CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, September 22, 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. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **MINUTES**

   A. **Minutes of September 8, 2025 - Regular Meeting**

6. **PRESENTATIONS/ COMMENDATIONS**

   A. **Mayor's Proclamation: Recognizing Eagle Scout Quinn Morrison**
   Mayor Henson will present Quinn Morrison of Troop 2 in Casselberry with a proclamation recognizing him for achieving the rank of Eagle Scout.

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. - August 2025 - $19,015.88
   - Fishback Dominick LLP - August 2025 - $226.00
   - Fisher & Phillips, LLP - August 2025 - $305.00

   B. **Resolution 25-3540 - Seminole State College Public Safety Training Complex**
   Approval of Resolution 25-3540 authorizing an agreement between the Casselberry Police Department and Seminole State College for the use of their Public Safety Training Complex is requested.

   C. **Budget Amendment #25-049 - Recognition of Sand & Grit Grant Funds from the Florida Department of Environmental Protection**
   Approval of Budget Amendment #25-049 recognizing Sand & Grit Grant Funds from Florida Department of Environmental Protection and making these funds available in the Water & Sewer Utility fund in the amount of $48,353.60 is requested.

   D. **Award of Bid for RFP-2025-1241 and Contracts for Utility Line Locating Services**

Consideration to award a bid for RFP-2025-1241 and execute two (2) agreements with Venegroup Services, Inc and Empire Management and Holdings, LLC for Utility Line Locating Services. Each contract will be on an as-needed basis, for an amount not to exceed $300,000 for the term from September 22, 2025, through September 21, 2028.

E. **Budget Amendment #25-047 - Recognition of 3M's Second Payment of PFAS Settlement Funds**

Approval of Budget Amendment #25-047 recognizing PFAS Settlement Funds with 3M and making these funds available in the Water & Sewer Utility fund in the amount of $693,505.49 is requested.

F. **Budget Amendment #25-039 - Adjustments to the FY 2025 Budget to recognize $357,424 FEMA Revenue for Hurricane Milton Debris**

Approval of Budget Amendment #25-039 for adjustments to the FY 2025 Budget to recognize FEMA Revenue for Hurricane Milton Debris is requested.

8. 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 25-3541 - Adoption of Fiscal Year 2025-2026 Final Millage Rate and Voted Debt Millage Rate**

Approval of Resolution 25-3541 adopting the tentative millage rate of 3.9999 mills as the final millage rate and the voted debt millage rate at 0.6126 mills for the Fiscal Year 2025-2026 (FY 2026) is requested.

B. **Public Hearing: Resolution 25-3542 - Adoption of Final Operating Budget for Fiscal Year 2025-2026**

Approval of Resolution 25-3542 to adopt the final budget for the Fiscal Year 2025-2026 (FY 2026) in the amount of $87,419,867 is requested.

9. DISCUSSION ITEMS

A. **Future Agenda Items**

10. RESOLUTIONS

A. **Resolution 25-3543 - Sunnytown Park Improvements Project - Florida Recreation Development Assistance Program Grant**

Approval of Resolution 25-3543 authorizing staff to submit an application for the Sunnytown Park Improvements Project - Florida Recreation Development Assistance Program (FRDAP) grant is requested. The grant could yield $200,000 for park improvements if matched with equivalent City funds.

11. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 25-1624 - Amending the ULDR Glossary to Revise the Definition of "Vehicle Services, Maintenance, and Light Mechanical Repair"**

Approval of Ordinance 25-1624 on first reading, amending the Unified Land Development Regulations to revise the definition of "Vehicular services, maintenance and light mechanical repair" to permit minor cosmetic body repair and painting activities within an enclosed structure, is requested.

12. OTHER ITEMS

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 August 1, 2025 through August 31, 2025**

The August 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: September 22, 2025

Subject: Minutes of September 8, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the September 8, 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: September 22, 2025

Subject: Mayor's Proclamation: Recognizing Eagle Scout Quinn Morrison

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Introduction: Mayor Henson will present Quinn Morrison of Troop 2 in Casselberry with a proclamation recognizing him for achieving the rank of Eagle Scout.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney, the Code Enforcement Special Magistrate and the City Labor 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 invoices have been reviewed by the affected departments and are being presented for approval:

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

- City Attorney Services - August 2025 - Invoice No. 104504 - $19,015.88

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - August 2025 - Invoice No. 124627 - $226.00

Fisher & Phillips LLP

- City Labor Attorney Services - August 2025 - Invoice No. 2198311 - $305.00

Budget Impact: Funds for the City Attorney's Invoice are available in FY 2025 Budget Account No. 001-0140-514.31-01. Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2025 Budget Account No. 001-0140-514.31-03. Funds for the City Labor Attorney's invoice are available in FY 2025 Budget Account No. 001-0140-514.31-02.

