CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, July 28, 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 June 23, 2025 - Regular Meeting**

   B. **Minutes of July 14, 2025 - Budget Workshop**

   C. **Minutes of September 30, 2024 - Workshop**

6. **PRESENTATIONS/ COMMENDATIONS**

   A. **Mayor's Proclamation: National Water Quality Month**
   Mayor Henson will present Utilities Director Tara Lamoureux with a proclamation designating August 2025 as Water Quality Month in the City of Casselberry.

7. **CONSENT AGENDA**
   The action proposed to be taken it stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

   A. **Approval of Legal Services Invoices**
   - Garganese, Weiss, D'Agresta & Salzman, P.A., Invoice No. 104225 - $8,428.00

   B. **Resolution 25-3522- Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program**
   Approval of Resolution 25-3522 - execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program related to HITDA Grant #HID0325G0478-00 is requested.

   C. **Piggyback Purchase of Playground and Fitness Equipment for Dew Drop Park from Miracle Recreation Equipment/PlayPower Inc.**

Consideration for approval of the purchase and installation of playground and fitness equipment from Miracle Recreation Equipment/PlayPower Inc. for Dew Drop Park for the amount of $178,803.19 by piggybacking Sourcewell Cooperative Contract No. 010521-LTS-3 is requested.

D. **Resolution 25-3523 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #25-035**

Approval of Resolution 25-3523 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of $7,540 for overtime high visibility education and enforcement, and related Budget Amendment #25-035 is requested.

E. **Resolution 25-3524 - Memorandum of Agreement with the Seminole County Sheriff's Office for Basic Recruit Training Services**

Consideration of Approval of Resolution 25-3524 - execution of a Memorandum of Agreement with the Seminole County Sheriff's Office and Casselberry Police Department, to participate in the Seminole County Sheriff's Office State Certified Basic Training Academy is requested.

F. **Resolution 25-3525- Annual Rate Resolution for Sausalito Assessment Area**

Approval of Resolution 25-3525 the Annual Rate Resolution for the Fiscal Year 2025-2026 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.

G. **Resolution 25-3526 - School Resource Officer Agreement**

Consideration of Resolution 25-3526 for authorization to execute an agreement with the Seminole County School Board to share the cost of providing a School Resource Officer (SRO) at South Seminole Middle School for the 2025 - 2026 school year is requested.

H. **Resolution 25-3527 - Fiscal Year 2025-2026 Funding Agreement with MetroPlan Orlando**

Approval of Resolution 25-3527 providing for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2025-2026 in the amount of $2,359 is requested.

I. **Resolution 25-3528 - Amendment to the Agreement for Dispatching Services for FY 2025-2026**

Consideration of Resolution 25-3528 authorizing an Amendment for FY 2025-2026 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of $472,500 is requested.

J. **Resolution 25-3529 - Approving a Revised Annexation Agreement with Public Storage for 1131 S.R. 436 (Parcel ID 21-21-30-507-0000-0030)**

Approval of the authorization for the execution of a revised annexation agreement between Public Storage and the City of Casselberry for 1131 S.R. 436 (Parcel Identification Number 21-21-30-507-0000-0030) is requested.

K. **Application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program FY2024**

Approval of an Application for FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program for grant funding of the allocated $7,833 for eligible distribution to the Police Department is requested.

L. **Amendment No. 1 to the Piggyback Agreement with Murphy Pipeline Contractors, LLC for Trenchless Rehabilitation and Pipe Bursting Technology Services**

Approval of Amendment No. 1 to the piggyback agreement with Murphy Pipeline Contractors, LLC. for trenchless rehabilitation and pipe bursting technology services on an as-needed basis for an amount that shall not exceed $1,000,000 annually for the term beginning July 28, 2025, through July 27, 2027 is requested.

M. **Resolution 25-2530 - Seminole County 2025-2030 Local Mitigation and Resiliency Strategy Plan**

Approval of Resolution 25-3530 providing for the adoption of the Seminole County 2025-2030 Local Mitigation and Resiliency Strategy that is required in order to be considered for continued grant funding through the Federal Emergency Management Agency (FEMA) is requested.

N. **Employee Health Insurance Renewal for Fiscal Year 2025-2026**

Approval to renew City employees' health insurance coverage from United Healthcare for Fiscal Year 2025-2026 is requested.

O. Budget Amendment #25-036 - Providing Funding for IT Software

Approval of Budget Amendment #25-036 to amend the Fiscal Year 2025 Budget to provide funding in the amount of $133,000 for IT software is requested.

P. Amendment No. 1 to the Piggyback Agreement with Cathcart Construction Company for Water Distribution Renew and Restore Projects Construction Services

Approval of Amendment No. 1 to the piggyback agreement with Cathcart Construction Company for Water Distribution Renew and Restore Projects Construction services on an as-needed basis for an amount that shall not exceed $2,000,000 for the period beginning July 28, 2025 through December 3, 2025 is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

B. Renaming of Wirz Park

Recreation and Cultural Arts Manager Linda Moore will facilitate a discussion with the City Commission regarding the renaming of Wirz Park.

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

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

Continuance of Public Hearing of Ordinance 25-1622 on second reading to a date certain of August 25, 2025 is requested.

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

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

12. OTHER ITEMS

A. Proposed Millage Rate and Proposed Voted Debt Millage Rate for Fiscal Year 2025/2026

Consideration to set the proposed millage rate at 3.9999 mills and the voted debt millage rate at 0.6126 mills for Fiscal Year 2024/2025 (FY 2025) 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 June 1, 2025 through June 30, 2025

The June 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: July 28, 2025

Subject: Minutes of June 23, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 23, 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: July 28, 2025

Subject: Minutes of July 14, 2025 - Budget Workshop

Introduction: The City Clerk is presenting the minutes of the July 14, 2025 Budget Workshop 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: July 28, 2025

Subject: Minutes of September 30, 2024 - Workshop

Introduction: The City Clerk is presenting the minutes of the September 30, 2024 Workshop 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: July 28, 2025

Subject: Mayor's Proclamation: National Water Quality Month

Introduction: Mayor Henson will present Utilities Director Tara Lamoureux with a proclamation designating August 2025 as Water Quality 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: July 28, 2025

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice from the City Attorney 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 invoice has been reviewed by the affected departments and is being presented for approval:

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

- City Attorney Services - June 2025 - Invoice No. 104225 - $8,428.00

Budget Impact: Funds for the City Attorney's invoice are available in FY 2025 Budget Account No. 001-0140-514-31-01.

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

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 104225

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-3522- Seminole County Sheriff's Office Subrecipient Agreement for the High Intensity Drug Trafficking Areas Program

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Introduction: Resolution 25-3522 authorizes the execution of the Seminole County Sheriff's Office Subrecipient Agreement for continued participation by the Casselberry Police Department in the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program related to HITDA Grant #HID0325G0478-00.

