

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, November 17, 2025  
5:30 PM

City Commission Chambers  
1st Floor, Casselberry City Hall  
95 Triplet Lake Drive, Casselberry, Florida

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**TO THE PUBLIC:** Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing [cityclerk@casselberry.org](mailto:cityclerk@casselberry.org).

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## AGENDA

1. **MEETING CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **MINUTES**

A. **Minutes of October 27, 2025 - Regular Meeting**

B. **Minutes of October 27, 2025 - Workshop**

6. **PRESENTATIONS/ COMMENDATIONS - None**

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. 104913 - \$22,418.90  
- Fishback Dominick LLP - Invoice No. 125200 - \$623.50  
- Fisher & Phillips LLP - Invoice No. 2229298 - \$152.50

- B. **Resolution 25-3547 - Utility Easement Agreement with City of Maitland for the Community Maitland Park**

Approval of Resolution 25-3547 authorizing a Utility Easement Agreement with the City of Maitland for the City of Casselberry utility lines located within the Community Maitland Park is requested.

- C. **Resolution #25-3548 - Acceptance of Funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program FY24 and Related Budget Amendment #26-006**

Approval of Resolution #25-3548 for the acceptance of funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program for \$7,833 and related Budget Amendment #26-006 is requested.

- D. **Budget Amendment #25-048 - Adjustments to the FY 2025 Budget**

Approval of Budget Amendment #25-048 providing for adjustments to the FY 2025 Budget is requested.

- E. **Resolution 25-3549 - FY 2025 Fourth Quarter Budget Amendments and Transfers**  
Approval of Resolution 25-3549 to formally adopt budget amendments and budget transfers approved during the fourth quarter of FY 2025 is requested.
- F. **Piggyback Agreement with InDepth for Ground Storage Tank Cleaning and Inspection Services**  
Consideration to piggyback Seminole County's Agreement IFB-604051-20/CAR and execute an agreement with In Depth, Inc. for Ground Storage Tank Cleaning and Inspection Services on an as-needed basis for a cumulative amount not to exceed \$500,000 for the period beginning November 17, 2025, through May 5, 2026, is requested.
- G. **Piggyback Agreement with Flotech Environmental, LLC for Storm Sewer Rehabilitation**  
Consideration for approval to piggyback City of Oviedo Contract ITB #24-20 with Flotech Environmental, LLC for storm sewer rehabilitation in an amount not to exceed a total of \$1,000,000 is requested.
- H. **Amendment No. 3 to the Agreement with Quality Lawn Services Unlimited, Inc. for Grounds Maintenance Services for Lift Stations and Water Plants**  
Approval of Amendment No. 3 to the Agreement with Quality Lawn Services Unlimited, Inc. for grounds maintenance services for lift stations and water plants to extend the term to November 15, 2026 and to increase the cumulative contractual limit by \$85,425 to a total of \$435,425 is requested.
- I. **Purchase of Services from Inliner Solutions, LLC for Stormwater Pipe Lining Projects**  
Approval of a purchase of services with Inliner Solutions, LLC for storm pipe rehabilitation in the amount of \$396,154 is requested.
- J. **Donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors and Related Budget Amendment #26-005**  
Approval of a donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #26-005 is requested.
- K. **Application for Department of Justice Assistance Bulletproof Vest Partnership Grant Award FY2025**  
Approval to submit a grant application through the Bureau of Justice Assistance, U.S. Department of Justice, to the Bulletproof Vest Partnership Program for a grant to partially fund bullet-resistant body armor approved by the National Institute of Justice for designated use by the City of Casselberry is requested.

## 8. DISCUSSION ITEMS

- A. **Future Agenda Items**

## 9. RESOLUTIONS

- A. **Resolution 25-3550 Safe Streets and Roads for All Planning and Demonstration Grant Agreement with the United States Department of Transportation Federal Highway Administration and Related Budget Amendment #26-003**  
Approval of Resolution 25-3550 providing for the execution of a Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Agreement with the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) for planning, design, construction, and pre- / post-evaluation of temporary pedestrian and bicycle safety improvements is requested. Approval of Budget Amendment #26-003 is necessary to recognize federal funding in the amount of \$1,200,000 and also provide \$300,000 of local funding using sales tax.

## 10. FIRST READING OF ORDINANCES

- A. **First Reading of Ordinance 25-1627 — Acknowledging Termination of the Community Redevelopment Agency (CRA)**  
Approval of Ordinance 25-1627 on first reading, acknowledging termination of the Community Redevelopment Agency (CRA), and the repeal and replacement of the Community Redevelopment Trust Fund with the Central City Reinvestment Fund is requested.

## 11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd -

Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. **Public Hearing: Second Reading of Ordinance 25-1625 - Amending the ULDR to Disband the Development Review Committee**

Approval of Ordinance 25-1625 on second and final reading, amending the City's Unified Land Development Regulations to eliminate and disband the City's Development Review Committee and to authorize the Administrative Official and city staff, where appropriate, is requested.

B. **Public Hearing: Second Reading of Ordinance 25-1626 - Amending City Code Chapter 68 - Roadway and Utility Construction, Article IV. - Communications Rights-of-Way**

Approval of Ordinance 25-1626 on second and final reading, amending City Code Chapter 68, Article IV to update general permit requirements and security requirements for communications rights-of-way utilization permit applicants installing and maintaining communications services facilities in the public rights-of-way, is requested..

**12. OTHER ITEMS**

A. **Award of Bid and Construction Agreement with Accurate Drilling Systems, Inc. for Northgate Phase 2 Water Main Replacement Project and Related Budget Amendment #26-009**

Consideration of approval to award an agreement to Accurate Drilling Systems, Inc. in the amount of \$2,317,900 for the Northgate Phase 2 Water Main Replacement Project and related Budget Amendment #26-009 is requested

B. **City Manager Performance Evaluation Summary**

A summary of the City Manager's performance evaluations for Fiscal Year 2025 is provided for the City Commission's information and review.

**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 October 1, 2025 through October 31, 2025.**

The October 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**

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Date

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Donna G. Gardner, CMC  
City Clerk