

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

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

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

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

AGENDA

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

A. **Minutes of 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

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: November 17, 2025
Subject: Minutes of October 27, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the October 27, 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: November 17, 2025
Subject: Minutes of October 27, 2025 - Workshop

Introduction: The City Clerk is presenting the minutes of the October 27, 2025 Workshop for approval.



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: November 17, 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 - October 2025 - Invoice No. 104913 - \$22,418.90

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - October 2025 - Invoice No. 125200 - \$623.50

Fisher & Phillips LLP

- City Labor Attorney Services - September 2025 - Invoice No. 2229298 - \$152.50

Budget Impact: Funds for the City Attorney's invoice are available in FY 2026 Budget Account No. 001-0140-514-31-01. Funds for the Code Enforcement Special Magistrate's invoice are available in FY 2026 Budget Account No. 001-0140-514-31-03. Funds for the City Labor Attorney's invoice are available in FY 2026 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. 104913
2. Invoice No. 125200
3. Invoice No. 2229298



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: November 17, 2025
Subject: Resolution 25-3547 - Utility Easement Agreement with City of Maitland for the Community Maitland Park

Introduction: Resolution 25-3547 provides for a Utility Easement Agreement with the City of Maitland for the City of Casselberry utility lines located within the Community Maitland Park.

Background: The City of Casselberry owns two water mains which are located within the Community Maitland Park. During the Northgate Phase 1 Water Main Replacement Project, the water mains were identified as not being located within an established easement. The asbestos cement water main is being allowed by Maitland to be grouted and abandoned in place, while the PVC water main will remain in service after the Northgate Phase 1 Water Main Replacement Project is complete. To provide for future access for utility installation, repair, and maintenance, Utilities staff cooperated with City of Maitland staff to ensure a proper Utility Easement is put in place.

Discussion: A survey was conducted to confirm the specific location of the City's water main. Subsequently, the City of Maitland provided a Utility Easement for the water mains within the Community Maitland Park. The agreement grants and conveys a utility easement for the installation, repair, and maintenance of water infrastructure located within the north 30 feet of the Community Maitland Park.

Resolution 25-3547 provides for approval of the Utility Easement Agreement.

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

Recommendation: The City Manager and Utilities Director recommend approval of Resolution 25-3547.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Resolution 25-3547
2. Utility Easement



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: November 17, 2025
Subject: Resolution #25-3548 - Acceptance of Funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Direct Program FY24 and Related Budget Amendment #26-006

Introduction: 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.

Background: The U.S. Department of Justice has notified the City of Casselberry that the Edward Byrne Memorial Justice Assistance Grant (JAG) funding for FY24 has allocated \$7,833 for eligible distribution to the Police Department. The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

Discussion: The Police Department is committed to providing quality law enforcement services to the community and public. As a means of assisting in accomplishing such, the Police Department has a goal to complete less-lethal training that will expand service capabilities to the community, the public, and/or improve officer safety.

Budget Impact: Budget Amendment #26-006 recognizes \$7,833 in revenue from the grant and allocates funding into an expenditure account for training.

Recommendation: The City Manager and the Police Chief recommend approval of Resolution #25-3548 to accept funding from the Edward Byrne Memorial Justice Assistance Grant Program in the amount of \$7,833 and related Budget Amendment #26-006.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Resolution 25-3548
2. Agreement
3. BA #26-006



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: November 17, 2025
Subject: Budget Amendment #25-048 - Adjustments to the FY 2025 Budget

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

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, because it is, by definition, impossible to budget for technical accounting events and other unplanned events, it is often necessary to make adjustments to the approved Budget.

Discussion: Pursuant to Statute Section 166.241, adjustments can be made within sixty days of the close of the fiscal year to amend the Budget. The adjustment is technical in nature, such as providing for the accounting "true-up" for expenditures previously approved by the Commission through a separate action. Resolution 650 states, "The City establishes its accounting system to report annually on a department and fund basis..." It also states, "from time to time City Departments have situations occur which require additional appropriations..." Unanticipated revenues and actual cash balance forward dollars have been received by and are available to the City of Casselberry. In order to provide a budget for the utilization of the unanticipated revenues and expenditures, it is deemed necessary, appropriate and advisable to amend the Budget.

Budget Impact: The attached Budget Amendment Summary provides detailed descriptions regarding the adjustments above. Additional adjustments that do not impact fund balance are also included.

Recommendation: The City Manager and the Finance Director recommend approval of Budget Amendment #25-048 amending the City of Casselberry FY 2025 Budget.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. BA 25-048



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: November 17, 2025
Subject: Resolution 25-3549 - FY 2025 Fourth Quarter Budget Amendments and Transfers

Introduction: Approval of Resolution 25-3549 to formally adopt budget amendments and budget transfers approved during the fourth quarter of FY 2025 is requested.

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 4th 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 fourth quarter is also attached.