Background: The Casselberry Police Department has been a participating member of the Seminole County Sheriff's Office (SCSO) City/County Investigative Bureau (CCIB) since 1999. CCIB investigates many aspects of crime including drug enforcement and is a part of the Central Florida High Intensity Drug Trafficking Areas (HIDTA) program. HITDA Grant #G24CF0008A was previously awarded to the Seminole County Sheriff's Office to provide funding for participation in the HIDTA program. A Subrecipient Agreement with the Seminole County Sheriff's Office related to Grant #HID0325G0478-00 has provided funding to the City for its participation.

Discussion: On May 23, 2025, the Executive Office of the President, Office of National Drug Control Policy awarded Grant #HID0325G0478-00 to the SCSO for the HIDTA program with a performance period of January 1, 2025, through December 31, 2027.

Police Department participation in CCIB allows the Department to be involved in cases that require special resources, more time and in-depth investigations, thus improving the quality of service the Casselberry Police Department can provide to the community. The SCSO Subrecipient Agreement for HIDTA Grant #HID0325G0478-00 provides funding for several things, one of which is overtime reimbursement. As a result, approval of the Subrecipient Agreement related to Grant #HID0325G0478-00 will allow the Department to continue its participation in the HIDTA program and provide better quality services to its citizens without a great financial impact to the City of Casselberry and its tax-paying citizens.

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

Recommendation: The City Manager and the Police Chief recommend approval of Resolution 25-3522.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 25-3522
2. Cover Letter
3. Agreement
4. Grant Conditions

7.C.

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Piggyback Purchase of Playground and Fitness Equipment for Dew Drop Park from Miracle Recreation Equipment/PlayPower Inc.

Introduction: Consideration for approval of the purchase and installation of playground and fitness equipment from Miracle Recreation Equipment/PlayPower Inc. for Dew Drop Park for the amount of $178,803.19 by piggybacking Sourcewell Cooperative Contract No. 010521-LTS-3 is requested. (Ref: PBA-2025-1339)

Background: On December 16, 2024, the City Commission approved Amendment No. 1 to Supplemental Agreement No. 6 with Wharton-Smith, Inc. that provided for a Guaranteed Maximum Price (GMP) for the construction of Dew Drop Park. Additionally, the City applied for and was awarded funding from the Land and Water Conservation Fund Grant (LWCF) of $1.5 million. LWCF will help cover the purchase and installation of key elements such as restrooms, playground equipment, observation deck and other items. The inclusion of new, age-appropriate playground equipment with shade structures was a part of the plans for Dew Drop Park, as was outdoor fitness exercise equipment.

The City Commission allocated funding for the GMP and additional City-direct purchases that support this project via Budget Amendment #25-011.

Discussion: City staff have identified a play structure that has ADA-compliant components that are brightly colored and that offers a wide range of recreational opportunities for youths 2–12 years of age. Staff also identified four (4) exercise/fitness stations that are designed for ages 13+ and adults. They will be located at different locations on the walking trail to further encourage health and wellness. The playground has artificial grass safety surfaces, and the exercise stations will have engineered wood fiber safety surfaces that are ADA compliant. Miracle Recreation Equipment/PlayPower Inc. has provided the City with a price quote based on a Sourcewell Agreement (Contract No. 010521-LTS-3), in the amount of $178,803.19, to furnish and install the playground and fitness equipment.

For tracking purposes, this purchase is associated with project PW 2110 Dew Drop Park Improvement Project (SOQ-2021-1715)

Budget Impact: Sufficient funding is available in the Fiscal Year 2025 Parks Master Plan Fund Equipment Other account #307-0410-572.67-35 and FRDAP Grant Equipment Other account #307-0410-572.67-40.

Recommendation: The City Manager and Public Works Director recommend the approval to piggyback Sourcewell Contract No.010521-LTS-3 for the purchase and installation of playground and fitness equipment from Miracle Recreation Equipment/PlayPower Inc. for Dew Drop Park in the amount of $178,803.19.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:
1. City Purchase Order Terms and Conditions
2. Exhibit A Quote Contract
3. Sourcewell RFP and Addendums

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-3523 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #25-035

Introduction: Approval of Resolution 25-3523 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of $7,540 for overtime high visibility education and enforcement, and related Budget Amendment #25-035 is requested.

Background: The High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program is an agreement from the Institute of Police Technology and Management (IPTM). Funds are provided to agencies to provide overtime for high-visibility education and enforcement operations. This is an agreement the City of Casselberry has been actively involved in for a number of years.

Discussion: According to a study by the Florida Highway Safety and Motor Vehicles (FLHSMV), Florida is ranked #1 in bicycle fatalities and #2 in pedestrian fatalities. Of the various counties within Florida, Seminole County is ranked in the top 25 "most dangerous" for bicyclists and pedestrians.

Within Seminole County, the High Visibility Program used crash data from 2017 to 2024 to determine the top 15 roadways with high pedestrian/bicycle crashes. This data identified two areas within the top 15 roadways within the City of Casselberry; Semoran Blvd/S.R. 436 from Winter Woods Boulevard to Howell Branch Road and Semoran Blvd/S.R. 436, from South Winter Park Drive to US 17/92. As a result, High Visibility Education and Enforcement operations will be conducted in those locations by trained officers in accordance with the contract with IPTM. The contract will fund $7,540 in overtime for these operations.

Budget Impact: Budget Amendment #25-035 will increase IPTM Overtime account #001-0000-337.20-04 by $7,540, and General Fund Overtime account #001-0610-521.14-00 by $7,540.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 25-3523 and related Budget Amendment #25-035.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 25-3523
2. Agreement
3. BA #25-035

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: July 28, 2025

Subject: Resolution 25-3524 - Memorandum of Agreement with the Seminole County Sheriff's Office for Basic Recruit Training Services

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Introduction: Resolution 25-3524 authorizes the execution of a Memorandum of Agreement with the Seminole County Sheriff's Office and Casselberry Police Department, to participate in the Seminole County Sheriff's Office State Certified Basic Training Academy.

Background: The Seminole County Sheriff's Office has established a State Certified Law Enforcement Training Academy as an addition to the other state-certified law enforcement training academies at local colleges, such as Seminole State College, Daytona State College or Valencia State College. The Sheriff's academy will supplement the other local law enforcement academies and offer additional training to meet the needs of the local police agencies. The Seminole County Sheriff's Office Academy provides for the introduction to county-specific law enforcement procedures training, which is a direct benefit to all Seminole County law enforcement agencies. In addition to the state-required curriculum, this academy will provide the recruits with specific training, instruction, and information which is generally provided by each agency. It is intended to enhance each agency's ability to efficiently train their recruits upon commencing their respective agency training. The total cost to sponsor a recruit to the Seminole State College law enforcement academy is $4,430.15 ($3,500 for tuition, $100 for the state exam, $725.81 for uniforms, and $104.34 for books); whereas, to sponsor a recruit to the Sheriff's law enforcement academy is $4,219.70 ($3,500 for tuition (including training material/books), $139 for the state exam, and $580.70 for uniforms).

Discussion: The Seminole County Sheriff's Office State Certified Basic Recruit Training Academy Agreement will provide the Casselberry Police Department with an additional option for our recruits to receive their state mandatory training to be certified as a sworn police officer while also providing the recruits with county-specific law enforcement procedures training.