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

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 104504
2. Invoice No. 124627
3. Invoice No. 2198311

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Resolution 25-3540 - Seminole State College Public Safety Training Complex

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Introduction: Approval of Resolution 25-3540 authorizing an agreement between the Police Department and Seminole State College for the use of their Public Safety Training Complex is requested.

Background: The Police Department provides training for its sworn members by mandating firearms training once a year. The Police Department has a history of using the Seminole State College Public Safety Complex for this purpose. The Police Department also provides driving training to its sworn members concerning Emergency Driving Techniques (EVOC).

Discussion: The Seminole State Safety Complex offers areas where firearms and driving training can be conducted. This training is essential for Law Enforcement personnel to receive help to ensure they are proficient with the use of their firearms and the use of police department vehicles.

Budget Impact: The funds to pay for the use of the Seminole State College Public Safety Complex have been allocated in the fiscal year 25-26 Law Enforcement/Training account number 001-0610-521.55-00 in the amount of $2,162.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 25-3540.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 25-3540
2. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Budget Amendment #25-049 - Recognition of Sand & Grit Grant Funds from the Florida Department of Environmental Protection

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Introduction: Approval of Budget Amendment #25-049 recognizing Sand & Grit Grant Funds from the Florida Department of Environmental Protection and making these funds available in the Water & Sewer Utility fund in the amount of $48,353.60 is requested.

Background: The Sand & Grit Removal Grant for Wastewater Treatment Facilities is a statewide Florida Department of Environmental Protection (FDEP) administered grant program from the Federal Grants Trust Fund which helps fund publicly owned utilities to remove sand and grit from wastewater treatment plants while they remain in operation. Positive results from sand/grit removal include regaining lost treatment capacity from buildup of debris, cost savings realized by eliminating the need to construct new facilities to increase capacity, and through the reduction in electrical utility costs as the power and operation time to aerate the wastewater is dramatically reduced when sand/grit is removed.

On April 14, 2025, the City Commission approved Resolution 25-3497 which provided for the agreement with FDEP for the Sand & Grit Removal Grant.

Discussion: The final cost of the contractor removing the sand & grit was $96,707.20. The grant requires the City to provide a 50% match of $48,353.60. Once the contractor work to remove the sand and grit was completed at the Water Reclamation Facility, City staff submitted the reimbursement request to FDEP for the grant funds. On August 1, 2025, the City received the reimbursement in the amount of $48,353.60. Budget Amendment #25-049 recognizes these funds and makes them available in the City's Water & Sewer Utility Fund.

Budget Impact: Budget Amendment #25-049 recognizes the Sand & Grit Grant 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 #25-049.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. BA 25-049

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Award of Bid for RFP-2025-1241 and Contracts for Utility Line Locating Services

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Introduction: Consideration to award a bid for RFP-2025-1241 and execute two (2) agreements with Venegroup Services, Inc and Empire Management and Holdings, LLC for Utility Line Locating Services. Each contract will be on an as-needed basis, for an amount not to exceed $300,000 for the term from September 22, 2025, through September 21, 2028. (Ref: RFP-2025-1241)

Background: Sunshine 811 is an organization designed to provide essential information on safe digging to anyone performing construction-related activities in order to prevent damage to underground facilities in Florida. Underground facility owners and operators are required by law to be members of Sunshine 811 and fund its operations. Florida's law requires anyone planning to dig to contact Sunshine 811 at least two business days prior to breaking ground. When Sunshine 811 receives a locate request, it notifies the member entities with underground facilities in the general area of the request so they can mark the location of their utilities prior to digging commencing. Preventing underground utility damage allows member utilities to continue to provide reliable service to their customers by preventing breaks that would cause potential outages.

The City of Casselberry currently has two Utility Line Locators within the Utilities Department. These positions are responsible for receiving and responding to Sunshine 811 locate tickets as they are received. Unfortunately, in recent years, construction within the City's utility system has dramatically increased. This spike in construction activities has increased the number of locate tickets that are requested on a daily basis. The current Utility Line Locators are performing a significant amount of overtime in order to keep up and respond to tickets within the required two-day window. Due to these extraordinary circumstances, Utilities staff have identified the need to hire a firm to help perform the additional locates as needed.

