

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, August 11, 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.

AMENDED AGENDA

1. MEETING CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of July 28, 2025 - Regular Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: Water Professionals' Month

Mayor Henson will present Utilities Director Tara Lamoureux with a proclamation designating August 2025 as Water Professionals 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. 104313 - \$13,996.35

B. Resolution 25-3531 Agreement with MetroPlan Orlando for Match Funding for Safe Streets and Roads for All Grant

Approval of Resolution 25-3531 approving and authorizing the execution of an Agreement with MetroPlan Orlando to assist with furthering Vision Zero initiatives, including provision of local match funding in the amount of \$30,000 from the City of Casselberry, is requested.

C. Agreement with Marcos Cruz to Provide Community Redevelopment Agency Funding for Purchase and Installation of Two North Oxford Road Sculptures and Related Budget Amendment #25-038

Approval of an Agreement with Marcos Cruz for the purchase and installation of two sculptures for North Oxford Road using Community Redevelopment Agency (CRA) funding in the amount of \$69,000 and related Budget Amendment #Q25-038 is requested.

D. Resolution 25-3532 - FY25 Third Quarter Budget Amendments and Budget Transfers

Approval of Resolution 25-3532 to formally adopt budget amendments and budget transfers approved during the third quarter of FY 2025 is requested.

E. Donation from State Law Enforcement Trust Funds to SafeHouse of Seminole and Related Budget Amendment #25-043

Approval for the donation from State Law Enforcement Trust Funds to SafeHouse of Seminole in the amount of \$1,000 and related Budget Amendment #25-043 is requested.

F. Budget Amendment #25-044 Recognition of 3M's initial Payment of PFAS Settlement Funds

Approval of Budget Amendment #25-044 recognizing PFAS Settlement Funds with 3M and making these funds available in the Water & Sewer Utility fund in the amount of \$299,318.66 is requested.

G. Task Authorization #1 with Murphy Pipelines Contractors, LLC for Oxford Road Water Main Horizontal Directional Drill Installation and Related Budget Amendment #25-037

Approval of Task Authorization No. 1 with Murphy Pipelines Contractors, LLC for Oxford Road Water Main Horizontal Direction Drill Installation in the amount of \$746,027.56 and related Budget Amendment #25-037 is requested.

H. Acceptance of Funds from Disposed Cases and Unclaimed Property and Related Budget Amendment #25-040

Approval for the Police Department to accept the funds from the disposed cases and unclaimed property in the amount of \$15,533.53 and related Budget Amendment #25-040 is requested.

I. Purchase of Impact Resistant Replacement Windows for Records Center

Approval to purchase impact resistant replacement windows from Ace Glass Service, Incl. for the Records Center located at 80 N. Sunset Drive in the amount of \$22,575.00 is requested.

J. Award of Contract to Samsula Demolition for Demolition of Old Police Department Station Located at 4195 S US Hwy 17-92

Approval to award a contract for demolition of the old Police Department Station located at 4195 S US Hwy 17-92 to Samsula Demolition in the amount of \$73,368 is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 25-3533 - Renaming of Wirz Park

Approval of Resolution 25-3533 renaming Wirz Park to Casselberry Aquatics Center and Park is requested.

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: Resolution 25-3534 Street Lighting Assessment Annual Rate Resolution

Resolution 25-3534 Street Lighting Assessment Annual Rate Resolution

12. OTHER ITEMS

A. Award of Bid and Construction Agreement with Garcia Civil Contractors for the US Highway 17-92 to Sunset Drive Trail Connection Project

Consideration to award a bid for ITB-2024-1213 to and execute a Construction Agreement with Garcia Civil Contractors, in the amount of \$453,776.57, for construction of the US Highway 17-92 to Sunset Drive Trail Connection Project.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 11, 2025
Subject: Minutes of July 28, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the July 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: August 11, 2025
Subject: Mayor's Proclamation: Water Professionals' Month

Introduction: Mayor Henson will present Utilities Director Tara Lamoureux with a proclamation designating August 2025 as Water Professionals 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: August 11, 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 - July 2025 - Invoice No. 104313 - \$13,996.35

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. 104313



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: August 11, 2025
Subject: Resolution 25-3531 Agreement with MetroPlan Orlando for Match Funding for Safe Streets and Roads for All Grant

Introduction: Resolution 25-3531 provides for approval and authorization to execute an Agreement with MetroPlan Orlando to assist with furthering Vision Zero initiatives, including provision of local match funding in the amount of \$30,000 from the City of Casselberry.