Budget Impact: There will be no additional impact on the budget than what is currently designated for academy cost.

Recommendation: The City Manager and Police Chief recommend the approval of Resolution 25-3524 and authorization for the Chief of Police to execute the Memorandum of Agreement with Seminole County Sheriff's Office to participate in the Seminole County

Sheriff's Office State Certified Basic Recruit Training Academy. Further, in accordance with section VII of the Memorandum of Agreement, authorize the Chief of Police to withdraw or terminate the agreement should it be deemed in the best interest of the City and Police Department.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution #25-3524
2. SCLECA 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: July 28, 2025

Subject: Resolution 25-3525- Annual Rate Resolution for Sausalito Assessment Area

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Introduction: Approval of Resolution 25-3525 as the Annual Rate Resolution for the Fiscal Year 2025-2026 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.

Background: Previously, the wall for the Sausalito Shores subdivision along Red Bug Lake Road had become a structural and aesthetic concern and was in need of replacement. At the request of the Sausalito Shores Homeowner's Association (HOA) in October 2012, Public Works staff presented possible options to address this issue, focusing on the concept of the City enacting a special assessment so that homeowners could pay for a new wall over time via their property tax bill. Passage of such a special assessment is governed by the City's Ordinance No. 09-1301, as amended by Ordinance 18-1492. This Ordinance references Florida Statutes Sections 197.3632 and 197.3635 regarding the Uniform Assessment Collection Act, which allows for collection of non-ad valorem assessments on the same bill as ad valorem taxes.

In October 2012, the Sausalito Shores HOA Board unanimously approved a recommendation to proceed with the special assessment process for the wall. However, as was discussed at the meeting, neither the HOA nor the City at that time had an easement over the wall, which is divided across 29 individual lots in the subdivision. By September 2017, all needed easements had been obtained and executed. In 2018 the City proceeded with advance-funding design, contracting with CPH, Inc. to design the wall.

A Resolution of Intent (Resolution 18-3073) was passed on December 10, 2018 to potentially allow for a special assessment for Fiscal Year 2020. As indicated in said Resolution, such an assessment would impact Sausalito Sections Two, Three, and Four (commonly known as "Sausalito Shores"). It would not affect the Sausalito Condominium.

A solicitation of bids (Ref: ITB-2019-0441) for the construction of the wall was released on February 28, 2019, with a bid opening date of April 9, 2019. The apparent lowest, responsive and responsible bid was received by Cohen Construction, Inc. in the amount of $1,411,504. In addition to the costs of the contractor, additional costs were outlaid in order to reconstruct the wall. These included estimates for a construction contingency, inspection services, permitting, loan issuance costs, etc. The total cost to construct the wall inclusive of incurred and anticipated expenditures was estimated to be $1,690,380.51, before financing and interest costs.

On July 22, 2019, the City Commission approved Resolution 19-3107, which was the Initial Assessment Resolution. It addressed the following: 1) describing the property within the Sausalito Assessment Area, 2) providing estimated capital cost of the project, 3) determining property will be specially benefited, 4) establishing assessment method, 5) directing preparation of an Initial Assessment Roll, 6) directing publishing of notice of Public Hearing for the Final Assessment Resolution, and 7) authorizing the date, time, and place of the Public Hearing.

On August 26, 2019, the City Commission approved Resolution 19-3112, the Final Assessment Resolution, in order to enact the Special Assessment to replace the Sausalito Shores subdivision wall. The Resolution memorialized findings, ratified the Initial Assessment Resolution, approved the Assessment Roll, imposed the Assessment, and directed its collection. Construction of the wall has since been completed, and the wall has been turned over to the HOA to insure and maintain.

Discussion: Ordinance No. 09-1301 requires adoption of an Annual Rate Resolution during its budget process for each fiscal year to approve the assessment roll for said fiscal year. Resolution 25-3525 serves as the Annual Rate Resolution to approve the assessment roll for Fiscal Year (FY) 2025-2026.

In 2022, staff conducted an analysis of actual costs and revenues to determine whether any changes to the annual assessment amount should be made. With regard to costs, staff determined that design, construction, and inspection costs together were approximately $48,721 under budget. With regard to revenue, staff estimated approximately $5,706 less than anticipated per year was being received. Considering the scale of the cost savings vs. the estimated annual underrun in revenues based on this previous analysis, staff recommends no change to the annual assessment amount for FY 2025-26. Therefore, the annual assessment rate per home in Sausalito Shores will continue to be $364.39. Staff will continue to monitor actual revenues to determine if changes to the rate in a future fiscal year should be pursued.

Budget Impact: There is no Fiscal Year 2025-2026 budget impact due to this item. Projected revenues from the Special Assessment will be included in the Fiscal Year 2025-2026 budget.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3525.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 25-3525

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-3526 - School Resource Officer Agreement

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Introduction: Resolution 25-3526 authorizes the execution of an agreement with the Seminole County School Board to share the cost of providing a School Resource Officer (SRO) at South Seminole Middle School for the 2025 - 2026 school year.

Background: The City of Casselberry initially entered into an Agreement with the Seminole County School Board in 1996 and, since then, has continuously provided a School Resource Officer for South Seminole Middle School.

Discussion: The benefits of having a full-time School Resource Officer at South Seminole Middle School include fostering better relations between students and law enforcement personnel; deterring crime on or near school premises by the presence of a uniformed law enforcement officer; and having the officer available for presentations to the students, faculty, and parents concerning various law enforcement topics. The School Resource Officer also serves as a referral source for students, parents, and faculty for various community service agencies. The term of the agreement is July 1, 2025, through June 30, 2026.

The City and the School Board will share the cost of the School Resource Office's salary and benefits. In accordance with the agreement, the School Board will pay the City the sum of $64,177 in twelve (12) equal installments in the amounts listed in Exhibit A, attached hereto, payable by the fifth (5) business day of the month following the last day of the calendar month within which the services were provided.

Budget Impact: The revenue from Seminole County for the School Resource Officer's salary and benefits in the amount of $64,177 will be deposited into the General Fund SRO revenue account #001-0000-337.20-01.

Recommendation: The City Manager and Police Chief recommend Commission approval of Resolution 25-3526.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 25-3526
2. Agreement

7.H.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-3527 - Fiscal Year 2025-2026 Funding Agreement with MetroPlan Orlando

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Introduction: Resolution 25-3527 provides for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2025-2026 in the amount of $2,359.

Background: MetroPlan Orlando is the metropolitan planning organization (MPO) for Orange, Osceola and Seminole Counties. It is responsible for regional transportation planning, including development of the area's Metropolitan Transportation Plan (previously known as the Long Range Transportation Plan). The MetroPlan Orlando Board includes representation from the counties, largest cities, transportation agencies, and various advisory committees. Historically, smaller cities, such as Casselberry, had been represented on the Board through a non-voting/advisory representative from the Municipal Advisory Committee (MAC), of which the City of Casselberry's Mayor is a participating member.