Discussion: Request for Proposals (RFP-2025-1241) was issued on July 7, 2025, requesting proposals from qualified firms for a Continuing Services Agreement for Utility Line Locating Services. The City received a total of four responses from Empire Management & Holdings LLC, Geopoints Surveying Inc., Bloodhound Group Inc, and Venegroup Services Inc. An evaluation committee made up of Utilities staff met on August 20, 2025 and discussed the proposals and scored the firms. The evaluation committee determined that, based on the outcome of the scoring, Venegroup Services Inc and Empire Management & Holdings LLC were most qualified candidates to perform these services.

Two firms were chosen for these services based on a combination of availability and pricing provided by the firms. The term of this agreement shall begin on September 22, 2025, and continue through September 21, 2028, with option to renew for two (2) additional one-year periods. The amount to be paid under this agreement shall not exceed $300,000 for the term of the agreement.

It should be noted that the not-to-exceed amount is established as a means to provide 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. Purchase Orders will be issued as work is identified. In addition, appropriations beyond Fiscal Year (FY) 2025 are subject to future City Commission approval.

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

Recommendation: The City Manager and Utilities Director recommend approval to award two (2) separate agreements for Utility Line Locating Services with (1) Venegroup Services, Inc and (2) Empire Management and Holdings, LLC at an amount not to exceed $300,000 per contract.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Solicitation
2. Bloodhound, LLC Submittal
3. Empire Management and Holdings, LLC Submittal
4. GeoPoint Surveying, Inc. Submittal
5. Venegroup Services, Inc. Submittal
6. Phase I Final Scores
7. Empire Management and Holdings LLC Agreement
8. Venegroup Services Inc. 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: September 22, 2025

Subject: Budget Amendment #25-047 - Recognition of 3M's Second Payment of PFAS Settlement Funds

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Introduction: Approval of Budget Amendment #25-047 recognizing PFAS Settlement Funds with 3M and making these funds available in the Water & Sewer Utility in the amount of $693,505.49 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.

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, was $299,318.66. The City received these funds on June 9, 2025. City Commission approved Budget Amendment #25-044 which recognized these funds and makes them available in the City's Water & Sewer Utility Fund.

Discussion: On August 18, 2025, the City received the second 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 $693,505.49. The City received these funds on August 28, 2025. Budget Amendment #25-047 recognizes these funds and makes them available in the City's Water & Sewer Utility Fund.

Budget Impact: Budget Amendment #25-047 recognizes the PFAS settlement funds in account #401-0000-369-00-00.

Recommendation: The City Manager and Utilities Director recommend approval of Budget Amendment #25-047.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. BA 25-047

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Budget Amendment #25-039 - Adjustments to the FY 2025 Budget to recognize $357,424 FEMA Revenue for Hurricane Milton Debris

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Introduction: Consideration of Budget Amendment #25-039 provides for Adjustments to the FY 2025 Budget to recognize FEMA Revenue for Hurricane Milton Debris.

Background: Florida State Statute provides that the City Commission approve the City of Casselberry's Annual Budget. These laws also require that Fund expenditures not exceed the approved Budget. However, it is often necessary to make adjustments to the approved Budget. The City Commission voted to adopt the comprehensive, City-wide budget for Fiscal Year 2024 - 2025 on September 23, 2024. The City received revenue from FEMA for Hurricane Milton Debris during FY25 which was not included in the adopted budget.

Discussion: This Budget Amendment seeks approval to adjust the FY 2025 Budget to recognize FEMA Revenue for Hurricane Milton Debris. The General Fund will increase $357,424.

Budget Impact: Please refer to BA 25-039 for budget impact.

Recommendation: The City Manager and the Finance Director recommend approval of Budget Amendment #25-039 amending the City of Casselberry FY 2025 Budget.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:
1. BA 25-039

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Public Hearing: Resolution 25-3541 - Adoption of Fiscal Year 2025-2026 Final Millage Rate and Voted Debt Millage Rate

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Introduction: Resolution 25-3541 provides for adoption of the tentative millage rate of 3.9999 mills as the final millage rate and the voted debt millage rate at 0.6126 mills for the Fiscal Year 2025-2026 (FY 2026).