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

Budget Impact: The Fourth 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 fourth quarter of Fiscal Year 2025. The Fourth 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 25-3549

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Resolution 25-3549
2. FY25 Fourth Quarter Budget Amendments Summary
3. FY25 Fourth Quarter Budget Transfers Summary



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: November 17, 2025
Subject: Piggyback Agreement with InDepth for Ground Storage Tank Cleaning and Inspection Services

Introduction: 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. (PBA-2026-1387)

Background: The City owns and operates three Water Treatment Plants (WTPs) that supply potable water to its customers. All three treatment facilities have two ground storage tanks on site which store the treated water prior to it entering the distribution and reclaimed systems. The system additionally has two elevated storage tanks, one at South WTP and the other across from City Hall on Melody Lane. The ground storage tanks and elevated storage tanks need to be inspected and maintained regularly to meet the Florida Department of Environmental Protections requirements and extend their life expectancy.

In Depth, Inc. is a reputable company that inspects, repairs, paints, and coats storage tanks throughout the state of Florida. City staff have used In Depth to perform tank inspections in the past and would like to use them to perform the repair, coating, and painting for the various storage tanks in the City's potable system.

Discussion: In Depth, Inc. has a competitively bid agreement with Seminole County effective May 6, 2021, through May 5, 2026, for cleaning and inspection of ground storage tanks. PBA-2026-1387 provides the City with a piggyback agreement using Seminole County's agreement for the services related to repairs, cleaning, painting, and inspection of ground storage tanks. The estimated not-to-exceed amount is \$500,000 for the period beginning November 17, 2025, through May 5, 2026.

It should be noted that the not-to-exceed amount is established as a means to provide for the maximum authorization. However, this amount does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order.

City staff plan to bring forth a budget amendment later this fiscal year to sufficiently budget for a capital project related to storage tank repairs, cleaning and painting which were identified as services in the scope of this agreement.

Budget Impact: There is no immediate impact to the budget. Funding for repairs and maintenance services under this agreement has been budgeted in the Fiscal Year (FY) 2026 Water Production Repair and Maintenance account #401-0754-533.46-00.

Recommendation: The City Manager and Utilities Director recommend approval of the piggyback agreement with In Depth, Inc. in an amount not to exceed \$500,000 for the period starting November 17, 2025 through May 5, 2026.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Piggyback Agreement
2. Exhibit A Seminole County Agreement



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: November 17, 2025
Subject: Piggyback Agreement with Flotech Environmental, LLC for Storm Sewer Rehabilitation

Introduction: 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. (Ref. PBA-2025-1364)

Background: The Stormwater Division has recognized various storm lines (pipes) throughout the City in need of either point grouting or full pipe lining. The storm pipes vary in size from 12 to 48 inches. Over time, these storm pipes have deteriorated and therefore need to be repaired. Lining and/or grouting the pipes is typically a more economical and less disruptive way of restoration compared to full replacement, especially in urbanized areas.

The City's adopted Fiscal Year 2026 Budget includes a total of \$500,000 in Stormwater Utility Fund capital account #110-0740-538.63-40 for Storm Pipe Rehabilitation project PW 2611.

The City of Oviedo has an agreement with Flotech Environmental, LLC (Contract ITB #24-20) that covers the types of services the City needs.

Discussion: This item provides the City with a piggyback agreement (PBA-2025-1364) based on the City of Oviedo contract that can be utilized to line and/or grout various storm pipes throughout the City. The term is from October 14, 2025, through October 13, 2028, with options for renewal. The estimated expenditure amount does not exceed \$1,000,000 for the term.

It should be noted that the not-to-exceed amount threshold was established to provide for the maximum authorization. However, it does not imply actual expenditures, since various departments must work within their budget parameters and availability of funds is verified prior to obtaining a purchase order. Furthermore, appropriations beyond Fiscal Year 2026 are subject to future City Commission approval.

Budget Impact: There is no budget impact associated with this item. Stormwater Utility Fund operating or capital accounts will be used as needed, subject to available budget.

Recommendation: The City Manager and Public Works Director recommend approval to piggyback City of Oviedo Contract ITB #24-20 with Flotech Environmental, LLC for storm

line rehabilitation, cleaning, and video recording in an amount not to exceed a total of \$1,000,000 (Ref. PBA-2025-1364). City Commission approval further delegates through the established Purchasing Policy to the City Manager the authority to approve task authorizations within the scope of the Agreement (subject to available budget and the cumulative contractual limit of \$1,000,000) and to execute renewals of the Agreement (subject to renewals by the City of Oviedo) that do not increase the cumulative contractual limit.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Agreement
2. Flotech Environmental LLC Company Overview
3. Exhibit A - Piggyback Agreement



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: November 17, 2025
Subject: Amendment No. 3 to the Agreement with Quality Lawn Services Unlimited, Inc. for Grounds Maintenance Services for Lift Stations and Water Plants

Introduction: 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. (Ref: RFP-2020-0685)

Background: The City of Casselberry depends on contracted services for grounds maintenance of various publicly owned areas. In August 2020, the City posted solicitation RFP-2020-0685 Grounds Maintenance Services – Lift Stations and Water Plants. As a result of this process, in November 2020, the City Commission entered into an Agreement with Quality Lawn Services Unlimited, Inc. with an initial term from November 16, 2020 through November 15, 2023 with the opportunity for renewals. The estimated not-to-exceed amount was \$70,000 annually for a total of \$210,000 for the term of the agreement. In November 2023, the City Commission approved Amendment No. 1 to the Agreement to extend the term to November 15, 2024, and increase compensation by \$70,000 for a cumulative limit of \$280,000. In October 2024, the City Commission approved Amendment No. 2 to the Agreement to extend the term to November 15, 2025, and increase it by \$70,000 for a cumulative limit of \$350,000.