Effective July 2015, the MAC representative on the Board became a voting member. Voting members of the Board contribute financially to support MetroPlan Orlando. Casselberry's prorated share of the MAC's contribution by relative population per Fiscal Year (FY) has been as follows:

FY 2015-2016 - $2,240
FY 2016-2017 - $2,203
FY 2017-2018 - $2,154
FY 2018-2019 - $2,165
FY 2019-2020 - $2,169
FY 2020-2021 - $2,117
FY 2021-2022 - $2,089
FY 2022-2023 - $2,020
FY 2023-2024 - $2,006
FY 2024-2025 - $2,385

Discussion: The Funding Agreement with MetroPlan Orlando must be renewed on an annual basis. It has been provided for Fiscal Year 2025-2026 for City Commission approval with a slight decrease from the previous year to $2,359. Resolution 25-3527 provides for approval of said Agreement.

Budget Impact: Sufficient funds are budgeted in the FY 2025-2026 proposed budget in the General Fund/Streets Maintenance Other Contractual Services account #001-0720-541.34-00 to cover the amount of $2,359 associated with this Agreement.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3527 and the associated Funding Agreement with MetroPlan Orlando for Fiscal Year 2025-2026 in the amount of $2,359.

Prepared by: Kelly Brock, Public Works Director

Attachments:
1. Resolution 25-3527
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: July 28, 2025

Subject: Resolution 25-3528 - Amendment to the Agreement for Dispatching Services for FY 2025-2026

Introduction: Resolution 25-3528 authorizes an Amendment for FY 2025-2026 to the existing Agreement for Dispatching Services between the Seminole County Sheriff's Office and the City of Casselberry in the amount of $472,500.

Background: On June 28, 2021, the City of Casselberry entered into an Agreement for the term October 1, 2021, through September 30, 2024, with the Seminole County Sheriff's Office to provide dispatch services for the City of Casselberry. On June 24, 2024, Amendment 2 was executed for renewal of the Agreement for an additional five (5) year period beginning October 1, 2024, through September 30, 2029, which was approved by the Commission. While Amendment 2 extended the term of the Agreement through September 30, 2029, it did not establish compensation to SCSO beyond September 30, 2025.

Discussion: An email was received on July 1, 2025, from Barbara Taylor, Procurement and Agreements Manager, Seminole County Sheriff's Office, with the requested FY 2025 – 2026 Dispatch Amendment. The requested FY2025-2026 Amendment (which would be the third amendment to the original agreement) provides an amount of $118,125 due each quarter for a total amount of $472,500 for dispatching services for FY 2025–2026. This is an increase of $22,500 for fiscal year 2025-2026 as compared to FY 2024-2025.

Budget Impact: The amount of $472,500 has been allocated in the proposed FY 2025-2026 Budget in General Fund Dispatch Services Account #001-0610-521.34-09.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 25-3528.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 25-3528
2. FY 2025-2026 Addendum

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-3529 - Approving a Revised Annexation Agreement with Public Storage for 1131 S.R. 436 (Parcel ID 21-21-30-507-0000-0030)

Introduction: Approval of the authorization for the execution of a revised annexation agreement between Public Storage and the City of Casselberry for 1131 S.R. 436 (Parcel Identification Number 21-21-30-507-0000-0030) is requested.

Background: The applicant and property owner, Storage Trust Properties, LP, currently has an exterior access self-storage facility on the subject property, which sits on the west side of S.R. 436, approximately 150 ft. north of its intersection with Lake Howell Road. The subject property consists of ±3.95 acres and is currently located in unincorporated Seminole County but falls within the City's utility service area. The applicant is seeking to redevelop the site and was required by the County to provide proof of utility capacity.

The City holds the authority to predicate the provision of wastewater and potable water utility services on annexing the property into its jurisdiction. The City is inclined to expand its municipal jurisdiction by annexing the property, as prescribed in Ch. 171.044 of the Florida Statutes. Generally, annexing real property provides for the enhancement of municipal services rendered to said property, which aligns with the City's goal of fostering development and ensuring adequate utility infrastructure within its boundaries.

The City Commission previously approved a Pre-Annexation Agreement with Public Storage in October 2024.

Discussion: Although the City Commission approved the Pre-Annexation Agreement with Public Storage in October 2024, the applicant has requested revisions to the Agreement, specifically regarding the timing and flexibility surrounding the annexation trigger date, which is the earlier of either (1) six months after the issuance of a Certificate of Occupancy; or (2) August 1, 2026. The revision requested is to allow Public Storage to obtain administrative extensions to the Annexation Trigger Date, provided that Public Storage has not obtained a Certificate of Occupancy and remains diligently engaged in construction. Administrative extensions would only be issued in the event that Public Storage is actively engaged in construction. The agreement has also been updated to remove certain language related to timing to eliminate any implication that consent for annexation is withheld until a Certificate of Occupancy (CO) is issued. This clarification is appropriate given that the project is not currently under construction.

The revised agreement also requires Public Storage to notify the City in writing upon:

1. Issuance of the Certificate of Occupancy, and
2. Submission of a development status report by January 1, 2026.

City staff remains committed to ensuring that annexation does not occur prior to the issuance of a Certificate of Occupancy, provided that active construction is ongoing. However, staff believes that the existing structure of the agreement, now enhanced with administrative extension provisions, adequately addresses this intent while maintaining the necessary procedural safeguards.

Because Public Storage has requested revisions to the Agreement, updated title work was submitted to the City for review prior to placing this item on the City Commission agenda. Otherwise, when preparing to extend territorial limits, staff references State law for procedures for voluntary annexation, which are outlined in Chapter 171.044 of the Florida Statutes. Therefore, once the annexation process is initiated by the applicant per the agreement, staff will continue to ensure that:

- The subject property, located in Seminole County, is contiguous to the City of Casselberry municipal boundary;
- The subject property is well-defined and is a reasonably compact area;
- The subject property is not included within the boundary of any other municipality; and
- The proposed annexation does not create an enclave as defined by Chapter 171.031(13) of the Florida Statutes.

Additionally, once the annexation is approved, staff will pursue the following required notifications accordingly:

- Seminole County will be notified of the City's intent at least ten (10) days prior to advertising the action for City Commission approval.
- A Notice of Public Hearing will be placed in the Orlando Sentinel for two (2) consecutive weeks prior to the City Commission adoption hearing.
- After adoption, the City Clerk will notify the Seminole County Clerk of the Circuit Court, the Chief Administrative Officer of the County, and the Department of State within seven (7) days of the adoption.

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

Recommendation: The City Manager and Community Development Director recommend approval of Resolution 25-3529.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:
1. Resolution 25-3529
2. Annexation Agreement
3. 2025 Utility Availability Letter

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: July 28, 2025

Subject: Application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program FY2024

Introduction: Approval of an Application for FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program for grant funding of the allocated $7,833 for eligible distribution to the Police Department is requested.

Background: The U.S. Department of Justice has notified the City of Casselberry that the Edward Byrne Memorial Justice Assistance Grant (JAG) funding for FY2024 has allocated $7,833 for eligible distribution to the Casselberry Police Department. The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information-sharing initiatives.

Discussion: The Casselberry Police Department is committed to providing quality law enforcement services to the community and public. As a means of assisting in accomplishing such, the police department has a goal to purchase equipment that will expand service capabilities to the community, the public, and/or improve officer safety.