Background: Florida Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2025 Notice of Proposed Property Taxes (TRIM Notice) mailed to all taxpayers by the Seminole County Property Appraiser in August, 2025. The first public hearing was held at the City Commission meeting on September 8, 2025 when a tentative millage rate of 3.9999 and a voted debt millage rate of 0.6126 were approved. It was followed by a separate vote for a tentative budget.

In compliance with "Truth in Millage" (TRIM) rules promulgated by the Florida Department of Revenue, the time and place of the second public hearing was advertised in the Orlando Sentinel on September 18, 2025 and is scheduled for the City Commission meeting on September 22, 2025. The tentative tax levy was compared to the aggregate rolled-back taxes calculated under (TRIM) rules and reported on Form DR-420. If the tentative levy is greater than aggregate rolled-back taxes, then a Notice of Tax Increase is advertised. If the tentative levy is less, then a "Notice of Budget Hearing" is advertised. In this case, a "Notice of Tax Increase" was advertised. If Resolution 25-3541 is approved, the result will be the final adoption of the millage rates followed by a separate vote for the adoption of the final budget for Fiscal Year 2025-2026.

Discussion: It is requested that the City Commission adopt the tentative millage rate of 3.9999 mills as its final millage rate and 0.6126 as its voted debt millage rate for the Fiscal Year 2025-2026. The final millage rate of 3.9999 will yield a tax levy which is more than "rolled-back" taxes. The requested rate falls within the range requiring a simple majority (3 – 2) vote.

Budget Impact: The final millage rate of 3.9999 mills is expected to deliver $10,601,467 (at 97% of the total tax levy) in ad valorem tax revenue to the General Fund.

The voted debt millage rate of 0.6126 is expected to produce $1,623,656 (at 97% of the total tax levy).

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 25-3541 to set the final adopted millage rate for Fiscal Year 2025-2026 at 3.9999 mills and the voted debt millage rate at 0.6126 mills.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 25-3541
2. Adopted Millage Budget Presentation FY2026

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Public Hearing: Resolution 25-3542 - Adoption of Final Operating Budget for Fiscal Year 2025-2026

Introduction: Resolution 25-3542 provides for the adoption of the final budget for the Fiscal Year 2025-2026 (FY 2026) in the amount of $87,419,867.

Background: The City adopts a budget each September for the next fiscal year. The budget serves as a public policy document where the City Commission makes funding decisions to be implemented by the City Manager. The budget is also a financial plan where inflows of resources are estimated to ensure that they are adequate to meet the funding needs of the City. Lastly, the budget is a fiscal control tool that limits authorized spending during the year to that which the City Commission has approved.

Florida State Statutes require that the City Commission must hold two public hearings to adopt a millage rate and a budget for the next fiscal year. The first of the two public hearings was advertised within the 2025 Notice of Proposed Property Taxes mailed to all taxpayers by the Seminole County Property Appraiser in August, 2025, in accordance with Truth in Millage (TRIM) requirements as set by Florida State Statute. The first public hearing was held at the City Commission meeting on September 8, 2025 when a vote was taken to approve the tentative operating budget in the amount of $87,419,867.

The second public hearing is scheduled for the City Commission meeting on September 22, 2025. The time and place of the second public hearing, as well as a summary budget, was advertised in the Orlando Sentinel on September 18, 2025 in compliance with TRIM rules promulgated by the Florida Department of Revenue. Approval of Resolution 25-3542 will result in the adoption of the final operating budget for Fiscal Year 2025-2026.

Discussion: The City Commission held a budget workshop on July 14, 2025, at which time the City Manager presented and explained the proposed budget for Fiscal Year 2025-2026 totaling $86,568,167. Following the budget workshop, at its meeting on July 28, 2025 the City Commission approved the proposed budget in that amount. Since that time, however, new information was learned that warranted modification to the proposed budget which resulted in an increase of $851,700. Therefore, the tentative budget presented and approved at the first public hearing on September 8, 2025 totaled $87,419,867. The changes by fund are as follows:

General Fund	$383,700 Increase
Stormwater Utility Fund	$495,280 Increase

Building Safety Fund	$(3,000) Decrease
Water & Sewer Fund	$(24,280) Decrease

A detailed analysis is attached.

Budget Impact: The final budget requested for FY 2026 for the City of Casselberry remains at $87,419,867. Attached are schedules that summarize expenditures by Department, sources and uses of funds, and budgeted personnel by Department and Division.