Discussion: Amendment No. 3 provides for an additional extension of the Agreement with Quality Lawn Services to November 15, 2026, and a commensurate \$85,425 increase in the contractual limit for a cumulative limit of \$435,425.

Budget Impact: There is no impact to the budget associated with this item, as funding to cover expenses associated with this service are already budgeted within Utility operating accounts.

Recommendation: The City Manager and the Public Works Director recommend approval of Amendment No. 3 to the Agreement with Quality Lawn Services Unlimited, Inc. to extend the term to November 15, 2026, and to increase the cumulative contractual limit by \$85,425 to a total of \$435,425.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Amendment No. 3



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: November 17, 2025
Subject: Purchase of Services from Inliner Solutions, LLC for Stormwater Pipe Lining Projects

Introduction: Approval of a purchase of services with Inliner Solutions, LLC for storm pipe rehabilitation in the amount of \$396,154 is requested. (Ref. RFP-2024-1108)

Background: The Stormwater Division has recognized various storm lines (pipes) throughout the City are in need of either point grouting or full pipe lining. The storm pipes vary in size from 12 to 48 inches. Over time, these storm pipes have deteriorated and therefore need to be repaired. Lining and/or grouting the pipes is typically a more economical and less disruptive way of restoration compared to full replacement, especially in urbanized areas.

In April 2024, the City issued Request for Proposal RFP-2024-1108 for Gravity Sewer, Manhole, Stormwater, and Lift Station Wet Well Rehabilitation and Lining Services. As a result of this solicitation, on May 13, 2024, the City awarded new contracts, with Inliner Solutions, LLC selected as a contractor. The Agreement with Inliner Solutions, LLC commenced on June 10, 2024, and extends through June 9, 2027, with the option to renew for two (2) one (1) year terms.

Discussion: In May 2025, Inliner Solutions, LLC provided a preliminary cost estimate of \$396,154 for stormwater pipe lining projects. To accomplish the projects at different locations, the City's adopted Fiscal Year 2026 Budget included \$500,000 in Stormwater Utility Fund capital account #110-0740-538.63-40 for Storm Pipe Rehabilitation (project #PW2611). On October 17, 2025, Inliner Solutions, LLC finalized the quote for a total of \$396,154.

For tracking purposes, this item is associated with project PW2611 Storm Pipe Rehabilitation.

Budget Impact: Sufficient funds are budgeted and available in Stormwater Utility Fund capital account #110-0740-538.63-40 for this purchase.

Recommendation: The City Manager and Public Works Director recommend the purchase of services from Inliner Solutions, LLC for Storm Pipe Rehabilitation in the amount of \$396,154, and authorization for the City Manager to execute change orders as needed up to 5% of that amount.

Prepared by: Jane Dai, City Engineer

Attachments:

1. Agreement
2. Proposal



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: November 17, 2025
Subject: Donation from State Law Enforcement Trust Funds to the Central Florida Chapter of Concerns of Police Survivors and Related Budget Amendment #26-005

Introduction: 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.

Background: A request was received from the Central Florida Chapter of Concerns of Police Survivors to help sponsor a ceremony to honor and remember those law enforcement officers who died in the line of duty. The Bluelight Gala ceremony will be held on February 28, 2026. A \$1,500 donation is considered a “Bronze Sponsor” and provides for Bluelight Gala Recognition, Social Media Spotlight, table placard, and eight (8) tickets to attend the ceremony. All proceeds support the members of the Central Florida Chapter of Concerns of Police Survivors.

Discussion: This ceremony is important as it recognizes those law enforcement officers who have made the ultimate sacrifice and assists their families and friends in dealing with a horrific reality. The approval of this donation will result in the reduction of \$1,500 from the State Law Enforcement Trust Fund. The Police Chief certifies that this request is in accordance with the Federal Guide To Equitable Sharing For State, Local, And Tribal Law Enforcement Agencies.

Budget Impact: Budget Amendment #26-005 will establish the budget for this expenditure. The State Law Enforcement Trust Fund will increase the Aids to Private Organizations account #104-0610-521.82-00 and the Other Non-Operating Sources account #104-0610-389.90-00 by \$1,500.

Recommendation: The City Manager and Police Chief recommend approval of the donation to the Central Florida Chapter of Concerns of Police Survivors in the amount of \$1,500 and related Budget Amendment #26-005.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. BA#26-005
2. Donation Request Letter



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

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 2025
Subject: Application for Department of Justice Assistance Bulletproof Vest Partnership Grant Award FY2025

Introduction: 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.