Budget Impact: There is no impact to the City budget at this time. A budget amendment will be prepared upon award of the grant funds.

Recommendation: The City Manager and the Police Chief recommend approval to participate in the Edward Byrne Memorial Justice Assistance Grant Program by applying for allocated grant funding in the amount of $7,833.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. FY2024-JAGD-Subgrant-Solicitation
2. FY2025 Florida Direct Allocations

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Amendment No. 1 to the Piggyback Agreement with Murphy Pipeline Contractors, LLC for Trenchless Rehabilitation and Pipe Bursting Technology Services

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Introduction: Approval of Amendment No. 1 to the piggyback agreement with Murphy Pipeline Contractors, LLC for trenchless rehabilitation and pipe bursting technology services on an as-needed basis for an amount that shall not exceed $1,000,000 annually for the term beginning July 28, 2025, through July 27, 2027 is requested. (Ref: PBA-2023-1082)

Background: The City has been proactively replacing the aging infrastructure in the Distribution and Collection system for over a decade. City staff also continues to work diligently at repairing the system as breaks or failures occur. Unfortunately, there are some occasions in which City staff cannot effectively perform the repair in-house. If a malfunction occurs at greater than ten feet in depth, the City does not have the proper safety or excavation equipment to perform the repair safely and efficiently as these situations require the expertise of an outside contractor. These task assignments are usually very urgent, if not emergencies.

Discussion: Murphy Pipeline Contractors, LLC has an agreement with the City of Pompano Beach for Trenchless Rehabilitation and Pipe Bursting Technology Services, Construction Agreement No. 1586, effective July 28, 2022 through July 27, 2027, with the option to renew for an additional five-year period. On August 28, 2023 City Commission approved PBA-2023-1082 providing the City with a piggyback term agreement with Murphy Pipeline Contractors, LLC. through the City of Pompano Beach's contract that can be used for utility infrastructure and site restoration emergency services on an as-needed basis for an amount not to exceed $150,000 annually. City staff have identified the need to increase the compensation to provide for additional trenchless rehabilitation services in the replacement of a 12" PVC line along Oxford Road that has been disturbed by a Seminole County project. The 12" PVC line is currently valved off to prevent any further damage to the water main and prevent water loss. Amendment No. 1 provides for an increase of compensation to $1,000,000 annually, beginning the period of July 28, 2025 through July 27, 2027. This amendment does not include an extension as it would be unnecessary to extend at this time. After approval of Amendment No. 1, City staff will be bringing a task authorization to provide for the trenchless rehabilitation services of the 12" PVC line along Oxford Road.

It should be noted that the not-to-exceed amount is established as a means to provide for the maximum authorization. However, this amount 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. Task authorizations will be issued as work is identified.

Budget Impact: There is no impact to City budget at this time.

Recommendation: The City Manager and Utilities Director recommend approval of Amendment No. 1 to the Piggyback Agreement with Murphy Pipeline Contractors, LLC. for Trenchless Rehabilitation and Pipe Bursting Technologies.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Amendment No. 1

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Resolution 25-2530 - Seminole County 2025-2030 Local Mitigation and Resiliency Strategy Plan

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Introduction: Resolution 25-3530 provides for the adoption of the Seminole County 2025-2030 Local Mitigation and Resiliency Strategy that is required in order to be considered for continued grant funding through the Federal Emergency Management Agency (FEMA).

Background: The Local Mitigation and Resiliency Strategy, formally called Local Mitigation Strategy (LMS), takes a multi-jurisdictional approach to hazard mitigation planning and is comprised of projects and programs designed to retrofit or resolve any outstanding natural, technological, and/or human-caused hazards that threaten communities within the jurisdictional boundaries of Seminole County. The City Commission approved an agreement on December 7, 1998 that allowed City staff to participate in the Seminole County Local Mitigation Strategy Working Group. Since this time, the LMS Working Group (comprised of representatives from Seminole County, and the cities of Casselberry, Longwood, Altamonte Springs, Oviedo, Sanford, Lake Mary, and Winter Springs) has worked to identify, justify, and prioritize specific proposals for projects and programs that would avoid or minimize potential consequences in relationship to the public, responder safety, continuity of operations, property/facilities/infrastructure, environment, and economic and public confidence. The initial LMS was adopted in August 2000 and was later updated in March 2004, June 2010, in June 2015, and in March 2020. For the 2025-2030 update, LMS is renamed to Local Mitigation and Resiliency Strategy.

Discussion: The Local Mitigation and Resiliency Strategy (LMRS) requires continued updating to ensure mitigation initiatives and projects meet compliance for obtaining grants and disaster funding before and after a disaster. The 2025-2030 LMRS was adopted by Seminole County Board of County Commissioners (BOCC) on June 10th, 2025, followed by the approval by FEMA on June 13th, 2025. Seminole County has submitted the 2025-2030 LMRS for each participating city to review and adopt. The approval of the Seminole County LMRS will allow the City of Casselberry to be aligned with the County to receive continued grant funding to support local mitigation initiatives.

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

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-2530 adopting the Seminole County 2025-2030 Local Mitigation and Resiliency Strategy.

Prepared by: Jane Dai, City Engineer

Attachments:
1. Resolution 25-3530
2. Seminole County LMRS 2025-2030

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Employee Health Insurance Renewal for Fiscal Year 2025-2026

Introduction: Approval provides for renewal of City employees' health insurance coverage from United Healthcare for Fiscal Year 2025-2026.

Background: Along with wages, medical insurance coverage is often considered to be one of the most important elements of employee compensation. The City pays approximately 80% of the medical insurance coverage and the employees contribute approximately 20%. Retirees and former employees who elect coverage through COBRA pay the entire cost.

Discussion: The insurance plans for City employees are due for a twelve-month renewal effective October 1, 2025. The current medical insurance provider, United Healthcare, provided a renewal summary resulting in a 3.9% premium rate increase. Following negotiations with our insurance broker, Brown and Brown, United Healthcare agreed to a renewal with a 3.0% decrease of the current rate.

The employee contribution rates will remain the same as the current rates and are shown below. Discounts to employees' monthly premium contributions are offered for non-tobacco users and those who participate in a wellness program. Full copies of the renewal plans covering details of coverage are available from Human Resources. Employees' monthly premiums, taken through payroll withholding as follows, will begin with payroll in September:
Employee Only - $225
Employee and Spouse - $500
Employee and Child(ren) - $470
Family - $650
Rates are reduced by $125 for employees eligible for the Non-Tobacco and Wellness Discount.
Rates are reduced by $100 for employees eligible for only the Non-Tobacco Discount.
Rates are reduced by $25 for employees eligible for only the Wellness Discount.
All rates will be $50 higher for employees that complete the enrollment after the due date.

Budget Impact: Funds for the City's share of employee health insurance premiums will be provided in the adopted budget for FY 2026 in the applicable Health Insurance expenditure account for each department.

Recommendation: The City Manager and Administrative Services Director recommend approval of the renewal for health insurance coverage with United Healthcare for FY2025-2026.