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 25-3542 adopting the operating budget for the City of Casselberry for the Fiscal Year 2025-2026 totaling $87,419,867.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:
1. Resolution 25-3542
2. Changes Proposed to Adopted Budget FY26
3. Expenditures by Object FY26
4. Sources and Uses FY26
5. Personnel Summary FY26

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Resolution 25-3543 - Sunnytown Park Improvements Project - Florida Recreation Development Assistance Program Grant

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Introduction: Resolution 25-3543 provides for authorizing staff to submit an application for the Sunnytown Park Improvements Project - Florida Recreation Development Assistance Program (FRDAP) grant. The grant could yield $200,000 for park improvements if matched with equivalent City funds.

Background: FRDAP is a state competitive grant program that provides financial assistance to local governments to develop and/or acquire land for public outdoor recreational purposes. The City has benefited from multiple FRDAP grants in the past, including significant funding toward Casselberry Wheel Park and Lake Concord Park. The FRDAP grant program is administered by the Florida Department of Environmental Protection (FDEP).

The City of Casselberry's 2017 Parks, Recreation, Pathways, and Open Spaces Master Plan included a recommendation to improve Sunnytown Park. Listed as one of the six parks in the 2020 Parks Bond referendum, Sunnytown Park was prioritized as the sixth park to be developed. The initial conceptual plan created by the City's consultant could not be implemented due to numerous site and funding constraints. As a result, in 2023, the City Commission paused the Sunnytown Park Improvements project.

The Fiscal Year 2021-2025 CIP, which includes "Sunnytown Park Improvements" in Fiscal Year 2025, was officially adopted into the City's Comprehensive Plan via Ordinance 20-1543, which was approved on November 16, 2020, and became officially effective on November 26, 2020.

Discussion: Recently, staff has developed an updated a conceptual plan for Sunnytown Park that addresses several of the site constraints and further identifies primary components for the Sunnytown Park Improvements project that would qualify for a FRDAP grant submission. These primary components include a new ADA accessible playground with a zip line, open field, picnic pavilion, nature study/rain garden area, and exercise stations. Support elements include a new restroom (self-lock), drinking fountain, ADA-compliant sidewalk and trail connectors, landscaped retention pond, and new benches, bike racks and trash receptacles.

Applications for the current FRDAP cycle are due September 30, 2025. The maximum grant request is $200,000 and must be matched dollar–for-dollar by the applicant for a total project cost of $400,000. Staff recommends submitting an application for Sunnytown Park. If awarded grant funding, the City will have 3 years to complete the project. It should be noted that the actual cost to complete all elements proposed will likely exceed $400,000, in which case the City will need to fund the overage on its own.

The Parks and Recreation Advisory Board recommended that the City Commission approve to submit the Sunnytown Park Improvements project - Florida Recreation Development Assistance Program grant during a regular scheduled meeting on September 9, 2025.

Resolution 25-3543 provides for authorization to submit the application.

<u>Budget Impact</u>: There is no budget impact at this time. However, if the FRDAP grant is awarded, the City will have to provide a $200,000 match for state funding in the amount of $200,000 for a total cost of $400,000 for the Sunnytown Park Improvements project. $200,000 in local funding for Sunnytown has been included in the FY 2026 Proposed Budget.

<u>Recommendation</u>: The City Manager and Public Works Director recommend approval of Resolution 25-3543.

<u>Prepared by</u>: Linda Moore, Recreation Manager

<u>Attachments</u>:
1. Resolution 25-3543
2. Sunnytown Concept

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: First Reading of Ordinance 25-1624 - Amending the ULDR Glossary to Revise the Definition of "Vehicle Services, Maintenance, and Light Mechanical Repair"

Introduction: Approval of Ordinance 25-1624 on first reading, amending the Unified Land Development Regulations to revise the definition of "Vehicular services, maintenance and light mechanical repair" to permit minor cosmetic body repair and painting activities within an enclosed structure, is requested. (TA 25-03)

Background: This proposed amendment addresses the practical constraints faced by existing vehicular service operations within the City, particularly those engaged in minor, cosmetic body repair services, such as dent removal and scratched painting. These activities, though critical to certain commercial operations, such as auto dealerships, are currently prohibited under the City's ULDR. It should also be noted that all of the five auto dealerships currently operating in the City were approved and constructed at various points in the 1970s, 1980s and 1990s and were compliant with the code of their time, with varying circumstances.