Background: The Bulletproof Vest Partnership Program, created by the Bulletproof Vest Partnership Grant Act of 1998, which is administered by the Bureau of Justice Assistance, is a unique U.S. Department of Justice initiative designed to provide a critical resource to law enforcement. The Bulletproof Vest Partnership Program provides support for the purchase of bullet-proof vests for law enforcement officers. The Bureau of Justice Assistance will notify the City of Casselberry when the application funding period for the Bulletproof Vest Partnership Award is open and is eligible for the distribution of grant funds to the Police Department.

Discussion: The Police Department is committed to providing high-quality equipment to its officers who serve the community and public. Each law enforcement officer employed by the City of Casselberry is issued a ballistic vest. Each issued vest expires in a five (5) year time frame and must be replaced. This causes a reoccurring need for funding. The Police Department seeks Commission approval to submit the grant application in order to obtain the funds provided via the Bulletproof Vest Partnership Program to assist with the purchase of the vests. Upon approval, the City of Casselberry will submit the grant application to apply for the reimbursement grant, which provides a 50% reimbursement of funds used to pay for eligible body armor.

Budget Impact: Sufficient funds for the purchase of bulletproof vests have been appropriated in the FY2026 budget Law Enforcement/Operating Supplies - Grant account 001-0610-521-52-01. Revenue will be recognized when received.

Recommendation: The City Manager and the Police Chief recommend approval to submit a grant application for the FY2025 Bulletproof Vest Partnership Program.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. FY 2025 BVP Program Announcement



CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 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: November 17, 2025
Subject: 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

Introduction: Resolution 25-3550 provides for the approval 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. 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. [ref. City Project #PW2514]

Background: MetroPlan Orlando (MPO) applied for and received a \$3.79M grant to develop a Vision Zero Action Plan with 19 municipalities within the Orlando tri-county area. The Vision Zero Action Plan incorporates the five (5) elements of the Safe System Approach: safe roads, safe speeds, safe road users, safe vehicles, and post-crash care. The Vision Zero Action Plan aims to reduce the number of deaths and serious injury crashes to zero on Florida's roadways by using a comprehensive approach of education, engineering, enforcement, and public engagement. In 2023, City staff began working with MPO and its consultant, Fehr and Peers, Inc., to develop the City's Vision Zero Action Plan and, subsequently, adopted Resolution 24-3418 that formally set a goal to eliminate traffic deaths and severe injuries by 2030 on all City-owned streets, and by 2040 on all other streets and roads within the City. The Casselberry Vision Zero Action Plan, which includes a thorough analysis of the City's High Injury Network (HIN), public engagement initiatives, and recommendations to mitigate the severity of traffic crashes while improving safety for current and future years, was adopted by City Commission in July 2024.

Based on needs identified during development of the plan (but prior to its finalization and adoption), City staff requested City Commission's approval to pursue the Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant up to \$1,500,000 (including \$1,200,000 of federal funding and \$300,000 of local funding) to assist with the implementation of quick-build strategies using low-cost and temporary materials that could later inform future permanent projects, as well as planning activities to develop the City's next transportation master plan, known as the Mobility and Access Plan (M.A.P.). The application was submitted by May 2024, and in September 2024 the City was notified that it had been awarded the grant.

Discussion: The SS4A Grant Agreement provides for planning activities and demonstration activities, the latter consisting of temporary improvements with a focus on pedestrian and bicycle safety. The activities will be broken down into three phases: Base Phase, Option 1 Phase, and Option 2 Phase as follows:

Base Phase (\$770,000): includes preliminary design of proposed improvements (described in Option Phase 1); development of the Mobility and Access Plan (M.A.P.) that will replace the current Multimodal Transportation Master Plan, including a 10-year capital improvement project list of street rehabilitation projects along with implementation strategies; community engagement; an evaluation of SR 436 (from Wilshire Boulevard to the southern end of Seminole County line) for midblock crossing opportunities, signal warrants, etc.; and environmental analysis in accordance with the National Environmental Policy Act (NEPA). Federal funding for work required for this phase is \$660,000 with an anticipated local share of \$110,000.

Option Phase 1 (\$53,000): includes the quick build final design of the trail crossing at SR 436 and Wilshire Boulevard; protected bike facilities, which includes paint, delineators, pavement markings, and curb installations at the following locations: Wilshire Drive (SR 436 to Brittany Circle), Brittany Circle (Wilshire Drive to Laurel Way), Mark David Boulevard (Mark David Court to Wilshire Drive), and North Oxford Road (SR 436 to Carriage Hill Drive); and pedestrian improvements at the following locations: Crystal Bowl Circle (Avalon Boulevard to Casselberry Elementary), North Winter Park Drive (Gee Creek Lane to Belle Avenue), and Osceola Trail Loop (Wolf Trail to Gee Creek Lane). This phase is completely funded by local funding at an anticipated cost of \$53,000.

Option Phase 2 (\$677,000): includes quick build construction services. Federal funding for work related to this phase is \$540,000 with an anticipated local share of \$137,000.

At the conclusion of the project, the City will be required to publish before and after evaluation data which, in turn, will inform updates to the adopted Casselberry Vision Zero Action Plan. A solicitation for consulting services is expected to be released in early 2026 for a single consultant to provide planning, design, post-design, and evaluation services needed throughout all phases of the project. Construction is expected to begin in mid to late 2027. The term of the SS4A Planning and Demonstration Agreement is expected to conclude in the summer of 2029.

