

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, January 12, 2026
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 December 8, 2025 - Regular Meeting**

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. 105293 - \$19,247.20
- Fishback Dominick LLP - Invoice No. 125603 - \$542.00

B. **Task Authorization No. 2 with Hazen and Sawyer, P.C. for the Howell Park Water Treatment Ground Storage Tank Replacement Design Project**

Approval of Task Authorization No. 2 with Hazen and Sawyer, P.C. for design services related to the Howell Park Water Treatment Plant Ground Storage Tank Replacement Project is requested.

C. **Change Order No. 1 to the Agreement with Raftelis Financial Consultants, Inc. for Additional Work Related to the Water and Sewer Utility Rate Study**

Approval of Change Order No. 1 to the agreement with Raftelis Financial Consultants, Inc. for additional work related to the Water and Sewer Utility Rate Study in the amount of \$15,015 is requested.

D. **Reorganization of the Streets Maintenance Division of the Public Works Department**

Approval of the reorganization of the Streets Maintenance Division of the Public Works Department to authorize the addition of one full-time Staff Assistant I/II/Senior position (pay grades 12/17/23) is requested.

E. **Resolution 26-3557 - Updated Safe Streets and Roads for All Planning and Demonstration Grant Agreement with the United States Department of Transportation Federal Highway Administration**

Approval of Resolution 26-3557, which approves and authorizes execution of an updated 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.

F. **Budget Amendment #26-015 - Recognition of Revenue for a Memorial Park Bench**

Approval of Budget Amendment #26-015 to recognize a contribution totaling \$3,500 for the purchase and installation of a memorial park bench is requested.

G. **FY 2026-2027 Capital and Operating Budget Calendar**

Approval of the Budget Calendar for preparing and adopting the FY 2026/2027 Budget is requested.

H. **Piggyback Agreement with Veytec, Inc. for the Purchase of Cybersecurity Software (Confidential and Exempt Pursuant to Sec. 119.0725, F.S.)**

Approval of an agreement with Veytec, Inc. by piggybacking State of Florida Department of Management Services Agreement No. 43220000-NASPO-19-ACS for the purchase of a 1-year subscription for cybersecurity software in the amount of \$69,418.72 is requested.

I. **Fiscal Year 2025 Report of City Investment Activity**

The City of Casselberry Annual Report of Investment Activity for the fiscal year ending September 30, 2025 is submitted for City Commission review and acceptance.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 26-1628 - Amending Various Utility Rate Sections of Chapter 86 of the City Code, Utilities**

Approval of Ordinance 26-1628 on first reading, amending various utility rate sections within Chapter 86 of the City Code, is requested.

B. **First Reading of Ordinance 26-1629 — Amending the City's Official Zoning Map and Approving the Mecato PUD Agreement (PUD 25-02) and Concept Plan at 380 S.R. 436**

Approval of Ordinance 26-1629 on first reading, amending the City's Official Zoning Map to PMX-MID (Planned Mixed-Use: Medium Rise) for one (1) parcel located at 380 S.R. 436, including an associated Planned Unit Development Agreement, is requested.

11. PUBLIC HEARINGS - None

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.)

12. OTHER ITEMS

A. **Ratification of the Appointment of Martin Butcher as Interim Public Works Director**

Ratification of the appointment of Martin Butcher as Interim Public Works Director due to a vacancy in the position is requested.

13. CITIZENS' COMMENTS

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

- 14. CITY MANAGER'S REPORT**
- 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: January 12, 2026
Subject: Minutes of December 8, 2025 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the December 8, 2025 Regular Meeting 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: January 12, 2026
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoices from the City Attorney and the Code Enforcement Special Magistrate 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 - December 2025 - Invoice No. 105293 - \$19,247.20

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - November 2025 - Invoice No. 125603 - \$542.00

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.

