it does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. In addition, appropriations beyond Fiscal Year 2025 are subject to future City Commission approval.

Budget Impact: There is no impact to the City Budget at this time. Various operating and/or capital accounts in various City Departments will be used for future Task Authorizations, subject to funding availability.

Recommendation: The City Manager and the Utilities Director recommend approval to award five separate contracts for continuing professional services for utility engineering on a task authorization basis to: (1) Burgess & Niple, Inc. (2) CPH Consulting, Inc. (3) Hazen and Sawyer P.C. (4) Mead and Hunt, Inc. and (5) Wright-Pierce, Inc. at an amount not to exceed \$3,000,000 per contract.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. SOQ-2025-1234 Continuing Professional Utility Engineering Services
2. Submittal - Alan Plummer and Associates Inc.
3. Submittal - Baxter & Woodman Inc.
4. Submittal - Burgess & Niple, Inc.
5. Submittal - CHA Consulting Inc.
6. Submittal - CPH Consulting, Inc.
7. Submittal - GAI Consultants, Inc.
8. Submittal - Hazen and Sawyer P.C.
9. Submittal - Kimley-Horn and Associates Inc.
10. Submittal - Mead and Hunt Inc.
11. Submittal - Rummel Klepper and Kahl LLP
12. Submittal - Wright-Pierce Inc.
13. Phase I - Final Scores
14. Phase II - Final Scores
15. Agreement - Burgess & Niple Inc.
16. Agreement - CPH Consulting LLC
17. Agreement - Hazen and Sawyer
18. Agreement - Mead and Hunt Inc.
19. Agreement - Wright-Pierce Inc.



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: May 12, 2025
Subject: Donation from State Law Enforcement Trust Funds to the Central Florida Crimeline and Related Budget Amendment #25-031

Introduction: 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.

Background: Central Florida Crimeline is a nonprofit 501(c)3 organization. Crimeline's mission is to increase the safety of the Central Florida community by assisting law enforcement agencies in removing undesirable individuals from the community. They offer their services and rewards at no cost to all Central Florida law enforcement agencies and provide investigative tools such as awards, posters, yard signs, billboards, door tags, and more. Central Florida Crimeline's main purpose is to provide an anonymous tip line to citizens with cash rewards to tipsters whose tips solve felony crimes.

Discussion: This nonprofit organization is important as it furnishes law enforcement agencies with information, promotes public cooperation and involvement with law enforcement, improves police community relations through increased public awareness, and prevents crime before it is committed by building a relationship with the community and local law enforcement agencies. The approval of this donation will result in the reduction of \$1,000 from the State Law Enforcement Trust Fund. The Police Chief certifies that this request is in accordance with the Federal Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies.

Budget Impact: Budget Amendment #25-031 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by \$1,000.

Recommendation: The City Manager and Police Chief recommend approval of the donation to the Central Florida Crimeline in the amount of \$1,000 and related Budget Amendment #25-031.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #25-031



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: May 12, 2025
Subject: Purchase of Landscaping Improvements from BrightView Landscape Services, LLC for the US 17-92 Flyover at SR 436 and Related Areas

Introduction: 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.

Background: The US 17-92 flyover at SR 436 was constructed during 2015, and an enhanced landscaping package, which was requested by the City and funded by the Community Redevelopment Agency (CRA), was completed for it by 2017. The City is responsible for maintenance of the landscaping associated with the flyover. The City currently uses contracted services for this maintenance. Reliable upkeep has been problematic, especially on the flyover median, which poses additional challenges due to high speed traffic and constrained space for contractors to work. In addition, certain species of plants have fared reasonably well, while others have failed to thrive. This has led to poor aesthetics for much of the landscaping.

To address the landscaping issues, staff is recommending a series of edits and partial replanting of the flyover's landscaped areas. The plan includes removal of failed species, replacement with more durable species, weeding, and re-mulching.

City staff obtained two quotes from contractors that currently conduct landscape maintenance with the City: BrightView Landscape Services, LLC (RFP-2023-1007) and Yellowstone Landscape (RFP-2023-1008). The quotes ranged from \$68,628.57 to \$79,152.12, with the lowest quote being provided by BrightView. These quotes were based on labor with the City providing plant material, which City staff estimates will cost an additional \$20,000. Therefore, based on the lowest quote the estimated project total is \$88,629 (rounded).

At the April 28, 2025 CRA meeting, the CRA approved funding of the improvements in the amount of \$88,629.