Background: The federal Safe Streets and Roads for All (SS4A) Grant Program supports Vision Zero efforts through two different grant types: 1) Planning and Demonstration and 2) Implementation. Planning and Demonstration Grants provide federal funds to develop, complete, or supplement an action plan. These can also be used to implement quick-build strategies using low-cost and temporary materials that may inform future permanent projects. Implementation Grants provide federal funds to implement projects and strategies identified in an Action Plan to address roadway safety problems.

In 2022, in cooperation with the City of Casselberry and other Cities and Counties in the the MetroPlan region, MetroPlan Orlando applied for and subsequently received an SS4A Planning Grant to develop Vision Zero Action Plans for the region and its Cities and Counties. As a result, in cooperation with the entire MetroPlan Orlando region, the City of Casselberry has been working on Vision Zero initiatives, including developing its own local Vision Zero Action Plan, which was adopted in July 2024. The goal of Vision Zero is to achieve zero deaths and severe injuries on the transportation system. As part of this effort, a local High Injury Network (HIN) analysis was completed, which identified portions of the transportation system within the City that may be in most need of improvements to mitigate traffic crashes.

In May 2024, the City of Casselberry applied for an SS4A Planning and Demonstration Grant for a combination of planning and demonstration (e.g., quick-build) activities. Planning activities proposed included efforts to help the City complete its new Mobility and Access Plan, which will be coordinated with the City's new Vision Zero Action Plan. Demonstration activities proposed included a combination of striping, delineators, speed cushions, and other eligible safety and accessibility improvements at various locations, especially on the City's High Injury Network. In September 2024, the City was notified it has been awarded \$1.2M in funding under this grant. City staff is currently working with the federal government on a grant agreement to proceed with this project.

On July 22, 2024, via Resolution 24-3439, the City Commission authorized City

participation in a joint submittal with MetroPlan Orlando and other agencies for another SS4A Planning and Demonstration Grant application, including commitment of a match up to \$30,000 in local funding should the partners be awarded a grant. In August 2024, MetroPlan Orlando applied for the grant and was subsequently notified of award. This grant is focused on additional planning activities.

In June 2025, the City applied for an SS4A Implementation Grant to fund safety improvements to SR 436 and S Winter Park Dr. Results of that grant cycle are anticipated to be announced in a few months.

Discussion: MetroPlan is now proceeding forward with a grant agreement with the federal government for its latest awarded SS4A grant, for which the City is a partner. To formalize the partnership with the City and secure the City's local match, MetroPlan Orlando has proposed a separate agreement with the City. This separate agreement establishes invoicing procedures and funding requirements related to the City's \$30,000 match. As SS4A is a 4:1 matching grant, it is anticipated the City's value received for its \$30,000 commitment will be approximately \$150,000.

Resolution 25-3531 provides for approval of the agreement between MetroPlan and the City.