Prepared by: Andy Brooks, Administrative Services Director

Attachments: None

7.O.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Budget Amendment #25-036 - Providing Funding for IT Software

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Introduction: Budget Amendment #25-036 to amend the Fiscal Year 2025 Budget to provide funding for IT Software is requested.

Background: The Fiscal Year 2025 Budget was adopted by Resolution 24-3464 on September 23, 2024. Unanticipated software needs have developed since then. In order to provide a budget for the purchase of unanticipated software, it is deemed necessary to amend the budget by providing an additional $133,000 to the IT Repairs and Maintenance account.

Discussion: Approval of the requested budget amendment will provide funding for software such as OpenGov, which assists with budget book development and budget reporting, upgrades to Laserfiche, an access control upgrade, and several other new or upgraded software.

Budget Impact: Budget Amendment #25-036 increases 001-0151-516-46-00 Repairs and Maintenance by $133,000 and decreases 001-0000-389-90-00 Other Nonoperating Sources by $133,000.

Recommendation: The City Manager and the Administrative Services Director recommend approval of Budget Amendment #25-036.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:
1. BA 25-036

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Amendment No. 1 to the Piggyback Agreement with Cathcart Construction Company for Water Distribution Renew and Restore Projects Construction Services

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Introduction: Approval of Amendment No. 1 to the piggyback agreement with Cathcart Construction Company for Water Distribution Renew and Restore Projects Construction services on an as-needed basis for an amount that shall not exceed $2,000,000 for the period beginning July 28, 2025 through December 3, 2025 is requested. (Ref: PBA-2021-0813)

Background: The City has been proactively replacing the aging infrastructure in the distribution and collection system for the last several years. City staff also continues to work diligently at repairing the system as breaks or failures occur. Unfortunately, there are some occasions in which City staff cannot effectively perform the repair in house. If a malfunction occurs at greater than ten feet in depth, the City does not have the proper safety or excavation equipment to perform the repair. These situations require the expertise of an outside contractor to do the work.

Discussion: Cathcart Construction Company currently has a contract with Orlando Utilities Commission for water distribution renew and restore construction services that is valid until December 3, 2025, with options to renew. The City had previously piggybacked off of a neighboring utility's contract with Cathcart Construction for utility repairs and restoration. In the past, Cathcart has been very responsive and has completed work in a timely and efficient manner.

On January 10, 2022, the City of Casselberry entered into a Piggyback Agreement PBA-2021-0813 for the water distribution renew and restore construction services for the period of January 10, 2022 through August 18, 2025. The current Piggyback Agreement is for $450,000. Amendment No. 1 is for the renewal of the piggyback agreement with Cathcart Construction Company, with an increase of compensation to $2,000,000, beginning the period of July 28, 2025 through December 3, 2025 as per Orlando Utilities Commission's contract. It is very likely the source contract will be extended for up to two annual periods beyond December 3, 2025 by Orlando Utilities Commission. Renewals beyond December 3, 2025 will be considered by the City of Casselberry once Orlando Utilities Commission provides their extensions. The extensions can be approved administratively. The new not to exceed limit will follow the contract into these future periods.

It should be noted that the not-to-exceed amount is established as a means to provide for the maximum authorization. However, this amount 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. Task authorizations will be issued as work is identified.

Budget Impact: There is no impact to City budget at this time.

Recommendation: The City Manager and Utilities Director recommend approval of Amendment No. 1 to the Piggyback Agreement with Cathcart Construction Company for Water Distribution Renew and Restore Projects Construction Services.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Amendment No. 1

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Future Agenda Items

<u>Introduction</u>: 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

8.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Renaming of Wirz Park

Introduction: Recreation and Cultural Arts Manager Linda Moore will facilitate a discussion with the City Commission regarding the renaming of Wirz Park.

Background: Wirz Park was named after a former City Councilman, Richard Wirz, who passed away in 1973 while in office. Since that time, Wirz Park has served as a community park with a small pool. As part of the adopted Parks, Recreation, Pathways and Open Spaces Master Plan, Wirz Park was identified as being deficient in providing adequate recreational services to the community. In 2018, the City Commission identified and prioritized six parks projects, and the Wirz Park project received a #3 ranking. All six projects were brought forward to the community as a vote for a $24 million bond referendum that would improve and develop the six parks. On March 17, 2020, the voters approved the referendum. Construction on the Wirz Park improvements began in the spring of 2024 and was completed in the summer of 2025. An official grand opening and ribbon-cutting ceremony was held on June 28, 2025.

Discussion: This 29-acre park, located at 806 Mark David Boulevard, has recently been renovated and now boasts many new and upgraded amenities, including a zero-entry heated pool with splash play elements, 2 pavilions, multi-purpose field, basketball court, a connector to the Casselberry Greenway Trail, 2 playgrounds, volleyball court, exercise stations, and a newly renovated community center that is available for rent in August 2025.

To further reflect and capture all the new recreation opportunities at Wirz Park, the Public Works Recreation and Cultural Arts Division sought guidance and/or recommendations from the Parks and Recreation Advisory Board to rename Wirz Park at their regular scheduled meeting held on July 8, 2025. There were two name recommendations the Board approved for consideration by the City Commission: Wirz Park and Community Pool and Wirz Park and Aquatics Center. In their final discussions, the Parks and Recreation Advisory Board members expressed a desire for the City Commission to make the final name selection and stated they were very comfortable with either choice.

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

Recommendation: The City Manager and the Public Works Director recommend that the City Commission consider the name recommendations submitted by the Parks and

Recreation ADvisory Board and provide guidance to staff as to their preference for a new name for the newly renovated Wirz Park.

Prepared by: Linda Moore, Recreation Manager

Attachments: None

11.A.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

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

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

Background: This item was scheduled for public hearing and second reading of Ordinance 25-1622, a request to amend the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) and approve a Planned Unit Development (PUD) Agreement and Concept Plan for a proposed drive-through restaurant (Chick-fil-A) located at 1510 S.R. 436 (Parcel ID 33-21-30-300-0070-0000).

Discussion: After conferring with the applicant, staff is proposing that the public hearing be continued to a date and time certain: August 25, 2025, at 5:30 p.m. This will allow the applicant additional time to finalize proposed east and south buffer configurations.

Budget Impact: No impact is anticipated to the City's budget as a result of the continuance or proposed amendment.

Recommendation: The City Manager and the Community Development Director recommend that the City Commission continue the public hearing to a date and time certain, specifically, August 25, 2025, at 5:30 p.m.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Published Legal Ad

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

11.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

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

Introduction: Approval of Ordinance 25-1623 on second reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for two (2) parcels located at 4700-4800 S. U.S. Hwy. 17-92, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan to provide general performance standards for Shoot Straight and a parking lot expansion, is requested. (PUD 25-01)

Background: According to the Unified Land Development Regulations (ULDR) Section 4-20.3, all PUD applications shall be reviewed and processed as a zoning map amendment, as outlined in the City Code of Ordinances Section 66-58 and ULDR Section 1-2.9. Further, ULDR Section 1-2.9.C. authorizes the Planning and Zoning Commission (P&Z) to review requests to amend the Official Zoning Map and make recommendations to the City Commission, which has final approval authority. During their review, both parties refer to and utilize specific criteria set forth in ULDR Chapter I, Article II, Section 1-2.9, “Amendments to Land Development Regulations,” ULDR Chapter II, Article IV, “Comprehensive Plan Implementation,” and Article V, “Zoning District Regulations.”