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. 105293
2. Invoice No. 125603



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: January 12, 2026
Subject: Task Authorization No. 2 with Hazen and Sawyer, P.C. for the Howell Park Water Treatment Ground Storage Tank Replacement Design Project

Introduction: Approval of Task Authorization No. 2 with Hazen and Sawyer, P.C. for design services related to the Howell Park Water Treatment Plant Ground Storage Tank Replacement Project is requested. (SOQ-2025-1234)

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 (GSTs) on site which store the treated water prior to it entering the distribution system. The Howell Park Water Treatment Plant has a smaller 250,000-gallon tank (GST #1) and a larger 500,000-gallon tank (GST #2). GST #1 was decommissioned in 2021 due to internal coating failure, so the Howell Park WTP has been utilizing only GST #2 for water storage. City staff compared the cost of rehabilitating the existing tank with the cost of installing a new tank. It was determined that due to the interior failure of GST #1, it would be more cost-effective to completely replace the tank. On July 22, 2024, City Commission approved Resolution 24-3443 for the purchase of the residential property located at 106 Wilshire Drive, which is where the new ground storage tank will be located.

Discussion: On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with Hazen and Sawyer, P.C. for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234). Utilities staff requested that Hazen and Sawyer provide a scope of services for design of the Howell Park Water Treatment Plant Ground Storage Tank Replacement Project. Task Authorization No. 2 with Hazen and Sawyer, P.C. provides for survey, geotechnical engineering, design, bidding assistance, and limited construction administration for the Howell Park Water Treatment Plant Ground Storage Tank Replacement Project. Hazen and Sawyer, P.C.'s total cost for these services is \$260,586.00. This project will also change the numbering of the Ground Storage Tanks. The standard practice for the numbering system is to number the GST based on proximity to the main treatment plant building, #1 being the closest. Due to the new location of the replacement GST, the current GST #2 will now be closer to the main treatment plant building and will be re-labeled to #1 with this project. The new GST will therefore be referred to GST #2.

For tracking purposes, this item is associated with UD 2603 Howell Park Water Treatment Plant Ground Storage Tank Replacement.

Budget Impact: There is sufficient project funding in the Fiscal Year (FY) 2026 account.

Recommendation: The City Manager and the Utilities Director recommend approval of Task Authorization No. 2 with Hazen and Sawyer, P.C. for design services for the Howell Park Water Treatment Plant Ground Storage Tank Replacement Project in an amount not to exceed \$260,586.00.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 2



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: January 12, 2026
Subject: Change Order No. 1 to the Agreement with Raftelis Financial Consultants, Inc. for Additional Work Related to the Water and Sewer Utility Rate Study

Introduction: Approval of Change Order No. 1 to the agreement with Raftelis Financial Consultants, Inc. for additional work related to the Water and Sewer Utility Rate Study in the amount of \$15,015 is requested. (Ref: SOQ-2025-1253)

Background: The City owns and operates a public utility which includes water distribution, wastewater collection, and reclaimed water distribution systems. Casselberry Utilities provides safe and reliable drinking water as well as wastewater collection and treatment services to over 50,000 residents inside and outside City limits. In order to provide reliable service, the City evaluates utility rates which are necessary to maintain and operate utilities for residents and businesses in the City's utility system.

On April 17, 2025, the City entered into the SOQ-2025-1253 Water and Sewer Utility Rate Study Agreement with Raftelis Financial Consultants, Inc. This agreement provided for services in the amount of \$61,550 to perform a Water and Sewer Utility Rate Study. The scope of the Water and Sewer Utility Rate Study includes data analysis, identification of fiscal policies and objectives, customer and sales forecast, review of the capital improvement program, development of projected revenue requirements, development of miscellaneous charges, preparation of the summary report, and presentation of final rate study results.

Discussion: Raftelis Financial Consultants, Inc. is nearing completion of the Water and Sewer Utility Rate Study. However, at the request of the City, additional efforts have been required to reach the final results. City staff requested additional scenarios to analyze various reclaimed water user rate scenarios to present impacts on the overall financial projections, which required additional virtual meetings and delays in project schedule. Change Order No. 1 provides for additional efforts required to complete the remainder of the project for an amount not to exceed \$15,015.

Budget Impact: There is sufficient funding in the FY 2026 Water & Sewer Non-Departmental Professional Services account #401-0190-536-31-04 to provide for Change Order No. 1 with Raftelis Financial Consultants, Inc.