Budget Impact: No impacts are anticipated for the Fiscal Year (FY) 2024-2025 Budget. Funding will be budgeted in the final proposed FY 2025-2026 Budget within the Public Works Department Engineering Division sufficient to cover the \$30,000 local match.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3531.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Resolution 25-3531
2. Agreement



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: August 11, 2025
Subject: Agreement with Marcos Cruz to Provide Community Redevelopment Agency Funding for Purchase and Installation of Two North Oxford Road Sculptures and Related Budget Amendment #25-038

Introduction: Approval of an Agreement with Marcos Cruz and Related Budget Amendment #25-038 for the purchase and installation of two sculptures for North Oxford Road using Community Redevelopment Agency (CRA) funding in the amount of \$69,000 is requested. (Ref. EX-2025-1347)

Background: Constructed in 2017, the North Oxford Road Complete Street Improvements project was the City's first true complete street project. The previously four-lane road was right-sized to allow for wide sidewalks and landscaping strips on both sides, as well as buffered bike lanes and enhanced pedestrian crossings. Drainage and utility improvements were also completed as part of the project. During the project, the design and construction of what is now Sole at Casselberry apartments was coordinated to match the new street design, helping the two projects blend seamlessly as they were constructed concurrently.

The project was included as part of the Oxford Road Long Range Redevelopment Plan coordinated with Seminole County in 2014, which envisioned transformative changes to the Oxford/North Oxford corridor and adjacent properties. The improvements to North Oxford Road "kicked off" the Redevelopment Plan and set the stage for its potential future redevelopment to serve as a main street.

The design of the project conceived the future installation of two sculptures on either side of the street just south of Kenwick Circle, but these improvements were not funded at the time of construction. The idea behind the concept was to help identify North Oxford Road as a gateway corridor and signify the transition from the mixed use/commercial portion of the street to the principally residential area to the north.

To bring the gateway sculpture concept to fruition, staff reached out to renowned artist Marcos Cruz for a proposal to complete the work. Mr. Cruz is a prolific artist who lives in Winter Springs. He has completed numerous installations in Florida, the Bahamas, and New York. Some of his work is featured in Lake Concord Park and other City facilities. Several years ago, Mr. Cruz had developed concept work for the North Oxford Road sculptures, but the City never moved forward with final design and construction.

Discussion: Mr. Cruz has proposed two 12 ft tall aluminum sculptures to be placed on either side of the street, facing each other. The sculptures will have integrated lighting to add

dynamic visual effects at night. The total cost of the proposal is \$69,000 and includes installation of concrete foundations and the sculptures, engineering, and electrical installation. The Public Works Department will assist with maintenance of traffic and removal of soil/grading. Precise location near the Kenwick intersection will be determined in the field by City staff and Mr. Cruz, factoring in conflicts and visibility.

On July 28, 2025, the Casselberry Community Redevelopment Agency (CRA) approved use of CRA funds toward purchase and installation of the sculptures as proposed by Marcos Cruz. Agreement EX-2025-1347 provides for the purchase and installation, and Budget Amendment #25-038 will establish funding in a CRA capital account.

For tracking purposes, this item is associated with project PW 2515 N Oxford Road Sculptures.

Budget Impact: Budget Amendment #25-038 will provide sufficient funding in CRA Improvements - Other Account #113-0210-515.63-24 to cover the cost of \$69,000 associated with this item.

Recommendation: The City Manager and Public Works Director recommend approval of the Agreement with Marcos Cruz and Related Budget Amendment #25-038 for the purchase and installation of two sculptures for North Oxford Road using CRA funding in the amount of \$69,000.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Agreement
2. Exhibit A - Marco Cruz Proposal
3. BA 25-038



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: August 11, 2025
Subject: Resolution 25-3532 - FY25 Third Quarter Budget Amendments and Budget Transfers

Introduction: Resolution 25-3532 provides for formal adoption of budget amendments and budget transfers approved during the third 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 third 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 third quarter is also attached.

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

Budget Impact: The Third 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 third quarter of Fiscal Year 2025. The Third 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 25-3532.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 25-3532
2. FY25 Third Quarter Budget Amendments Summary
3. FY25 Third Quarter Budget Transfers Summary



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: August 11, 2025
Subject: Donation from State Law Enforcement Trust Funds to SafeHouse of Seminole and Related Budget Amendment #25-043

Introduction: Approval for the donation from State Law Enforcement Trust Funds to SafeHouse of Seminole in the amount of \$1,000 and related Budget Amendment #25-043 is requested.