Budget Amendment #26-003 is necessary to recognize funding awarded, in the amount of \$1,200,000, by the USDOT FHWA related to the SS4A Planning and Demonstration Grant, as well as to provide \$300,000 in sales tax funding as local match. NOTE: funding for consulting services and subsequent construction services related to this project may exceed the budgeted amount(s). However, any additional funding will be requested via a budget amendment when necessary.

Budget Impact: BA #26-003 will recognize federal funding, in the amount of \$1,200,000, from the USDOT FHWA for the SS4A Planning and Demonstration Grant and provide \$300,000 of local funding within the FY 2026 Infrastructure Surtax (Sales Tax) Fund.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3550 Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Agreement with the United States Department of Transportation Federal Highway Administration and Related Budget Amendment #26-003.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Resolution 25-3550
2. Agreement
3. Presentation
4. BA 26-003



CITY MANAGER MEMORANDUM

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 2025
Subject: First Reading of Ordinance 25-1627 — Acknowledging Termination of the Community Redevelopment Agency (CRA)

Introduction: Approval of Ordinance 25-1627 on first reading, acknowledging terminating the Community Redevelopment Agency (CRA), and the repeal and replacement of the Community Redevelopment Trust Fund with the Central City Reinvestment Fund.

Background:

Historically, the City of Casselberry (the “City”) was first settled and incorporated as a tax-free town in 1940 and later re-incorporated as a municipality in 1965. In 1995, the City established the Community Redevelopment Agency (CRA) to guide redevelopment and revitalization efforts. One of the CRA’s primary objectives was the creation of a designated Community Redevelopment District (CRD), located primarily along U.S. Highway 17-92 between State Road 436 and Seminola Boulevard. The district encompasses approximately 500 acres and serves as the commercial center of Casselberry.

In 2016, the CRA received an extension from Seminole County authorizing its operation through 2025. At that time, the CRA Board identified key spending strategies focused on economic development, infrastructure and neighborhood improvements, grant and financing programs, land acquisition, and planning and land use regulations. Priority projects established in 2016 included land acquisition for the expansion of Lake Concord Park and for private commercial development opportunities.

Discussion: The sunseting of the Community Redevelopment Agency (CRA) shall take effect on December 11, 2025. In recognition of the conclusion of the CRA’s term and to ensure an orderly and transparent transition, all assets, liabilities, programs, and responsibilities of the CRA shall be transferred to the City of Casselberry. The implementation of this transition requires the adoption of an ordinance by the City Commission to formally acknowledge the termination of the CRA, authorize the transfer of all remaining funds and property, and establish procedures for the continued management and reinvestment of the community redevelopment trust funds which must be used in the "Central City District" in accordance with Resolution 95-R-255 of the Seminole County Board of Commissioners and reaffirmed in Resolutions 98-R-181 and 2016-R-184. The ordinance also makes conforming amendments to the City Code in recognition of the CRA termination.

Budget Impact: There are no anticipated budget impacts to the currently approved budget.

Recommendation: The City Manager, City Attorney, and Community Development Director recommend approval of Ordinance 2025-1627.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1627
2. 2025 CRA Map - Informational Exhibit
3. Business Impact Statement



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: November 17, 2025
Subject: Public Hearing: Second Reading of Ordinance 25-1625 - Amending the ULDR to Disband the Development Review Committee

Introduction: 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. (TA 25-02)

Background: The proposed amendment seeks to eliminate and disband the City's Development Review Committee (DRC) and replace language to provide the Administrative Official with the responsibilities previously given to the City's Development Review Committee.

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 September 10, 2025, in a 6-0 vote. The City Commission unanimously approved Ordinance 25-1625 on first reading at the October 13, 2025, public hearing. A notice of public hearing relative to the second reading of Ordinance 25-1625 was advertised in the Orlando Sentinel on November 6, 2025.

Discussion: The City of Casselberry currently utilizes a DRC, established in the City's ULDR, to review and approve certain development applications. DRC is an internal advisory body comprised of City staff from various departments, as well as a representative from the Seminole County Fire Department. The DRC's role has been to conduct technical reviews of site plans, major subdivisions, planned developments, and similar land development applications prior to further review and approval by the Planning and Zoning Commission and City Commission, where applicable. DRC typically meets in person once a month, holding a public meeting complete with a posted agenda satisfying public notice requirements.

For context, Seminole County, Altamonte Springs, Longwood, and Sanford all maintain some form of DRC or Development Review Team (DRT). These groups are made up of staff from multiple departments and meet regularly to review development applications. Seminole County and Longwood hold public meetings for their DRCs, while Altamonte Springs' process appears internal. Sanford's DRT meets weekly.

Alternatively, Oviedo and Winter Springs do not utilize a DRC. Oviedo assigns development review authority to the Land Use Administrator, who can act independently or delegate to

other staff, and issues development orders directly. Winter Springs relies on staff review, with recommendations sent directly to the Planning and Zoning Board and City Commission.