Recommendation: The City Manager and the Utilities Director recommend approval of Change Order No. 1 to the agreement with Raftelis Financial Consultants, Inc. for additional work related to the Water and Sewer Utility Rate Study in an amount not to exceed \$15,015.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No. 1



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: January 12, 2026
Subject: Reorganization of the Streets Maintenance Division of the Public Works Department

Introduction: Approval of the reorganization of the Streets Maintenance Division of the Public Works Department is requested.

Background: The Public Works Department consists of Engineering, Recreation & Cultural Arts, Fleet Maintenance, Parks Maintenance, Stormwater, Lake Management, Streets Maintenance, and City Facilities Divisions. The Streets Maintenance Division is responsible for maintaining the City's transportation infrastructure. This includes routine repair and replacement of sidewalks, isolated street repairs, litter control, fabrication and installation of street signs, and trimming of trees impacting the right of way. Other landscape maintenance is contracted to private companies, and traffic signal operation is maintained by Seminole County through an interlocal agreement.

There are currently 13 full-time positions budgeted in the Streets Maintenance Division, consisting of a Public Works Maintenance Manager, Streets & Stormwater Superintendent, Senior Staff Assistant, Lead Traffic Sign Specialist, Traffic Sign Specialist I, two Lead Streets Technicians, and six Streets Maintenance Workers. Of note, the Public Works Maintenance Manager, Streets & Stormwater Superintendent, and Senior Staff Assistant regularly provide services to other Divisions within (and in some cases external to) the Public Works Department and are funded by multiple funding sources, not just the General Fund.

The current Senior Staff Assistant in the Streets Maintenance Division provides numerous services to multiple divisions within the Public Works Department as well as for other City Departments. Services include but are not limited to receiving various customer inquiries and complaints via phone and email and coordinating resolutions thereto, responding to in-person inquiries, managing vehicle registrations for the City's fleet, maintaining and tracking fuel inventory levels for the City's fleet and equipment, generating fuel tax reports, creating requisitions for various purchase orders, receiving and processing invoices, making and processing P-card purchases, entering and tracking various work orders, coordinating payroll timesheets for various divisions, maintaining petty cash for various divisions, creating travel authorization and reimbursement requests, and generating various reports as needed related to work orders, labor, schedules, and expenditures.

Discussion: The current Senior Staff Assistant in the Streets Maintenance Division has over 26 years' tenure with the City of Casselberry. She has accumulated vast institutional

knowledge, and there is currently very limited redundancy for many of her functions for other staff to effectively serve as a backup in her absence. To provide an effective backup, achieve succession planning, and expand customer service capabilities, City staff has identified the need for the following reorganization of the Streets Maintenance Division:

1) Add one full-time Staff Assistant I/II/Senior position (pay grades 12/17/23)

This reorganization represents both a redistribution and enhancement of duties. It will provide additional resources for succession planning; improved customer service; and improved resiliency to adapt to staff schedules, shortages, and turnover. Creation of this position will allow for the current Senior Staff Assistant to pass on her knowledge through hands-on training of the new employee. This new position will also provide an opportunity for the City to better centralize and track customer complaints and inquiries received by the City related to both commercial and residential solid waste. In addition, this new position will fill a gap in resources to ensure continuous coverage at both the Public Works & Utilities Complex and the Public Works & Utilities Administration building front office when other staff are absent or have conflicting responsibilities.

This change represents a net increase of 1.0 Full-Time Equivalent (FTE) position. The annualized cost for this position with benefits is estimated to be approximately \$90,000. Required funding for the remainder of FY2026 would be \$60,000. This will result in increased personal services costs split between the General Fund and Stormwater Utility Fund. There is sufficient authorized funding to compensate for these costs. No additional funding is requested.

Budget Impact: There is no additional budget impact from this authorization.

Recommendation: The City Manager, Public Works Director, and Administrative Services Director recommend approval of the reorganization of the Streets Maintenance Division to authorize the addition of one full-time Staff Assistant I/II/Senior position (pay grades 12/17/23).