Background: According to Florida State Statute 932.7055 (b), “Any local law enforcement agency that acquires at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program, or programs will receive the designated proceeds.” The Casselberry Police Department has received approximately \$14,699 in funds in fiscal year 24-25, thus bringing the State Law Enforcement Trust Fund account to a current balance of approximately \$118,457 for the current fiscal year 24-25.

Discussion: On July 8, 2025, a letter was received from SafeHouse of Seminole requesting financial assistance from the Casselberry Police Department. In the letter, it is advised that the mission of SafeHouse of Seminole is to help victims of domestic violence and their children. The letter also advises that the donation will be used for direct domestic violence victim advocacy services. There will be no budget impact on the General Fund. The approval of this donation will result in a reduction of \$1,000 from the State Law Enforcement Trust fund account.

The Chief of Police certifies that this request complies with the provisions of Florida State Statute 932.7055 5 (b).

Budget Impact: Budget Amendment #25-043 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 #104-006-389.90-00 by \$1,000.

Recommendation: The City Manager and Police Chief recommend Commission approval of Budget Amendment #25-043.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #25-043
2. Donation Request Letter



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: August 11, 2025
Subject: Budget Amendment #25-044 Recognition of 3M's initial Payment of PFAS Settlement Funds

Introduction: Approval of Budget Amendment #25-044 recognizing PFAS Settlement Funds with 3M and making these funds available in the Water & Sewer Utility in the amount of \$299,318.66 is requested.

Background: The U.S. EPA has initiated rule-making for drinking water standards (MCLs) on a large group of chemicals commonly referred to as PFAS, or per- and polyfluoroalkyl substances. PFAS are persistent synthetic compounds used in a variety of industrial and consumer product applications including non-stick cookware and firefighting foams. The presence of PFAS compounds in source water and drinking water is of increasing public concern due to their widespread use and environmental persistence. In May 2023, the U.S. EPA proposed the first national primary drinking water standards, which would establish maximum contaminant level goals and MCLs for six PFAS compounds.

Hundreds of pending PFAS lawsuits have been consolidated in multidistrict litigation before the District Court of South Carolina. Plaintiffs generally allege that aqueous film-forming foam (AFFF) containing PFAS contaminated the water supply surrounding military bases, airports, and fire training facilities where the foam was used to extinguish liquid fuel fires.

Via Resolution 23-3386 and Resolution 24-3452, the City joined other local governments around the nation and retained special counsel on a contingency basis to pursue civil remedies for damages to the City caused by manufacturers of products containing PFAS. Pursuant to the legal services agreement, attorney's fees will be paid of 25% or less out of the gross recovery obtained by the City. The City will not be responsible for attorney's fees or costs if the attorneys do not obtain a recovery on behalf of the City. This representation would be related to all City claims related to drinking water, wastewater, stormwater, and property damage.

Discussion: On May 7, 2025, the City received the first settlement statement pursuant to the PFAS lawsuit from 3M. The settlement total payable to the City of Casselberry, after attorney's fees, sampling fees, and litigation expenses, is \$299,318.66. The City received these funds on June 9, 2025. Budget Amendment #25-044 recognizes these funds and makes them available in the City's Water & Sewer Utility Fund.

Budget Impact: Budget Amendment #25-044 recognizes the PFAS settlement funds in account #401-0000-369-00-00 and makes them available in 401-0000-389-90-00.