This considered, the proposed change would clarify and modernize the definition of vehicular services to distinguish between major auto body work and limited cosmetic repairs. The proposed amendment would allow minor repairs and painting operations, such as repairing scratches and small dents. A caveat is provided in the definition that all such work is conducted inside a fully enclosed structure. Below is a table better describing the scope of minor vs major body work/painting services.

Major Indicators	Minor Indicators
Frame straightening or structural/collision repair	Paint touch-ups or spot painting (e.g., bumper scuffs, scratches)
Full-body or large-area repainting or resprays	Dent repair using non-invasive methods (e.g., paintless dent removal)
Welding or structural body modifications	Minor part replacement (e.g., mirrors, moldings, trims)
Visible ventilation or exhaust infrastructure	Small-scale chip or rust repair (no large surface sanding)
Sanding and priming bays	Vinyl wraps, decals, and detailing
Paint curing ovens	Wheel painting or powder coating

Tow-ins or high-volume vehicle storage	Supports another principal business (e.g., auto sales) or occurs at low volume.

Below is the proposed definition of vehicle services; words with <u>underlined</u> type shall constitute additions to the original text, and ~~strike-through~~ type represents deletions to the original text.

> *Vehicular services, maintenance and light mechanical repair.* Establishments for the dispensing of motor fuels and related products at retail and having pumps, underground storage tanks and other facilities for such activity and which may include the retail sale of minor automobile parts and accessories such as tires, batteries, sparkplugs, fanbelts, shock absorbers, mirrors, floor mats, cleaning and polishing materials and similar items, and which may include the inspection, servicing or minor repair of motor vehicles. <u>Minor repair of motor vehicles may include repairing scratches, small dents, minor damage to bumpers, minor part replacement such as mirrors or trim, applying vinyl wraps and decals, paint touch-ups or spot painting (but not including full-body repainting or resprays), and other minor cosmetic repairs. Minor repairs and paint touch-ups shall occur in an enclosed structure.</u> These services shall not include ~~body repair and painting,~~ frame straightening, tire recapping or vulcanizing, sales and major service, or storage of vehicles, equipment, parts, or chassis.

<u>Affected Zoning Districts:</u>

- General Commercial (CG), Industrial Medium (I-M) – vehicular services require conditional use approval
- Industrial (I), Service Commercial (CS) – vehicular services are permitted by right

The intent of the proposed ordinance is to better support compatible commercial activities and encourage reinvestment in commercial corridors. Additionally, the proposed amendment allows for business expansion while maintaining protections for surrounding land uses through the City's conditional use review process outlined in ULDR Article VI, Conditional Use Criteria. Lastly, the City's Planning and Zoning Commission (P&Z) provided a favorable recommendation to the City Commission for the proposed ordinance during an advertised public hearing on August 13, 2025, in a 6-0 vote.

<u>Discussion</u>: City staff offers the following evaluation of the proposed amendment based on the criteria outlined in ULDR Section 1-2.9.C.

CRITERION 1. Consistency with the Comprehensive Plan
The proposed amendment is consistent with the City's Comprehensive Plan, which supports economic development, reuse of commercial spaces, and business retention. Allowing lower-intensity auto repair uses that are fully enclosed helps diversify the City's commercial offerings without encouraging large and industrial-scale operations in commercial areas. The policies listed below are supportive of the proposed ordinance.

> *<u>Policy FLU 1.8.a. Commercial.</u> Properties designated as Commercial may provide for a wide range of general retail, commercial activities, mixed-use (retail, office, and business, personal services and attached residential), and office/residential uses.*

The proposed change increases the versatility of the vehicular services land use definition by permitting the use of additional services commonly associated with light automobile repair, which are explicitly forbidden by the current definition. The need for this is evident in the amount of inquiries staff receives related to the topic and thus will help the City continue to adapt to changes in the local market.

> *<u>Policy FLU 1.8.b. Commercial.</u> Properties designated as Commercial shall be designed to minimize negative impacts upon adjacent residential areas and upon the function of arterial roadways through proper buffering, site design, multimodal connectivity considerations and traffic controls.*

This policy supports the proposed ordinance by emphasizing compatibility and design controls in commercial areas. The ordinance:

- Restricts minor repair and painting activities to enclosed structures, limiting noise, odor, and visual impacts on nearby uses.
- Maintains the requirement for conditional use approval in the CG district, ensuring case-by-case review of site layout, buffering, traffic access, and potential nuisance impacts.
- Encourages the orderly evolution of commercial activity along major corridors while protecting adjacent residential or mixed-use areas.