PMX-MID is classified as a PUD zoning district and is meant to support general retail and services, commercial activities, and attached residential units. However, the maximum intensity for the PMX-MID zoning district, such as 1.0 FAR (floor-area-ratio) or 80% impervious, is not automatically granted. Instead, development thresholds will be determined through a site-specific assessment that considers the natural features of the site as well as the standards outlined in ULDR Chapter III, “Performance Criteria.”

Lastly, PUD zoning map amendments also require approval of a PUD agreement and associated concept plan. On March 27, 2025, the City’s Development Review Committee (DRC) approved a concept plan depicting a parking lot expansion to the south of the existing gun range, Shoot Straight. Further, P&Z provided a favorable recommendation to the City Commission for the proposal during an advertised public hearing on May 14, 2025, in a 7-0 vote. On June 9, 2025, the City Commission unanimously approved the proposed ordinance during their Regular Meeting, with a vote of 5-0. Additionally, prior to this public hearing, a notice was published in the Orlando Sentinel on July 17, 2025.

Discussion: In total, the subject properties are ±1.67 acres and are situated at the southwest corner of the intersection of S. U.S. Hwy. 17-92 and Lemon Lane. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned CG (Commercial General). According to the City's Comprehensive Plan, the CG zoning district is inconsistent with the MTMU FLUM designation. To proceed with the expansion of Shoot Straight's parking lot and provide for related performance standards, the applicant is requesting to amend the City's Official Zoning Map and rezone the property to PMX-MID.

City staff has provided the following assessment of the proposed amendment based on the established criteria outlined in ULDR Section 1-2.9.A. The criteria in ULDR Section 1-2.9.C also apply, as a property owner initiated this request.

CRITERION 1. Consistency with Comprehensive Plan
The proposed PUD amendment is consistent with the following goals, objectives, and policies in the City's Comprehensive Plan:

Objective FLU 1, Coordinate Future Land Use. The City shall establish land use categories and policies which will ensure the coordination of future land use with the appropriate topography, soil condition, availability of facilities and services, and contrasting land use. The City shall adopt zoning districts that correspond to specific land use categories and define allowable densities and intensities in each zoning district.

The subject properties have an MTMU FLUM designation. The PMX-MID zoning district is compatible with the existing MTMU FLUM designation. The proposed accessory use of a parking lot for general retail and services principal use does not conflict with the intent of the PMX-MID zoning district, making the proposed PUD amendment consistent with the Comprehensive Plan.

Policy FLU 1.5, Major Thoroughfare Mixed-Use. The Major Thoroughfare Mixed-Use category is intended to provide opportunities for mid to high-density/intensity mixed-use development along major transportation corridors within the City.

The applicant is proposing PMX-MID zoning, a medium-density/medium-intensity zoning district. Staff finds this zoning classification appropriate, given that the subject properties are situated on S. U.S. Hwy. 17-92, a principal arterial roadway, adjacent to properties that are implementing commercial uses with an MTMU FLUM designation.

Policy FLU 1.15, Concurrency Management System. A Concurrency Management System has been implemented to ensure that the public facilities and services and established levels of service are available concurrent with the impact of development.

The proposed sites currently utilize City water and sanitary sewer services. Further, given that the proposed use is non-residential, a school impact analysis from Seminole County Public Schools is not required. The PUD agreement provides for utility provision and dedication, stormwater, environmental impacts, and transportation.

Policy FLU 1.22 Community Redevelopment Area. The Casselberry Community Redevelopment Area (CRA) was adopted in 1995 and sunsets in 2025. The CRA Master Plan is intended to implement the City's vision for new development and redevelopment within the City's core that offers a departure from the low intensity, auto dependent and suburban development patterns of the past to focus on urban development patterns with a *high level of vehicular and pedestrian interconnectivity, higher densities and a self-supportive mixture of uses.*

The subject properties are located within the Casselberry Community Redevelopment Area (CRA), which was established to promote reinvestment in the City's core through urban development patterns. The proposed rezoning to PMX-MID and associated development will activate a currently underutilized parcel with a use that supports the existing commercial use (Shoot Straight) and advances the CRA's vision of a vibrant and developed corridor.

Objective FLU 2, Blighted Renewal and Redevelopment. The City shall encourage the redevelopment and renewal of economically underutilized or blighted areas.

Of the two properties, one consists of a gun range and the other is currently vacant. The vacant parcel had previously had a small building on it, which was recently demolished in March 2025. The proposed amendment will allow the applicant to develop the vacant parcel into a parking lot, providing additional parking options for customers of the gun range. This will beautify a blighted parcel and activate an underutilized site.

Objective FLU 3. Eliminate Inconsistencies. The City shall continue to encourage the elimination of uses inconsistent with the approved future land use.

The subject property is zoned CG, which is inconsistent with the MTMU FLUM. The proposed amendment will eliminate this inconsistency.

Policy MTE 1.5, Site Plan Review. During the site plan review process, new development and redevelopment projects shall be encouraged to consider a range of modes as a means to address mobility issues. The City shall continue to require land use density and site plan layout/phasing which supports reduced travel demand, shortened trip lengths, higher internal capture, and balanced trip demand.

The proposed amendment and future site plan shall be consistent with Policy MTE 1.5, which encourages multimodal mobility solutions and efficient site layout. The project incorporates a drive aisle connection between the two parcels, improving internal circulation and enabling cross-access between uses. Moreover, future site development will be subject to the City's Complete Streets Policy and Design Guidelines, which will further enhance pedestrian and cyclist accessibility and connectivity to surrounding properties and the broader mobility network along U.S. Hwy. 17-92.

Policy MTE 2.1, State Road Coordination. The City shall continue to work closely with the FDOT regarding future changes to S. U.S. Hwy. 17-92 to ensure consistency with the City's comprehensive plan (including levels of service), MTMP, and ULDRs. This partnership will ensure that these corridors serve as gateways into Casselberry while also meeting the state's priority for moving people safely and efficiently.

The subject properties for the proposed amendment are located along S. U.S. Hwy. 17-92, which is managed by FDOT. Due to this, the design of the site will require coordination with FDOT if improvements are necessary.

GOAL HC2: Improve Built Environment to Promote Physical Activity. Promote site design that encourages pedestrian activity. Promote the joint use of public facilities and encourage development of parks and open spaces within residential areas to make it *easier for all community members to engage in regular physical activity.*

The applicant shall develop the site according to current regulations, including the City's Healthy Community Complete Streets Policy and Design Guidelines (Complete Streets Policy). The Complete Streets Policy supports improved pedestrian circulation, particularly to adjacent sites and S. U.S. Hwy. 17-92.

Objective HC1.2D, Cross Access. Casselberry shall encourage cross access between properties and discourage the development of physical barriers

The subject properties will be connected by way of a drive aisle for pedestrians and motorists alike.