Recommendation: The City Manager and Utilities Director recommend approval of Budget Amendment #25-044.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. BA 25-044 PFAS settlement



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: August 11, 2025
Subject: Task Authorization #1 with Murphy Pipelines Contractors, LLC for Oxford Road Water Main Horizontal Directional Drill Installation and Related Budget Amendment #25-037

Introduction: Approval of Task Authorization No. 1 with Murphy Pipelines Contractors, LLC for Oxford Road Water Main Horizontal Direction Drill Installation in the amount of \$746,027.56 and related Budget Amendment #25-037 is requested. (Ref: PBA-2023-1082)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. Approximately 50% of the potable water distribution system is outside the City limits and within other jurisdictions, including Unincorporated Seminole County. Seminole County Public Works is currently performing the Oxford Road Expansion Project, which includes new drainage, gravity sewer installation, road widening, and a surcharge to stabilize a new road being built along Oxford Road. The process of surcharging requires a large amount of soil to compress and stabilize the ground. The surcharge area planned by Seminole County is located on top of the City of Casselberry's existing water main. The massive weight of the soil being used for the surcharge will cause damage to the existing water main. Therefore, the City's water main needs to be rerouted to avoid this conflict. In addition, the County's Contractor, Masci General Contractors, Inc. needed to cut through the City's existing water main due to storm water and gravity sewer conflicts during installation. Since this project is in the County's right-of-way/jurisdiction, the City was required to allow the County's contractor to perform the cut. The existing Oxford Road Water Main is therefore now out of service and requires complete replacement to further avoid conflicts with the County's project. The ideal pipe relocation method is horizontal direction drilling as that allows the water main to be installed deep enough to avoid all possible conflicts with the County's storm water sewer, gravity sewer, and water main.

On August 28, 2023, the City entered into a piggyback with Murphy Pipeline Contractors, LLC (PBA-2023-1082) for Trenchless Rehabilitation and Pipe Bursting Technology Services effective August 28, 2023, through July 27, 2027, for an amount not to exceed \$150,000 annually. Due to the rising costs of pipe installation, Amendment No. 1 was executed on July 28, 2025, to increase the allowable compensation to \$1,000,000 annually.

Discussion: Utilities staff requested that Murphy Pipeline Contractors, LLC provide a quote for the Oxford Road Water Main Horizontal Directional Drill Installation, which is incorporated into Task Authorization No. 1. The design for this project began in May 2025 through a continuing professional services contract with Hazen and Sawyer. The services,

based on the design drawings, include mobilization, trenchless installation of 12" HDPE water main, excavation, restoration, maintenance of traffic, grouting of existing pipe, and necessary valves, sleeves, and fittings for the water main. The total length of 12" HDPE water main to be installed is 2,200 linear feet (LF) to reroute the water main away from the impacts of the Seminole County's Oxford Road Expansion project. The total cost for Murphy Pipelines Contractors to perform these services is \$746,027.56.

Due to the vitality of the existing water main and unforeseen conflicts with the Seminole County's Oxford Road Expansion project, no funds were budgeted in Fiscal Year (FY) 2025. Budget Amendment #25-037 is necessary to provide funding for these services.

Budget Impact: Budget Amendment #25-037 provides adequate funding for TA No. 1 with Murphy Pipeline Contractors, LLC by increasing the Water & Sewer Renewal & Replacement Account #402-0751-536.63-40-PW2521 by \$746,028 and decreasing the Water & Sewer Non-Departmental Contingency Account #401-0190-536.58-00 by \$446,710. Budget Amendment #25-044, listed on this Commission Agenda as a separate item, provides recognition of \$299,318 from the PFAS settlement which will also be used to fund Task Authorization No. 1 with Murphy Pipeline Contractors, LLC.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 1 with Murphy Pipelines Contractors, LLC for Oxford Road Water Main Horizontal Directional Drill Installation and related Budget Amendment #25-037.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 1
2. BA 25-037



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: August 11, 2025
Subject: Acceptance of Funds from Disposed Cases and Unclaimed Property and Related Budget Amendment #25-040

Introduction: Approval for the Police Department to accept the funds from the disposed cases and unclaimed property in the amount of \$15,533.53 and related Budget Amendment #25-040 is requested.