Discussion: As the price of the purchase under BrightView exceeds the City Manager's normal signing authority, City Commission approval is requested to authorize the BrightView purchase in the amount of \$68,628.57. (Purchase of the \$20,000 additional estimated cost to purchase plant material is within City staff signing authority so does not need separate City Commission approval.)

Budget Impact: Pursuant to previous CRA approval, sufficient funding is available in the CRA's Repairs and Maintenance account 113-0210-515.46-00.

Recommendation: The City Manager and Public Works Director recommend 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.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Brightview Quote
2. Yellowstone Quote



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: May 12, 2025
Subject: Approval of the Purchase of Replacement Sodium Hypochlorite Storage Tanks for the Water Reclamation Facility and Related Budget Amendment #25-030

Introduction: 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. (Ref: PBA-2022-0911)

Background: The City of Casselberry owns and operates the Water Reclamation Facility, which treats wastewater and produces reclaimed water for its customers. As part of the treatment process, sodium hypochlorite (chlorine) is injected into the treated effluent for disinfection prior to being distributed as reclaimed water. Prior to injection, the sodium hypochlorite is stored in specialized double-wall storage tanks built to contain the chemical. During one of the recent chemical deliveries, it was discovered that one of the sodium hypochlorite storage tanks was leaking from the first wall but fortunately still being contained by the second wall of the tank. The two (2) sodium hypochlorite storage tanks were installed in 2017 and are nearing the end of their life expectancy. In order to prevent a chemical spill, it is imperative to replace these tanks as soon as possible.

On July 21, 2020, Volusia County entered into an Agreement with Guardian Equipment Inc. for Chemical Feed Systems Maintenance and Repair. The initial term of the agreement was from July 21, 2020 through July 20, 2023, with option to renew for a maximum of two (2) additional one (1) year periods.

The City of Casselberry entered into Piggyback Agreement PBA-2022-0911 with Guardian Equipment Inc. for Chemical Feed Systems Maintenance and Repair from April 18, 2022 through July 20, 2023. On August 24, 2023, Amendment No. 1 was approved by the City Manager to increase the compensation and increase contract time through July 21, 2024. On July 22, 2024, Amendment No. 2 was approved by City Commission to increase the compensation to a not-to-exceed amount of \$130,000 for an additional one (1) year period to begin on July 22, 2024 through July 20, 2025.

Discussion: City staff requested a quote from Guardian Equipment Inc. for the Water Reclamation Facility Sodium Hypochlorite Storage Tank Replacement based on the Piggyback Agreement PBA-2022-0911. Guardian Equipment Inc. provided a quote of \$21,950 for the replacement of the two (2) sodium hypochlorite storage tanks. Budget Amendment #25-030 is necessary to move funding from the Water Reclamation Operations

& Maintenance account in the Water and Sewer fund (401-0753-535-46-00) to the Water Reclamation Renewal & Replacement fund (402-0753-535-67-35) capital purchase account.

Budget Impact: Budget Amendment #25-030 increases the Water Reclamation Renewal & Replacement Other Improvements account #402-0753-535.67-35 and decreases the Water Reclamation Repair & Maintenance account #401-0753-535.46-00 by \$21,950.00 respectively.

Recommendation: The City Manager and Utilities Director recommend approval of the purchase of replacement hypochlorite storage tanks from Guardian Equipment Inc. in the amount of \$21,950 for the Water Reclamation Facility and related Budget Amendment #25-030.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. BA 25-030



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: May 12, 2025
Subject: Budget Amendment #25-028 - Amending the Fiscal Year 2024-2025 Budget

Introduction: Budget Amendment #25-028 amends the Fiscal Year 2025 Budget.

Background: The Fiscal Year 2025 Budget was adopted by Resolution 24-3464 on September 23, 2024. 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 2025 budget was adopted in September 2024, 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 #25-028.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. BA 25-028 Mid-Year Budget Clean-up



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: May 12, 2025
Subject: Resolution 25-3511 - FY25 Second Quarter Budget Amendments and Budget Transfers

Introduction: Resolution 25-3511 provides for formal adoption of budget amendments and budget transfers approved during the second quarter of FY 2025.