Prepared by: Kelly Brock, Public Works Director

Attachments: None



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: January 12, 2026
Subject: Resolution 26-3557 - Updated Safe Streets and Roads for All Planning and Demonstration Grant Agreement with the United States Department of Transportation Federal Highway Administration

Introduction: Approval of Resolution 26-3557, which approves and authorizes execution of an updated 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. [ref. City Project #PW2514]

Background: On November, 17, 2025, via Resolution 25-3550, the City Commission approved a Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Agreement with the United States Department of Transportation (US DOT) Federal Highway Administration (FHWA) for planning, design, construction, and pre-/post-evaluation of temporary pedestrian and bicycle safety improvements referenced in the adopted Casselberry Vision Zero Action Plan. This agreement included 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 USDOT/FHWA has provided an updated Agreement that requires City Commission reconsideration and approval as the original agreement was never fully executed.

Discussion: The updated SS4A grant agreement contains minor edits such as a notation and link in the agreement that references the date of the updated Terms and Conditions, an update to the Terms and Conditions deleting subparagraphs "tt" (8 U.S.C. 1324) and "uu" (8 U.S.C. 1327) from the General Federal Legislation, and other minor paragraph formatting adjustments. Subparagraphs "tt" and "uu" reference legislation regarding the harboring, assisting, and aiding of illegal immigrants.

Aside from these changes, the originally agreed upon terms and conditions of the SS4A Planning and Demonstration Grant Agreement, approved on November 17, 2025, remain unchanged.

Budget Impact: Approval of the updated SS4A Planning and Demonstration Grant Agreement does not create a negative impact to the FY 2026 budget.

Recommendation: The City Manager and the Public Works Director recommend approval of Resolution 26-3557.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Resolution 26-3557
2. Agreement



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: January 12, 2026
Subject: Budget Amendment #26-015 - Recognition of Revenue for a Memorial Park Bench

Introduction: Approval of Budget Amendment #26-015 to recognize a contribution totaling \$3,500 for the purchase and installation of a memorial park bench is requested.

Background: In February 2019, via Resolution 19-3080, the City Commission approved a Memorial Park Bench Program. This program allows residents to purchase standardized park benches in honor of loved ones and/or special occasions for installation at available locations in the City. The fee as established by the current policy (via Resolution 23-3351) is \$3,500, which intends to cover the cost of the bench itself, a commemorative plaque, freight/delivery, concrete pad, and installation.

Discussion: The City has received a contribution of \$3,500 from James Shaw for the purchase and installation of a memorial park bench on behalf of the Shaw family.

A budget amendment is necessary to recognize this revenue and properly allocate it towards the associated expenses.

Budget Impact: Budget Amendment #26-015 will increase the Private Sources account #001-0000-366.91-03 and Parks Maintenance Division Small Tools and Minor Equipment/Memorial Benches account #001-0410-572.56-01 by \$3,500 each.

Recommendation: The City Manager and Public Works Director recommend approval of Budget Amendment #26-015 to recognize contributions totaling \$3,500 for the purchase and installation of a memorial park bench.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. BA 26-015



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: January 12, 2026
Subject: FY 2026-2027 Capital and Operating Budget Calendar

Introduction: Consideration of approval of the FY 2026-2027 budget calendar is requested.

Background: Florida Statutes must be followed in the preparation and adoption of the Budget and dates associated with those requirements are inserted into the Budget Calendar to ensure statutory compliance. The FY 2026/2027 Budget must be adopted by the end of September 2026 as it takes effect October 1, 2026.

Discussion: The City Manager will work with the Department Directors to prepare and disseminate a draft-balanced Budget for City Commission review by the end of June 2026. The TRIM (Truth in Millage) notice for FY 2026/2027 property taxes is mailed by the Seminole County Property Appraiser to all property taxpayers in August 2026. Per the Budget Calendar, the Casselberry City Commission must adopt a proposed millage rate at the July 27, 2026 City Commission meeting. City Commission Budget workshop has been scheduled for July 13, 2026, and forthcoming from the workshop discussions, a proposed millage rate will be determined.

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

Recommendation: The City Manager and Finance Director recommend approval of the Budget Calendar for FY 2026/2027.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. Budget Calendar



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: January 12, 2026
Subject: Piggyback Agreement with Veytec, Inc. for the Purchase of Cybersecurity Software (Confidential and Exempt Pursuant to Sec. 119.0725, F.S.)

Introduction: Approval of an agreement with Veytec, Inc. by piggybacking State of Florida Department of Management Services Agreement No. 43220000-NASPO-19-ACS for the purchase of a 1-year subscription for cybersecurity software in the amount of \$69,418.72 is requested.