Objective HC 5.2A, Promote Pedestrian and Cyclist Safety. Casselberry shall promote pedestrian and cyclist oriented design with an emphasis on comfort and safety in all new commercial and residential development.

The design of the site shall place an emphasis on pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques such as lighting, crosswalk signals, refuge islands, and other calming measures.

<u>CRITERION 2. Conformance with Ordinances</u>
The proposed amendment conforms to ULDR Section 2-4.3, which states that any changes or amendments to the Official Zoning Map shall be consistent with the Comprehensive Plan's FLUM. The PMX-MID zoning district is consistent with the MTMU FLUM designation. Additionally, the proposed concept plan and PUD agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

<u>CRITERION 3. Changed Conditions/Justification</u>
The proposed amendment stems from a request by the applicant to redevelop the property into a parking lot for additional parking for customers of the business on the subject property. There was previously a small structure on the lot that was not in use and has since been demolished.

<u>CRITERION 4. Land Use Compatibility</u>
The subject properties border S. U.S. Hwy. 17-92 to the east and Lemon Lane to the north. To the south of the properties are more commercial properties and to the west are duplexes. The proposed PMX-MID zoning designation is supported by its proximity to S. U.S. Hwy. 17-92, which is classified as a principal arterial road. The proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

<u>CRITERION 5. Adequate Public Facilities</u>
The City of Casselberry provides police services for the subject property, and the Seminole County Fire Department currently provides fire services. Further, vehicular and pedestrian access is provided via S. U.S. Hwy. 17-92 and Lemon Lane. Utility services (sewer and potable water) will be provided by the City. Further, since the development is non-residential, a school impact analysis from Seminole County Public Schools is not required.

<u>CRITERION 6. Natural Environment</u>
The subject properties are not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to have any negative effect on the natural environment.

CRITERION 7. Economic Effects
The proposed amendment is not expected to have any negative economic impacts.

CRITERION 8. Orderly Development
In accordance with ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development, which was reviewed and approved by the DRC on March 27, 2025. DRC's review of the concept plan informed the general terms of the PUD agreement, which will govern future development of the site. Following approval of the PUD agreement and concept plan, the applicant will submit a site plan review application for the development of the subject property. All future plans to develop the site will be reviewed and shall adhere to the requirements of the City's ULDR, Code of Ordinances, Complete Streets Policy, and the PUD agreement.

CRITERION 9. Public Interest
The proposed amendment is in the public's interest as it is a commercial property that has been underutilized for an extended period of time. Urban blight can reduce property values and local tax revenue, while also missing opportunities for job creation and potentially attracting crime.

CRITERION 10. Other Matters
The City Commission is encouraged to consider additional factors, such as the amount of existing parking in this area of S. US Hwy. 17-92, community feedback, or the intent of the MTMU FLUM designation.

CRITERION A. Property Description
The applicant provided a boundary survey with the appropriate property descriptions for the subject properties.

CRITERION E. Disclosure of Ownership
The applicant, Mr. Khaled Akkawi, is the property owner and is the corporate officer of SS II Holding Company LLC.

CRITERION H. Impact On Surrounding Properties And Infrastructure
Redeveloping the subject properties will boost the appeal of the surrounding area by activating an underutilized lot. Development of the site will be subject to ULDR design standards as well as those of the Community Redevelopment Area (CRA). Considering this, however, the overall impact will be minimal, given that no new building area is being added.

CRITERION I. Undeveloped Land With Similar Zoning
There are 5.57 acres of undeveloped land zoned PMX-MID throughout the city. However, within 1,000 ft. of the subject properties, there are no undeveloped parcels with PMX-MID zoning.

Budget Impact: No impact to the City's budget is anticipated as a result of the proposed amendment.

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1623 on second and final reading, along with the following condition:

1. The applicant shall apply for a Unity of Title Agreement for the subject properties (4700 and 4800 S. U.S. 17-92) in order to aggregate the parcels to facilitate development prior to site plan approval.

<u>Prepared by</u>: Antonia DeJesus, Chief Planner

<u>Attachments</u>:

1. Ordinance 25-1623 and PUD Agreement
2. Maps
3. Concept Plan
4. Business Impact Statement
5. Presentation
6. Published Legal Ad

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Proposed Millage Rate and Proposed Voted Debt Millage Rate for Fiscal Year 2025/2026

Introduction: Consideration to set the proposed millage rate at 3.9999 mills and the voted debt millage rate at 0.6126 mills for Fiscal Year 2025/2026 (FY 2026) is requested.

Background: Pursuant to "TRIM" legislation, the City Commission is required to set the proposed millage rate for FY 2026 within thirty-five (35) days of certification of taxable value by the Property Appraiser. Form DR-420, Certification of Taxable Value, and Form DR-420DEBT, Certification of Voted Debt Millage, must be delivered to the Property Appraiser with this information by August 4, 2025.

Form DR-420 advises of: a) prior year millage rate; b) current year proposed millage rate; c) current year rolled-back millage rate pursuant to F.S. 200.065; and d) states the date, time and meeting place of the tentative budget hearing.

Form DR-420DEBT advises of the current year proposed voted debt millage rate levied under Section 12, Article VII of the State Constitution.

The proposed millage rate set at the July 28, 2025 City Commission meeting cannot be easily increased after certification to the Property Appraiser absent additional notices to taxpayers, but it can be decreased as part of the final budget adoption. The City Commission has set September 8, 2025 for a public hearing on the FY 2026 tentative budget and millage rate, and September 22, 2025 for final adoption.

Discussion: The City Commission held its budget workshop on Monday, July 14, 2025 and discussion ensued to determine the proposed millage rate and voted debt rate for FY 2026. The City Commission consensus at the workshop was to select 3.9999 as the proposed millage rate and 0.6126 as the proposed voted debt millage rate.

By selecting 3.9999 mills, the City would collect $3,468,052 in revenue above what the FY 2025 millage rate of 2.9000 mills yielded. At 3.9999, the millage is higher than the "rolled-back" rate of 2.7105. The FY 2026 gross levy would be $3,523,163 more than at the "rolled-back" millage rate.

Budget Impact: The millage rate of 3.9999 will produce a tax levy of $10,929,348 in property taxes but will yield only $10,601,467 (97%) after taking into account early payer discounts and billing and collection costs.

The voted debt millage rate of 0.6126 will produce a tax levy of $1,673,872 in voted debt taxes but will yield only $1,623,656 (97%) after taking into account early payer discounts and billing and collection costs. This is sufficient to cover the Parks General Obligation Bond FY26 debt service payments. Revenue will be budgeted in the FY 2026 Adopted Budget in Debt Service Fund Special Assessments/Capital Improvements account 201-0000-325.10-00.

Recommendation: The City Manager and the Finance Director recommend approval to set the proposed millage rate at 3.9999 mills and the voted debt millage rate at 0.6126 mills for FY 2026.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments: None

14.A.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 28, 2025

Subject: Procurement Information Report for the Period June 1, 2025 through June 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 June 1, 2025 through June 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 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 June 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. June 2025 Procurement Information Report