Background: According to Resolution 16-2815 approved by the City Commission January 11, 2016, the City Manager, on a quarterly basis, will provide an updated balance for City Commission reference information purposes as to budget changes authorized by the Commission via appropriate budget amendment resolutions. A listing of all budget amendments approved for the second quarter of FY 2025 is attached. Resolution 16-2815 also provides for City Manager budgetary authority to transfer monies within each department to the extent such transfers do not exceed appropriate levels for the departments or funds. A listing of the budget transfers made during the second quarter is also attached.

Discussion: The second quarter budget amendment and budget transfer listings for the Fiscal Year 2025 Approved Budget are attached for Commission review and approval.

Budget Impact: The Second Quarter Budget Amendment spreadsheet details changes to the budget as a result of Budget Amendments adopted by the City Commission at various meetings during the second quarter of Fiscal Year 2025. The Second Quarter Budget Transfer spreadsheet details changes made to the budget within each department as approved by the City Manager.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 25-3511.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 25-3511
2. FY25 Second Quarter Budget Amendments Summary
3. FY25 Second Quarter Budget Transfers Summary



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: May 12, 2025
Subject: Purchase of Debris Removal Services from CrowderGulf Joint Venture, Inc. for Gee Creek Disaster Debris Removal and Ancillary Services

Introduction: 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. (Ref. RFP-2023-1012)

Background: The City relies on contractors to perform debris removal and related services in response to disaster events. On August 28, 2023, the City issued Request for Proposals RFP-2023-1012 for disaster debris removal and ancillary services. As a result of this solicitation, on November 27, 2023, the City awarded new contracts, with CrowderGulf selected as the primary contractor. The Agreement with CrowderGulf commenced on December 1, 2023, and extends through November 30, 2026, with the option to renew annually for up to three (3) additional years.

Following Hurricane Milton, Public Works staff identified significant debris accumulation, including 24 dead trees, along approximately 3,000 feet of Gee Creek within City limits. Staff determined that this debris poses a risk to public and private property, particularly in the event of future storms. In February 2025, the City submitted an Application for Federal Assistance to the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), which approved \$1,164,308.20 in federal funding to address post-Milton debris removal and erosion control issues.

Discussion: In December 2024, CrowderGulf provided a preliminary cost estimate of \$415,000 for debris removal along Gee Creek. Funding in this amount was allocated via Budget Amendment #25-023, approved by the City Commission on March 24, 2025. On March 27, 2025 CrowderGulf revised the estimate to \$411,480.15 based on the current pricing schedule in the Agreement.

Additionally, on April 10, 2025, the City executed Amendment No. 2 to the Agreement with CrowderGulf, clarifying the definitions of Eligible and Ineligible Debris in alignment with the updated Public Assistance Program and Policy Guide (PAPPG) which was updated January 6, 2025.

For tracking purposes, this item is associated with project PW 2517 Gee Creek Watershed Debris Removal (due to Hurricane Milton).

Budget Impact: There is no impact on the City's budget. This purchase is fully funded by federal grant funds, as authorized by Budget Amendment #25-023, approved by the City Commission on March 24, 2025.

Recommendation: The City Manager and the Public Works Director recommend approval of the purchase with CrowderGulf Joint Venture, Inc. for Gee Creek disaster debris removal and ancillary services in the amount not to exceed \$411,480.15.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Proposal



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

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Resolution 25-3512 - Renewal of Memorandum of Agreement with the Florida Department of Transportation for State Highway Maintenance

Introduction: Resolution 25-3512 provides for approval of 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.

Background: For several years, the City has entered into agreements with the Florida Department of Transportation (FDOT) in order to provide certain right-of-way maintenance services for portions of US 17-92 and SR 436, for which FDOT reimburses the City. The City accomplishes such services through a combination of contracted and in-house labor.

The latest agreement with FDOT provided for \$39,143 in reimbursement quarterly for such services. This agreement expires on June 18, 2025.

Discussion: FDOT has provided the City with a renewal agreement, Contract No. ASP02-R1. The resulting agreement will provide quarterly reimbursements of \$39,143 (for a total of \$469,716 over three years). The agreement is for a term of three years, beginning June 18, 2025, and expiring on June 17, 2028, and allows for an additional three-year renewal.

Resolution 25-3512 provides for approval of the proposed agreement.

Budget Impact: There is no negative impact to the City's budget. The City's obligations and rate of annual compensation will remain the same at \$156,572 per year in revenue into the FDOT 17-92 Row Maintenance Reimbursement Account #001-0000-369.22-00 for Fiscal Year 2025, as well as \$469,716 in total revenue for three years.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3512.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 25-3512
2. Renewal Agreement
3. Original Agreement



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

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: 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

Introduction: Approval of an additional purchase from Miracle Recreation/Miller Recreation 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.