Background: The IT Division of the Administrative Services department is always striving to improve the City's cybersecurity posture in an effort to provide the best defense against cybersecurity attacks. Over the years, the IT Division has purchased and utilized multiple tools and software to help in this endeavor. Over time, staff has noticed that these products are siloed and don't communicate well with one another, so any potential incident is flagged in one system, recorded in another system and then mitigated in a third system. This workflow has led to significant delays when responding to potential security incidents, which is becoming more of a risk when defending against automated attacks.

Discussion: The cybersecurity software to be purchased is a collection of cybersecurity tools that all integrate with one another. This means that one of the tools can flag a potential incident and then automatically use one of the other tools to take corrective action. Corrective actions are automated and information is provided in a single case for the IT staff to review.

Although these corrective actions are all possible by the IT staff today through several other tools, it's up to the IT staff to piece the information together from the various tools and then, after review, then take corrective action. Against an automated attack, too much time is spent collecting and reviewing information.

Budget Impact: The proposed subscription would cost \$69,418.72 for the 1-year term. This cost is accounted for in the Administrative Services Department's budget within account 001-0151-516-46-00.

Recommendation: The City Manager and the Administrative Services Director recommend approval of the purchase of a 1-year subscription for cybersecurity software in the amount of \$69,418.72 with Veytec, Inc. by piggybacking State of Florida Department of Management Services Agreement No. 43220000-NASPO-19-ACS

Prepared by: Ed DeJesus, Information Technology Manager

Attachments:

1. Agreement
2. AR3227_Cisco_Master_Agreement_Executed
3. AR3227_Cisco_Master_Agreement_Attachment_B
4. AR3227_Cisco_Master_Agreement_Attachment_C
5. NASPO Contract 43220000-NASPO-19-ACS State of Florida Participating Addendum AR3227
6. Participating_Addendum_for_Florida-Amendment_1
7. What is Cisco User and Breach Protection Suite?
8. PBA-2025-1383 Cisco Security Breach Suite
9. Quote from Veytec



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: January 12, 2026
Subject: Fiscal Year 2025 Report of City Investment Activity

Introduction: The City of Casselberry Annual Report of Investment Activity for the fiscal year ending September 30, 2025 is submitted for City Commission review and acceptance. The report is a ministerial duty required under Florida Statutes and is provided for informational purposes only.

Background: In accordance with Florida Statutes Section 218.415 (15), the government entity's officials responsible for making investment decisions are required to submit to the governing body a periodic report that shows "securities in the portfolio by class or type, book value, income earned, and market value as of the report date."

Discussion: Per the above statute, staff is respectfully submitting a Fiscal Year 2025 Annual Report of Investment Activity for City Commission review. Contributions noted in the Fiscal Year 2025 Report of Investment Activity represent deposits to the City's pooled cash account and additional investments occurring in Fiscal Year 2025, and distributions represent checks written and other charges.

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

Recommendation: The City Manager and the Finance Director recommend acceptance of the City of Casselberry's Fiscal Year 2025 Annual Report of Investment Activity.

Prepared by: Gladymir Ortega, Finance Director

Attachments:

1. FY 2025 Report of Investment Activity
2. FY 2025 Salem Trust Liquid Reserves Portfolio
3. FY 2025 Salem Trust Investment Reserves Portfolio



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 12, 2026
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

10.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 12, 2026
Subject: First Reading of Ordinance 26-1628 - Amending Various Utility Rate Sections of Chapter 86 of the City Code, Utilities

Introduction: Ordinance 26-1628 provides for proposed utility rate modifications to the City Code, Chapter 86, Utilities. In conjunction with the first reading of the ordinance, a presentation of the study recently conducted on the City's water, wastewater and reclaimed water rates will be given by Raftelis Financial Consultants, Inc.

Background: Chapter 86 of the City Code establishes for periodic analysis of the rates assessed for the water, wastewater and reclaimed water that is provided by the City of Casselberry. This Chapter was last updated in 2022 when the last Utility Rate Study was completed. The study determined that the City would be able to hold the current water, wastewater, and reclaimed water rates unchanged for two years (FY23 and FY24) by supplementing revenue with excess fund balance and American Rescue Plan Act funding for utility infrastructure projects. For FY25, FY26, and FY27, the study recommended 4% water, wastewater and reclaimed water rate increases be implemented annually starting on October 1, 2024, and each subsequent year. Ordinance 22-1569 incorporated the proposed rate changes and was approved by City Commission on August 22, 2022.