This approach is consistent with how land use intensities are managed in commercial corridors, where allowing lower-impact uses with design safeguards is done without eroding the established commercial fabric of the area.

> *<u>Policy FLU 1.9.b. Industrial.</u> Properties designated as Industrial shall be appropriately screened and buffered from adjacent residential uses.*

Industrial developments undergo the site plan review process, and thus are required to demonstrate compatibility with adjacent properties prior to operating, as provided in ULDR Article XVIII. Additionally, this ordinance requires all such work (minor paint touch-ups, dent repair) to be completed within an enclosed structure, providing additional separation from adjacent residential uses.

> *<u>Policy FLU 1.9.c. Industrial.</u> Other uses may be permitted as designated in the Unified Land Development Regulations, which are compatible with and do not adversely affect the character of the area to be reviewed as conditional uses.*

The proposed amendment is consistent with this policy because it adds a supportive, small-scale commercial-industrial function that is typical in I areas, particularly for used car lots, small repair vendors, and logistics/support operations. The activities permitted (minor paint touch-ups, dent repair) fall well below the intensity level of medium manufacturing or warehousing operations, yet still contribute to the economic diversity and utility of industrial districts.

> *<u>Policy FLU 1.9.e. Industrial.</u> Properties designated as Industrial shall not be directly visible by the traveling public from a major arterial roadway.*

No industrially designated properties in the City are directly visible from major arterial roadways, helping to minimize the visual impact of uses that may not reflect the aesthetic character of the City's commercial corridors.

> *<u>Policy FLU 1.9.f. Industrial.</u> Properties designated as Industrial shall not have frontage along a major arterial roadway.*

No industrially designated property in the City has frontage on a major arterial roadway. Similar to the policy above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City's commercial corridors.

> *<u>Policy FLU 1.10.a. Industrial-Medium.</u> Properties designated as Industrial-Medium shall provide for a wide range of clean, medium industry, including electronics and other high technology uses, fabrication, warehousing, wholesale commercial, manufacturing and support office activities.*

This policy reinforces that the I-M zoning district may accommodate uses beyond pure industrial activity, as long as they are compatible and subject to conditional use review. The ordinance fits squarely within this policy by:

- Allowing minor cosmetic repair and painting as part of the "vehicular services" use only in controlled settings (indoor-only, reviewed by P&Z).
- Providing the City flexibility to evaluate each site's appropriateness, rather than imposing a blanket prohibition.

This reflects zoning category refinement, where a land use type is calibrated to allow modern, real-world activities that don't carry the intensity or externalities of traditional industrial operations.

> *<u>Policy FLU 1.10.b. Industrial-Medium.</u> Properties designated as Industrial-Medium shall be appropriately screened and buffered from adjacent residential uses and other non-industrial uses.*

Industrial developments undergo the site plan review process and are therefore required to demonstrate compatibility with adjacent properties prior to operation, as provided in ULDR Article XVIII. Additionally, this ordinance requires all such work to be completed within an enclosed structure, providing additional separation from adjacent residential or non-industrial uses.

> *<u>Policy FLU 1.10.d. Industrial-Medium.</u> Properties designated as Industrial-Medium shall not be directly visible by the traveling public from a major arterial roadway.*

No industrial-medium designated property in the City is directly visible from a major arterial roadway. Similar to the policies above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City's commercial corridors.

> *<u>Policy FLU 1.10.e. Industrial Medium.</u> Properties designated as Industrial-Medium shall not have frontage along a major arterial roadway.*

No industrial-medium designated property in the City has frontage on a major arterial roadway. Similar to the policies above, this helps to minimize the visual impact of uses that may not reflect the aesthetic character of the City's commercial corridors.

Policy FLU 1.19. Incompatible Land Uses. Incompatible Land Uses. Land use activities which are potentially incompatible due to type or intensity of use, shall be buffered from one another through the provision of open space, landscaping, berms, aesthetically attractive walls, site layout and design characteristics, or other suitable means.

The land use in question is conditionally allowed in CG and I-M and thus, the conditional use process will ensure compliance with the above screening and buffering requirements. Additionally, the use is permitted by right in the CS and I zoning districts, which are strategically located throughout the City specifically to prevent incompatibility. They are also subject to the site plan review process, providing an additional opportunity for City staff to ensure compatibility with adjacent uses.