Background: The Property & Evidence Section of the Casselberry Police Department recently completed an audit of funds from disposed criminal cases and unclaimed/found property. These funds originate from three sources:

1. Court-Awarded Funds: In specific criminal cases, the court has issued final judgments awarding seized monies to the department.
2. Unclaimed Evidence Funds: In accordance with Florida Statutes, certain funds held as evidence have remained unclaimed for over 60 days following the conclusion of the associated cases. Under the law, title to these funds has passed to the agency.
3. Unclaimed Found Property: Monies turned in as found property have exceeded the statutory holding period without any claim of ownership. Pursuant to applicable legal provisions, ownership has lawfully transferred to the department.

The funds listed in the audit memo are now legally authorized for use by the Casselberry Police Department in the total amount of \$15,533.53. The Police Department is requesting Commission approval to formally accept and transfer these funds into the City's general fund. After deposit, the monies will be used for the purchase of emergency lighting and equipment to outfit a replacement traffic enforcement vehicle.

Discussion: On July 9, 2025, Kathy Pippin, Property and Evidence/Crime Scene Supervisor, completed a memo to Captain William Nas listing funds from disposed cases and unclaimed property dating 2011 – 2022. The funds listed in the memo are now legally authorized for use by the Casselberry Police Department in the amount of \$15,533.53. The funds will be deposited into a designated account and used for the purchase of emergency equipment for a Ford Explorer that was purchased to replace a wrecked vehicle.

Budget Impact: Approval of Budget Amendment #25-040 will increase the Repair and Maintenance account #001-0610-521-46-00 and Other Misc Revenues account # 001-0000-369-93-00 by \$15,533.53.

Recommendation: The City Manager and the Police Chief recommend approval of Budget Amendment #25-040 to accept the funds in the amount of \$15,533.53.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA #25-040
2. Disposed Cases - Unclaimed Property Memo



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: August 11, 2025
Subject: Purchase of Impact Resistant Replacement Windows for Records Center

Introduction: Approval to purchase impact resistant replacement windows from Ace Glass Service, Inc. for the Records Center located at 80 N. Sunset Drive in the amount of \$22,575.00 is requested.

Background: Replacement of the windows at the Records Center was funded previously via Budget Amendment #25-25018 approved by the City Commission on February 24, 2025. In accordance with the City's procurement policy, 3 quotes were obtained by the Facilities Maintenance Division. The following three (3) contractors provided quotes:

- Ace Glass Service, Inc.	\$22,575.00
- FAS Windows (Simonton Windows).	\$17,011.00
- Renewal by Andersen	\$52,070.00

The installation of impact resistant windows was determined by staff to be the most economical approach for the Records Center opposed to storm shutters, as the new windows will not only provide protection from storms, but also help with keeping insects and pests out since the windows will be not be able to be opened, similar to the windows at other City facilities such as City Hall and the Police Department. The new windows will also provide better insulation than the current windows which should result in lower electric costs for the Records Center.

Discussion: References for delivery and installation were called on the contractor with the lowest quote. References were not acceptable to the City. The City called references on the next contractor with the lowest quote and staff determined that ACE Glass Service, Inc. is the lowest most qualified contractor to provide delivery and installation of the impact resistant windows at the Records Center.

Budget Impact: Sufficient funds are available in the Administration Department's FY 2025 Budget Account Number 001-0120-512-63.24.

Recommendation: The City Manager, Public Works Maintenance Manager and the City Clerk recommend approval of the purchase of impact resistant replacement windows for the Records Center located at 80 N. Sunset Drive from ACE Glass Service, Inc. in the amount of \$22,575.00.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Quotation - ACE Glass Service, Inc.
2. Quotation - FAS Windows (Simonton Windows)
3. Quotation - Renewal by Andersen



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: August 11, 2025
Subject: Award of Contract to Samsula Demolition for Demolition of Old Police Department Station Located at 4195 S US Hwy 17-92

Introduction: Approval to award a contract for demolition of the old Police Department Station located at 4195 S US Hwy 17-92 to Samsula Demolition in the amount of \$73,368 is requested. (Ref. RFP-2025-1312).