While the DRC framework provided a structure for interdepartmental review, the formal committee format has become redundant and contributed to inefficiencies in processing timelines for development applications. The proposed amendment aims to revise the procedures related to development applications that currently require DRC review and approval. Instead of the formal committee, the ordinance authorizes the Administrative Official, once the technical review is complete, to approve minor site plan modifications and, when applicable, to provide recommendations to P&Z and City Commission for major site plans and developments of community impact (DCI).

This ordinance proposes the formal dissolution of the DRC and replaces the DRC meeting structure with an administrative process that retains the full and comprehensive scope of technical review, as seen in the attached workflow charts. Currently, technical reviewers provide comments through a coordinated internal process via CitizenServe, the City's online permitting system. It is proposed that all staff from reviewing divisions, departments, and agencies will continue to provide technical review in this way. Once all comments are addressed, the project will proceed through the approval process, ending with the approving authority issuing a formal Development Order (DO) that documents the approved scope of work, conditions, and references to relevant plan sheets.

Technical Review Disciplines:

- Addressing/GIS
- Arbor/Tree Preservation
- Building Safety
- Code Compliance
- Engineering
- Environmental
- Fire Safety
- Lakes Management
- Landscaping
- Planning & Zoning
- Police Safety
- Stormwater
- Transportation
- Utilities

The proposed change eliminates a non-substantive meeting step, streamlines internal coordination, and provides a more efficient development review process. Importantly, no technical reviewers are removed from the process, and no project can proceed without each department's sign-off in CitizenServe that all issues have been resolved. Public transparency is preserved through the formal documentation of Development Orders, which will include but not be limited to:

- Project description
- Site location/address and parcel ID
- Confirm zoning site data such as setbacks, FAR, ISR, etc.
- Summary of site improvements

- Conditions of approval (if any)
- References to relevant site plan sheets
- Clarifications on buffer widths, parking waivers, tree mitigation, etc.
- Signature of the administrative official

Otherwise, City staff provides the following assessment of the proposed amendment against the established criteria in ULDR Section 1-2.9.C.

CRITERION 1: Consistency with the Comprehensive Plan

The proposed change is procedural in nature and does not alter how land use applications are reviewed for consistency with the Comprehensive Plan, minimum levels of service for infrastructure, or concurrency management. All existing technical reviewers, including those from Engineering, Utilities, Fire, Building, and other relevant divisions and departments, will continue to assess compliance with these requirements. This administrative approach maintains current review rigor while improving efficiency.

Policy FLU 1.15 Concurrency Management System. To determine whether a project proposal is in compliance with the City of Casselberry's Comprehensive Plan and Unified Land Development Regulations, a concurrency evaluation will be conducted during the development review process. The purpose of the evaluation is to determine whether the demand for capacity created by the proposed development can be met with the existing capacity of the public facility. The public facility capacity demands of the proposed development must not exceed the available capacities that correspond with the adopted level of service standards for the following public facilities and services:

- *Stormwater Drainage*
- *Parks and Recreation*
- *Potable Water*
- *Sanitary Sewer*
- *Solid Waste*
- *Public Schools*

The proposed procedural change does not weaken concurrency review or the evaluation of infrastructure capacity. By maintaining full interdepartmental and interagency technical review, the City continues to uphold this concurrency system. In fact, eliminating the ceremonial DRC meeting can help resolve reviews more swiftly, ensuring concurrency is verified without unnecessary delay in the approval process.

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.

The policy explicitly encourages the revision and modernization of the City’s land development regulations. The proposed ordinance achieves this by eliminating outdated procedural layers and relying on streamlined yet thorough internal review processes. This amendment reflects the City’s responsibility to evolve its regulatory framework in support of efficient economic development.

CRITERION 2: Conformance with Ordinances

The proposed ordinance modifies the City's ULDR to formally repeal the DRC structure. All other provisions of the Code, including zoning, site design, and development standards, remain in force and will continue to be enforced through interdepartmental technical review, followed by memorialization in a Development Order.

CRITERION 3: Changed Conditions

Staffing models, departmental participation, and technological improvements (e.g., electronic development permits) have undergone substantial changes since the original DRC framework was established in 2002. Additionally, the committee has become largely ceremonial. Since mid-2022, projects were typically only brought forward to DRC for approval when all or nearly all outstanding technical review comments were resolved.

CRITERION 4: Land Use Compatibility

The proposed change does not authorize or allow incompatible land uses. It only modifies the process by which site plan applications are administratively reviewed and approved. Land use compatibility will continue to be addressed through existing zoning and site plan review standards per the City's ULDR and Comprehensive Plan.

CRITERION 5: Adequate Public Facilities

All development applications will continue to undergo thorough interdisciplinary technical review by departments responsible for evaluating public facility adequacy, school concurrency, and utilities before a Development Order is issued.

CRITERION 6: Natural Environment

Environmental elements, such as stormwater management, tree preservation, and lake management, will continue to be reviewed by the appropriate staff during the technical review process. This procedural change does not reduce or eliminate the requirement for environmental review.