Background: Casselberry voters approved the Parks Bond Referendum on March 17th, 2020, which included renovations to 5 parks and the construction of one new park (Wheel Park), the latter of which was built as two separate projects.

Wirz Park is one of the five parks being renovated under the program. The public was invited to participate in workshops for the Wirz Park renovations. Residents were excited that the conceptual plan included removing the outdated playground equipment with new age-appropriate play elements with shade structures. The play structures have ADA-compliant components that are brightly colored and offer a wide range of recreational opportunities for ages 2-12. The play units selected enhance a child's strength, balance, coordination and decision-making skills. Other features include ADA-compliant lower-level vibrant panels for universal abilities, along with an artificial grass surface that provides safety, is highly durable, and upholds better than other surface products. Play equipment was purchased from Miracle Recreation/Miller Recreation Equipment and Design Inc. (Miracle).

Discussion: Budgeted funding for the purchase and installation of the small and large playground sets for the project has proven to be insufficient due to required signed and sealed engineer drawings and permit fees, which are additional costs beyond the original purchase. Additional funding is provided via Budget Amendment #25-032 in the amount of \$4,664, using Parks and Recreation Impact Fees.

Budget Impact: Approval of Budget Amendment #25-032 will increase Parks and Recreation Impact Fee Machinery & Equipment account #103-0410-572.67-35 and Non-Operating Sources account #103-0000-389.90-00 each in the amount of \$4,664.

Recommendation: The City Manager and Public Works Director recommend approval of the additional purchase from Miracle Recreation/Miller Recreation Equipment and Design Inc. in the amount of \$4,664 and approval of related Budget Amendment #25-032.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. BA 25-032
2. Invoice #250312 & Invoice #250312B



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

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Notification of Absence from Office and Designation of an Acting City Manager

Introduction: Notification of absence from office and designation of an Acting City Manager.

Background: The City Manager will be out of the office from May 14 to May 28, 2025. 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 May 14 to May 28, 2025.

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

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.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Memo



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

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Resolution 25-3513 - 2025-2028 Voluntary Cooperation Agreement
Establishing A City/County Traffic Enforcement Unit

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

Background: The Police Department has participated in a Voluntary Cooperation Agreement for a City/County/State Traffic Enforcement Unit for a numbers of years. The current agreement expired on January 31, 2025. Resolution 25-3513 provides for the renewal of the Voluntary Cooperation Agreement establishing a City/County Traffic Enforcement Unit to include the Police Departments for the Cities of Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs; the Sanford Airport Authority Police Department; the University of Central Florida Board of Trustees on behalf of its Police Department; and the Seminole County Sheriff's Office. Although the State and Seminole County, Florida - Traffic Engineering are no longer participating in the new agreement, it continues to provide collective countywide traffic enforcement and control services on an as-needed basis.

Discussion: The approval of the 2025-2028 Voluntary Cooperation Agreement Establishing a City/County Traffic Enforcement Unit allows the City of Casselberry to continue operating under the guidelines provided in cooperation with the aforementioned jurisdictions and so noted in the agreement. The agreement takes effect April 15, 2025, and will expire April 15, 2028; however, any of the participating agencies may withdraw at any time with 15 days written notice.

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

Recommendation: The City Manager and the Police Chief recommend the approval of Resolution 25-3513.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution #25-3513
2. 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: May 12, 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

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: May 12, 2025
Subject: Resolution 25-3514 - Annual Comprehensive Financial Report for Fiscal Year 2024

Introduction: Resolution 2025-3514 provides for acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2024. The ACFR has been audited by the CPA firm of Forvis Mazars, LLP, and has been given an Unmodified Opinion. This is the highest level of auditor opinion that can be given in a financial statement audit.

Background: Florida Statutes requires that all general purpose local governments publish a complete set of financial statements annually. The publication is called an Annual Comprehensive Financial Report. It is prepared in conformity with General Accepted Accounting Principles (GAAP) and must be audited by a firm of licensed certified public accountants. The purpose of the independent audit is to provide reasonable assurance that the financial statements prepared by the City for a given fiscal year are in conformity with GAAP and are free of material misstatements.