Background: The City of Casselberry constructed and opened a new Police Headquarters at 115 Wilshire Blvd. The property on which the old station was located has been identified for redevelopment. In order to better position the property for the marketplace, the existing building is proposed to be demolished. Funding for this demolition was approved by the Community Redevelopment Agency (CRA) board on April 28, 2025.

A Request for Proposals (RFP-2025-1312) was properly advertised and publicity opened on July 8, 2025, with a total of five (5) responses received by the due date and time:

Advanced Demolition
C & W Environmental Services, LLC
PAW Demolition
Prospect Real Estate and Development Group
Samsula Demolition

On July 17, 2025, the Evaluation Committee made up of Public Works, Utilities, Finance, and Community Development staff met and reviewed proposals based on (1) Firms Qualifications and Experience (2) Similar Projects/References (3) Project Approach and (4) Price Proposals/Fee Schedules. Based on qualifications and experience, the Evaluation Committee reached a consensus to award Samsula Demolition to perform these services.

Discussion: The proposed contract with Samsula Demolition provides for demolition of the old station at a cost of \$73,368.

Budget Impact: Sufficient funding for this item is budgeted and available in CRA account #113-0210-515.34-00.

Recommendation: The City Manager and Public Works Director recommend approval to award one contract for the demolition of the old Police Department Station to Samsula Demolition in an amount not to exceed \$73,368.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Solicitation
2. Submittal - Advanced Demolition
3. Submittal - C&W Environmental Services, LLC
4. Submittal - PAW Demolition
5. Submittal - Prospect Real Estate Development Group
6. Submittal - Samsula Demolition
7. Phase I - Final Scores
8. Samsula Demolition 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: August 11, 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: August 11, 2025
Subject: Resolution 25-3533 - Renaming of Wirz Park

Introduction: Approval of Resolution 25-3533 renaming Wirz Park to Casselberry Aquatics Center and Park is requested.

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 6 park projects, and the Wirz Park project received a #3 ranking. All 6 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 Wirz began in 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 Blvd., has recently been renovated and now boasts many new and upgraded amenities, including a zero-entry heated pool with splash play elements, 2 pavilions, multipurpose 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. During discussion at the regularly scheduled meeting held on Monday, July 28, 2025, the City Commission reached a consensus to direct staff to move forward with a resolution renaming Wirz Park to Casselberry Aquatics Center and Park to further reflect and capture all the new recreation opportunities the park has to offer and to bring the resolution forward for consideration at a future regular Commission meeting.

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

Recommendation: The City Manager and the Public Works Director recommend approval of Resolution 25-3533.

Prepared by: Linda Moore, Recreation Manager

Attachments:

1. Resolution 25-3533



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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: August 11, 2025
Subject: Public Hearing: Resolution 25-3534 Street Lighting Assessment
Annual Rate Resolution

Introduction: Approval of Resolution 25-3534 as the Annual Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2025-26 is requested.

Background: In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statutes. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successfully funding the street lighting for fiscal years 2010 through 2023. On April 10, 2023 via Resolution 23-5363, the City Commission authorized engagement with Bryant Miller Olive (BMO) (which used Raftelis Financial Consultants, Inc. as a sub-consultant) to review and update the assessment methodology and rates from the 2014 study by BMO with Burton & Associates. The draft assessment update was presented to and discussed by the City Commission on June 26, 2023, at which time the City Commission expressed consensus to move forward with the update as proposed. The assessment update report was finalized on July 18, 2023.

As a part of the process established in Ordinance 09-1301, the City adopted the Preliminary Street Lighting Rate Resolution 25-3521 on June 23, 2025. This Street Lighting Assessment Preliminary Rate Resolution represents the assessment methodology and fee structure presented on June 26, 2023. Resolution 25-3521 also delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment to properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

Discussion: The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped properties. The rate is \$45.25 per equivalent residential unit (ERU), an increase from the \$44.04 per ERU assessed for FY 2024-25.