CRITERION 7: Economic Effects

While no immediate economic effects are anticipated, the ordinance promotes efficiency in the development review process, reducing unnecessary delays and indirectly lowering costs for applicants by providing approvals more swiftly. A simpler development process may encourage reinvestment and redevelopment, supporting property values and general welfare of the City.

CRITERION 8: Orderly Development

The proposed administrative process retains the same level of technical scrutiny, ensuring that development continues to conform to established patterns and regulations. Eliminating the DRC meeting has no effect on design standards, zoning consistency, or infrastructure coordination.

CRITERION 9: Public Interest

The proposal is in the public interest with the purpose of the ULDR to provide an efficient, fair, and technically sound process for development approvals. It eliminates a bureaucratic barrier while preserving full transparency and public access to decisions through the Development Order and existing public records procedures.

CRITERION 10: Other Matters

P&Z is encouraged to consider additional factors, including community feedback gathered

during public hearings. The review process also supports active coordination between applicants and staff throughout the review cycle. Development Orders will be recorded with the Seminole County Clerk of the Court and will therefore be documented and publicly accessible, ensuring greater transparency. These enhancements enable staff to expedite approvals and recommendations once all comments are addressed, thereby accelerating development timelines.

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 25-1625 on second and final reading.

Prepared by: Matt Linder, Planner I

Attachments:

1. Ordinance 25-1625
2. Business Impact Statement
3. Presentation
4. Current & Proposed Workflows
5. Ad



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

11.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 2025
Subject: Public Hearing: Second Reading of Ordinance 25-1626 - Amending City Code Chapter 68 - Roadway and Utility Construction, Article IV. - Communications Rights-of-Way

Introduction: Ordinance 25-1626 provides for 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.

Background: The City of Casselberry is granted the authority, under Section 2(b), Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law. Through City Code of Ordinances Chapter 68, Roadway and Utility Construction, Article IV.- Communications Rights-of-Way, the City protects the public health, safety, and general welfare of the community by establishing reasonable rules and regulations necessary to manage the placement or maintenance of communications facilities in the public rights-of-way by all communications services providers and minimizing disruption to the public rights-of-way. The City has received requests from communications services provider industry representatives to update the existing ordinance to provide additional flexibility to (1) perform their own utility locates in the right-of-way to expedite their projects, which is ordinarily a responsibility of the City pursuant to Chapter 556, Florida Statutes; and (2) allow for projects exceeding 1,000 linear feet at a time, which the City has historically not permitted due to staff time constraints in performing utility locates and managing the projects, risks of damage to underground utilities, and disruption to city residents, pedestrians, and motorists.

Discussion: The City's reasonable rules and regulations pertaining to communications services providers have been enacted in compliance with and consistent with state and federal law, particularly Section 337.401, Florida Statutes which affirms that every municipality retains the authority to regulate and manage municipal roads or rights-of-way in exercising its police power, subject to the limitations imposed under state law, and that any rules or regulations adopted by a municipality which govern the occupation of its roads or rights-of-way by providers of communications services must be related to the placement or maintenance of facilities in such roads or rights-of-way, must be reasonable and nondiscriminatory, and may include only those matters necessary to manage the roads or rights-of-way of the municipality or county.

Communications services providers holding communications rights-of-way utilization permits ("permit" or "permits") are responsible for any damage resulting from the issuance

of the permit pursuant to Section 337.401(2), Florida Statutes, and the City has enacted certain provisions relating to necessary insurance coverage, indemnification, and bonding to ensure that communications services providers are able to make such repairs and/or compensate the City for damages to the right-of-way. Multiple projects have caused significant damage as a result of communications services providers' installation or maintenance of communications facilities in the public rights-of-way, including damaged City-owned utility lines. In addition, there continues to be increasing demand by communications services providers for larger and more extensive installation projects within the City's rights-of-way.

The attached proposed ordinance provides for more stringent requirements for communications services providers seeking permits to install or repair communications services facilities in the public-right-of-way due to the requests by industry representatives to allow for larger projects to be permitted at a time. By adopting the additional rules and regulations established herein, the City treats providers of communications services in a nondiscriminatory and competitively neutral manner as required by state and federal law while also attempting to accommodate industry requests.

To summarize, the proposed amendments provide as follows:

- Strengthen the statement of authority, which is currently required, to also require the communications services provider registrant who may not be the applicant for a specific project to accept responsibility for the acts and omissions of the permit applicant, its contractors, subcontractors, and others performing work through the applicant in the City's right-of-way.
- Allow for applicants to apply for up to two permits for projects between 1,001 and 5,000 linear feet.
- Authorizes the City Manager to execute a third-party utility locates agreement with a communication services provider whenever the proposed work area exceeds 1,000 linear feet. This agreement will allow the provider to hire a third-party contractor acceptable to the Utilities Director to perform utility locates as provided in Chapter 556, Florida Statutes (the Underground Facility Damage Prevention and Safety Act). As part of this agreement, the provider will be required to assume the risks of all inaccuracies and omissions of the locates performed by its third-party contractor and shall be required to indemnify and hold harmless the city for claims, damages, and expenses incurred as a result of the third-party contractor's work in performing the locates.
- Requires communications services providers and their contractors to immediately notify the Utilities Department in the event of damage to the City's underground facilities.