Discussion: The ACFR for Fiscal Year 2024 has been prepared by the Finance Department and examined by the City's independent auditors. The auditors concluded that there was a reasonable basis for rendering an unmodified Opinion that the City's financial statements for the fiscal year ended September 30, 2024 are fairly represented in conformity with GAAP and that these statements are free of material misstatements. William Blend of the auditing firm Forvis Mazars, LLP will give a short presentation to review the results of the audit and will answer any questions Commissioners may have about the audit and the City's complete financial statements.

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

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 25-3514.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. Resolution 25-3514
2. FY24 Annual Comprehensive Financial Report
3. TCWG Report

4. Presentation



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: May 12, 2025
Subject: Discussion of SR 436 Improvements Strategy

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

Background: For several years, the City of Casselberry has participated in and/or conducted planning efforts to potentially improve SR 436 to address safety, bicycle/pedestrian comfort and connectivity, and aesthetics.

In 2021, the City and Seminole County entered into an Interlocal Agreement specifically for SR 436 Improvements to dedicate up to \$4.772M of 3rd generation sales tax funds to multimodal (e.g., biking, walking, transit) improvements for SR 436 from US 17-92 to the southern County line. This Agreement envisioned phased improvements to SR 436, separately addressing the US 17-92 to Wilshire Dr segment (project PW 2215) and the Wilshire Dr to County line segment (project PW 2401). The City has since completed an updated concept for the 17-92 to Wilshire Dr segment to address pedestrian and bicycle safety and connectivity; this effort used just under \$96,607 of the \$4.772M.

Based on the road's pavement condition, FDOT identified the need to resurface SR 436 from Lake Howell Rd to the southern County line. In 2022, FDOT held preliminary meetings with City staff to discuss potential safety and connectivity improvements as part of a "RRR" (Resurfacing, Restoration, and Rehabilitation) project. It was anticipated that such improvements would be funded with State or federal funds as part of the RRR project. However, in early 2024, due to funding limitations, FDOT indicated the project had been reduced to a Pavement Only Project (or POP) with no safety improvements. City staff then began working with FDOT to strategize on potential locally funded safety improvements, potentially using some of the funds from the Interlocal Agreement with Seminole County. This would be a "Goes With" project to be bid concurrently with the POP.

The City's Vision Zero Action Plan (VZAP), which was adopted in 2024, includes the goal of zero fatalities and severe injuries on all City-owned streets by 2030 and all streets and roads in the City by 2040. Based on the VZAP, SR 436 is a corridor of principal safety concern with the highest incidence of fatal and serious injury crashes in the City. The VZAP also identified concerns and the need for several improvements to S Winter Park Dr from the Red Bug/SR 436 intersection to beyond Cannon Way.

As part of its cooperation with the City, FDOT negotiated with its design consultant to design selected safety improvements to SR 436 from Lake Howell Rd to the County line.

Safety improvements are anticipated to include narrowing lanes to 11 ft, adding 4th leg crosswalks to the Lake Howell Rd and Winter Woods Blvd intersections, eliminating or modifying slip lanes, adding leading pedestrian intervals, and adding an RCUT (restricted crossing u-turn) signal at Chicory Ln (including lighting). On March 10, 2025, the City Commission approved a Locally Funded Agreement with FDOT via Resolution 25-3490 for the City to fund these design services in the amount of \$293,341, to be reimbursed by Seminole County via the aforementioned Interlocal Agreement. After design progresses, a similar LFA is anticipated to be brought to City Commission at a future date to address construction, likely in late summer 2025.

Discussion: As was noted at the March 10, 2025 City Commission meeting, to more holistically address SR 436, City staff is strategizing to plan a possible federal SS4A (Safe Streets and Roads for All) Implementation Grant application later in 2025. If awarded (which is in no way guaranteed), such a grant could leverage local dollars 4:1, potentially resulting in a project on the order of \$20M if most of the Interlocal Agreement funds were used as local match. However, even if such a grant were awarded, there are timing issues that would likely prevent elements included in the FDOT "Goes With" project from counting as match for the SS4A grant. This would thus likely impact the size and the leveraging of the project to be included in the SS4A grant.

On March 28, 2025 the federal government released the Notice of Funding Opportunity (NOFO) for the upcoming SS4A grant cycle. Grant applications are due by June 26, 2025. This grant cycle makes available \$580,000,000 for Implementation Grants (with 40-70 awards expected to range from \$5M to \$25M) and \$402,260,494 for Planning and Demonstration Grants (with 400-700 awards expected to range from \$100K to \$5M). Should the City pursue an SS4A grant, it is anticipated the major funding would be in the Implementation (construction) category but with some funding falling under the Planning and Demonstration category to cover design, environmental, and related services.