Resolution 25-3534, presented herein, is the Street Lighting Assessment Annual Rate Resolution, which serves as the last step in the implementation of the Street Light Assessment Program. The Street Lighting Assessment Annual Rate Resolution notice was published in the Orlando Sentinel on July 10, 2025 for a public hearing at the August 11, 2025 City Commission meeting. The net estimated revenue for this assessment is budgeted in FY 2025-26 at approximately \$568,200.

Budget Impact: The estimated revenue from the Street Lighting Assessment has been budgeted in the FY 2025-26 Street Light Fund Special Assessments/Service Charges account.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3534.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Resolution 25-3534
2. APPENDIX A
3. APPENDIX B
4. APPENDIX C



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: August 11, 2025
Subject: Award of Bid and Construction Agreement with Garcia Civil Contractors for the US Highway 17-92 to Sunset Drive Trail Connection Project

Introduction: Consideration to award a bid for ITB-2024-1213 to and execute a Construction Agreement with Garcia Civil Contractors, in the amount of \$453,776.57, for construction of FDOT Project 439059-1-58-01, US Highway 17-92 to Sunset Drive Trail Connection Project (City project number PW 1213). (Ref: ITB-2024-1213)

Background: The intent of the US Highway 17-92 to Sunset Drive Trail Connection Project is to provide a continuation of the Casselberry trail/sidewalk system from Lake Concord Park to Sunset Drive, via the US Highway 17-92 corridor. This project includes the installation of an 8ft-wide sidewalk on the south side of the Home Depot property, from the entrance of the Home Depot site proceeding easterly, connecting with a newly installed shared use path on the east side of Sunset Drive. Home Depot provided the necessary easements to construct this project.

Elements of the project will include sidewalk installation, handrail/guide rail, curb and gutter, drainage, raised mid-block crosswalk, and parking lot restriping.

On February 24, 2025, the City Commission approved a Local Agency Program (LAP) agreement with the Florida Department of Transportation (FDOT) for construction services related to this project, with a federal contribution totaling \$568,489.00, and a City match of \$10,446.

Discussion: FDOT provided concurrence to advertise for bids for this project on April 28, 2025. A solicitation for bids was advertised in the *Orlando Sentinel* and electronically broadcast on VendorLink on Saturday, May 3, 2025. A non-mandatory pre-bid meeting was held on Tuesday, May 13, 2025. Bids were received on June 3, 2025, where six (6) vendors submitted responsible and responsive bids. City staff reviewed the bids and determined Garcia Civil Contractors provided the lowest responsible and responsive bid, in the amount of \$453,776.57, to construct the US Highway 17-92 to Sunset Drive Trail Connection Project.

The Public Works Department budgeted \$150,000 in the FY 2025 Sales Tax Fund. Budget Amendment #25-016, previously approved by City Commission on February 24, 2025, recognized federal funding awarded for this project. Based on the lowest bid, the federal share of costs is \$412,411.28 and the local share is \$41,365.29 for a combined total of \$453,776.57. Please note, the local share includes the City's preference of a black powder

coating for handrails and guide rails in an effort to remain consistent with previous project aesthetics. Also note there is sufficient local funding remaining to cover an overall 5% contingency for the project if needed (\$22,688.83).

Budget Impact: Sufficient funding is budgeted and available to cover the costs associated with the construction of the US Highway 17-92 to Sunset Drive Trail Connection Project.

Recommendation: The City Manager and the Public Works Director recommend approval to award a bid for ITB-2024-1213 and execute a Construction Agreement with Garcia Civil Contractors, in the amount of \$453,776.57, for construction of the US Highway 17-92 to Sunset Drive Trail Connection Project and authorize the City Manager to execute change orders up to a cumulative amount of 5% as needed for the project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Solicitation
2. Submittal - Cathcart
3. Submittal - Central Florida Environmental Corporation
4. Submittal - Condor Construction Corp.
5. Submittal - Garcia Civil Contractors
6. Submittal - Southern Development and Construction
7. Submittal - W.T. Comp Inc.
8. Bid Price Evaluation
9. Garcia Civil Contractors Agreement