After first reading on October 13, 2025 and with input from the communications services providers, staff reviewed the requirements and revised the proposed ordinance to require a letter of credit to guarantee restoration of the right-of-way rather than also requiring a cash escrow. In addition, the maximum amount required for the letter of credit was reduced to \$150,000. Notice of public hearing was advertised in the Orlando Sentinel on October 31, 2025.

Budget Impact: There is no anticipated budget impact with this action.

Recommendation: The City Manager, Public Works Director and Utilities Director recommend approval of Ordinance 25-1626 on first reading.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Ordinance 25-1626
2. Business Impact Estimate
3. Notice of Public Hearing Ad



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: November 17, 2025
Subject: 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

Introduction: 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. (Ref: ITB-2025-1329)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Utility Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community has been split into two phases.

On February 12, 2024, City Commission awarded Task Authorization No. 4 with GAI Consultants which provided for the design and limited construction services of the Northgate Phase 2 Water Main Replacement Project. The scope of the Northgate Phase 2 project includes replacing 9,000 feet of galvanized and asbestos cement water main ranging in size from 2-inch to 6-inch. The project corridors include various residential streets in unincorporated Seminole County, bounded by Glastonberry Road to the West, Hewett Lane to the North, East Boulevard to the East, and South Boulevard to the South. The pipe will be replaced using a mixture of horizontal directional drill (HDD) and open-cut methods, with the existing pipe being grouted and abandoned in place. GAI Consultant's cost estimate for this project is \$3,308,500.

Discussion: An Invitation to Bid, ITB-2025-1329, was issued on September 4, 2025, requesting proposals from qualified firms for the Northgate Phase 2 Water Main Replacement Project. The work consists of furnishing all labor, equipment and materials necessary to replace approximately 9,000 linear feet of existing water main. Bids for the project were due October 14, 2025. Eight contractors responded with bids ranging from \$2,317,900.00 to \$3,763,782.00. Accurate Drilling Systems, Inc. provided the lowest, most responsive, and responsible bid in the amount of \$2,317,900.00.

The total project construction cost, inclusive of the base bid and 10% contingency, is \$2,549,690. Staff recommends authorization for the City Manager to approve Change Orders up to 5% of the base proposal amount (\$115,895.55), should the need arise. Any additional

contingency utilization would require City Commission approval.

BA #26-009 is necessary to roll over the encumbered and unencumbered FY25 funds associated with the Northgate Phase 2 Water Main Replacement Project to fully fund the construction with contingencies. The budget amendment includes the currently encumbered funds in PO-2500128 with GAI Consultants in the amount of \$53,490 for construction administration.

For tracking purposes, this item is associated with PW 2206 Northgate Phase 2 Water Main Replacement Project.

Budget Impact: Budget Amendment #26-009 rolls over and rebudgets \$2,603,180 to the Northgate Phase 2 Water Main Replacement Renewal and Replacement account #402-0751-536.63-40 to provide sufficient funding for the project.

Recommendation: The City Manager and Utilities Director recommend an Award of Bid for ITB-2025-1329 and execution of an agreement with Accurate Drilling Systems, inc. in the amount of \$2,317,900.00 to provide for construction of the Northgate Phase 2 Water Main Replacement Project, authorization for the City Manager to approve Change Orders up to 5% of the base proposal amount, and approval of related roll over Budget Amendment #26-009.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Solicitation
2. Accurate Drilling Systems Inc. Submittal
3. American Civil Construction Inc. Submittal
4. Cathcart Construction Company - Florida, LLC Submittal
5. Development of Central Florida Inc. Submittal
6. EZ Contracting, LLC Submittal
7. Masci General Contractor, Inc. Submittal
8. Schuller Contractors Inc. Submittal
9. TB Landmark Construction, Inc. Submittal
10. Bid Price Summary
11. Accurate Drilling Systems, Inc. Agreement
12. BA 26-009



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

12.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 2025
Subject: City Manager Performance Evaluation Summary

Introduction: The attached summary of the City Manager's performance evaluations for Fiscal Year 2025 (FY25) is provided for the City Commission's information and review.

Background: Pursuant to the City Manager's contract dated September 10, 2012, "the process, form, criteria and format to be used for the evaluation shall be mutually agreed upon by the City Commission and the City Manager." The City Commission discussed and approved the City Manager Performance Evaluation Form at their meeting on October 28, 2013. It was agreed that the form would be completed to evaluate the City Manager's performance and a summary would be submitted to the City Commission for review. The form was used again without revision for subsequent reviews.

Discussion: Commission members completed the form and met with the City Manager to discuss their evaluation rankings and comments. Following the meetings, the forms were provided to Human Resources to prepare the attached summary.

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

Recommendation: The City Manager recommends review of his performance evaluation summary for FY25.

Prepared by: Andy Brooks, Administrative Services Director

Attachments:

1. City Manager Performance Evaluation Summary 2025



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

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: November 17, 2025
Subject: Procurement Information Report for the Period October 1, 2025 through October 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 October 1, 2025 through October 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 Manager, Procurement Manager, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manager shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

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