Staff will present a preliminary overview of issues and options and facilitate a discussion to seek City Commission guidance regarding a strategy to make improvements to SR 436 and its vicinity. If SS4A is pursued, it is anticipated authorization to apply for an SS4A grant will be brought before the City Commission at its June 9, 2025 meeting.

For tracking purposes this agenda item is associated with project PW 2215 SR 436 Context Sensitive Multimodal Improvements (from US 17-92 to Wilshire Dr) - Phase 1, project PW 2401 SR 436 Context Sensitive Multimodal Improvements (from Wilshire Dr to Orange Seminole County Line) - Phase 1, and Winter Park Drive Complete Street Improvements Phase 3 (Red Bug Lake Rd to Cannon Way), which does not yet have a project number assigned.

Budget Impact: There is no budget impact associated with this item at this time. Future agenda items will address budget impact as needed.

Recommendation: City staff is seeking guidance from City Commission regarding the strategy for improvements to SR 436, particularly with regard to the "Goes With" project and an SS4A Implementation Grant.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Presentation



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: May 12, 2025
Subject: Approval of the Neighborhood Improvement Grant Applications Selected for Fiscal Year 2025

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

Background: The City of Casselberry's Housing Task Force, established by Resolution 12-2369, was created to explore strategies to enhance the City's housing stock. Based on recommendations from the Task Force and outcomes from the City Commission's 2013 Strategic Planning Workshop, a City-wide Housing Improvement Grant Program was developed. The Casselberry NIGP was officially adopted through Resolution 13-2551.

The NIGP aims to promote exterior rehabilitation, renovation, and beautification of existing owner-occupied single-family homes, as well as support qualifying neighborhood organizations. Through a public-private partnership model, the program empowers residents to elevate the overall quality of Casselberry's neighborhoods. The NIGP includes two types of grants:

1. Homeowner Improvement Grant – Provides funding to eligible homeowners for exterior improvement projects.
2. Neighborhood Beautification Grant – Provides funding to qualified contractual homeowners' associations for common area improvements.

Additionally, this marks the first year the NIGP utilized the City's CitizenServe platform to collect and manage grant applications. While there is no application fee, the grant process is now treated similarly to a permit, allowing applicants to submit all required documentation, including project details and supporting materials, through their personalized online portal. This streamlined approach also provides an efficient way for grant recipients to upload proof of project completion and submit updates directly to their file without needing to visit City Hall or coordinate with staff in person. The CitizenServe submittal option has improved accessibility, transparency, and overall program administration.

Discussion: For Fiscal Year 2024–2025, the City Commission allocated \$25,000 in the adopted Annual Budget to support the program. The application period was open from October 31, 2024, through December 31, 2024, with an extension offered until February 13, 2025, to accommodate late submissions.

A total of seven (7) complete applications from Casselberry residents were received, all under the Homeowner Improvement Grant category. No applications were submitted for the Neighborhood Beautification Grant. A review committee composed of Community Development staff representing the Building, Code Compliance, and Planning Divisions evaluated the applications using criteria related to aesthetics, project design and quality, neighborhood impact, long-term maintenance, and overall feasibility.

All seven (7) applications were recommended for funding. Proposed improvements include repairs and replacement of a fence, a paver driveway, windows, a garage door, a roof, and two landscaping projects.

The total funding request for these projects is \$13,417.50. These improvements contribute to neighborhood character, enhance curb appeal, reduce long-term maintenance costs, and have the potential to increase property values. Each grant recipient is required to execute a formal agreement outlining responsibilities, project timelines, and reimbursement procedures. All projects must be completed and documentation submitted no later than August 31, 2025.

Budget Impact: The total cost for the recommended grant awards is \$13,417.50. Sufficient funds are available in the Planning Division's Aid to Private Organizations Account: #001-0210-515.82-00.

Recommendation: The City Manager and Community Development Director recommend approval of the seven (7) applications.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. NIGP Cumulative Scoring Chart



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: May 12, 2025
Subject: Procurement Information Report for the Period April 1, 2025 through April 30, 2025

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 April 1, 2025 through April 30, 2025 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 Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of April 2025.

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. April 2025 Procurement Information Report