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

Vehicular services is one of the most requested land uses in the City. The proposed text amendment supports the redevelopment of blighted areas as it could allow for vacant or underutilized sites, particularly on CG or CS properties, to become activated.

Policy FLU 7.3 Unified Land Development Regulations. The City shall retain, revise, or adopt as necessary all relevant ordinances, regulations, and policies that pertain to development, which will require development to occur in compliance with all elements of the City of Casselberry Comprehensive Plan.

This policy is the most directly supportive of the ordinance, as it calls for the ongoing refinement of the ULDR to ensure regulations stay relevant and functional. Further, this policy lays the foundation for this amendment, which updates a land use definition that has become outdated and overly restrictive, particularly in how it blocks minor cosmetic repair services commonly associated with auto dealerships. Lastly, it empowers the City to better implement its Comprehensive Plan by supporting business retention, modern use allowances, and predictable land use regulations.

Policy PRE 1.1.2. 2. Recognition of Private Property Rights. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

The proposed ordinance supports the above policy as it expands allowable uses on commercial and industrial properties by eliminating an overly restrictive provision.

CRITERION 2. Conformance with Ordinances

The proposed amendment was crafted with other sections of the ULDR and broader Code of Ordinances in mind. By maintaining the conditional use requirement in CG and I-M zones, the City preserves an existing regulatory framework that evaluates compatibility and ensures proper site design, hazardous waste handling, and overall code compliance. Any new development or redevelopment of existing property for the purpose of implementing a vehicular service use will be subject to the site plan review process, as provided in ULDR Article XVIII. Additionally, the ordinance clarifies that all painting or minor repairs not previously allowed under the definition to be conducted indoors in an enclosed building.

CRITERION 3. Changed Conditions

Since the original adoption of this definition, there has been a noted uptick for minor cosmetic repair services, as an independent use or even accessory to auto sales businesses. The existing prohibition has proven overly restrictive, forcing businesses to seek locations outside the City or operate inefficiently. The proposed amendment responds to current commercial needs and operational realities presented to staff.

CRITERION 4. Land Use Compatibility
By requiring all minor repair and painting activities to occur within an enclosed structure and, in some instances, subjecting these uses to the conditional use process, the proposed amendment ensures compatibility with adjacent commercial and mixed-use properties. Noise, odor, and visual impacts can be effectively mitigated by keeping the use indoors. Additionally, the site plan review process, where applicable, will also help to ensure compatibility.

CRITERION 5. Adequate Public Facilities
The minor nature of these operations does not significantly increase demand on public services such as water, sewer, or transportation systems. Any impacts will be reviewed during the conditional use and site plan process.

CRITERION 6. Natural Environment
The proposed amendment does not authorize major body work or hazardous operations. Any use of hazardous materials (e.g., paints or solvents) will be subject to applicable environmental regulations and best management practices, ensuring no adverse impact on groundwater, aquifer recharge, or sensitive environmental areas.

CRITERION 7. Economic Effects
The proposed amendment supports business growth and retention, particularly for small businesses engaged in automobile sales and cosmetic repair. This may help preserve and contributing positively to the City's economic development goals.

CRITERION 8. Orderly Development
The proposed amendment promotes orderly development by allowing a currently prohibited but generally low-impact use in appropriate zoning districts, with some subject to a conditional use or site plan review. It supports a logical evolution of commercial uses without introducing incompatible industrial activity, especially into CG-zoned areas.

CRITERION 9. Public Interest; Enabling Act
The proposal is in the public interest, as it strikes a balance between flexibility and safeguards for neighborhood quality and land use compatibility. The proposed amendment is consistent with the enabling authority granted to the City under Florida law and the City's Charter.

CRITERION 10. Other Matters
The City Commission is encouraged to consider additional factors, such as community feedback during public hearings. Further, the proposed amendment preserves protections by maintaining restrictions on major mechanical work, outdoor storage, and high-impact auto body operations. This amendment also provides regulatory clarity to business owners, staff, and the public.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 25-1624 on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Ordinance 25-1624
2. Presentation
3. Business Impact Estimate

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: September 22, 2025

Subject: Procurement Information Report for the Period August 1, 2025 through August 31, 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 August 1, 2025 through August 31, 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 August 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. August 2025 Procurement Information Report