Typically, the City performs a Utility Rate Study every 5 years. However, due to economic changes resulting in a significant increase in utility project costs, City staff decided to conduct the Utility Rate Study earlier than it has historically been performed. On April 17, 2025, the City entered into a contract (SOQ-2025-1253) with Raftelis Financial Consultants, Inc. to study and analyze the utility rates and develop a multi-year plan of water, wastewater and reclaimed water rate revenues that will satisfy annual operating, debt service, and capital cost requirements as well as maintain adequate operating reserves for FY's 2026-2030.

Discussion: Changes to Chapter 86 specifically modify the rates applied to water, wastewater, reclaimed water, miscellaneous fees and system development charges associated with new development. The primary focus of the Utility Rate Study was to prepare a five-year fiscally responsible forecast while developing a funding strategy to pay for system operations, repairs, upgrades and capital improvements. The analysis included a forecast of customers, sales, operating expenses, capital improvement requirements, funding, cash flow and fund balance requirements.

The completion of the Utility Rate Study determined that the City's existing rates for water, wastewater, and reclaimed water service were not going to recover the projected revenue requirements through FY30. The study proposes water and wastewater rate increases of

3.25% beginning April 1, 2026, through September 30, 2026, followed by increases of 7.25% from FY27 through FY30. Reclaimed water rates are recommended to be increased by 6.20% beginning April 1, 2026, through September 30, 2026, followed by increases of 12.10% from FY27 through FY30. The proposed rates are anticipated to meet the projected revenue requirements including operation and maintenance expenses, the funding of capital improvements, and the payment of debt service on the City's existing and proposed debt through FY30.

In rate comparisons with other utility providers during previous Utility Rate Studies, the City's utility rates have been significantly above average. Since the City's last Utility Rate Study was performed in 2022, many neighboring municipalities have increased their utility rates, putting the City's current utility rates at average. The proposed water and wastewater rates will still keep the City in line with neighboring utility providers by placing the City only slightly above average.

The study also provides for increases to various utility-related miscellaneous fees and system development charges. If approved, these will have an implementation date of April 1, 2026.

Ordinance 26-1628 also provides updates to specific sections of Chapter 86 Utilities Article II Sewers and Article III Water. These updates include changing references from the Public Works Department to the Utilities Department where applicable, amending annexation requirements to receive water and sewer service outside City limits, modifying provisions related to deposit refunds, eliminating the 60-day effective date for adjustments for the base sewer variable rate flow charge, updating provisions related to the installation, use and payment for public fire hydrants, and amending regulations related to water irrigation use restrictions and emergency restrictions on water use.

If approved on first reading, the ordinance will be advertised in the *Orlando Sentinel* for a public hearing and second reading at the February 9, 2025 City Commission meeting. A detailed presentation will be made by a representative of Raftelils Financial Consultants, Inc.

Notice of the proposed increase for utility rates, fees, and charges was provided to each customer of the utility through the city's utility bills in December in accordance with Section 180.136, Florida Statutes. The date, time, and place of the City Commission meeting was included in such notices. A business impact estimate has been published on the City's website in accordance with Section 166.041, Florida Statutes.

Budget Impact: Adoption of Ordinance 26-1628 will increase revenues in FY26 and in subsequent fiscal years.

Recommendation: The City Manager and the Utilities Director recommend approval of Ordinance 26-1628 on first reading.

Prepared by: Tara Lamoureux, Utilities Director

Attachments:

1. Ordinance 26-1628
2. Attachment A
3. Attachment B
4. Business Impact Estimate
5. 2025 Utility Rate Study

6. Presentation



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

10.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: January 12, 2026
Subject: First Reading of Ordinance 26-1629 — Amending the City's Official Zoning Map and Approving the Mecato PUD Agreement (PUD 25-02) and Concept Plan at 380 S.R. 436

Introduction: Approval of ordinance 26-1629 on first reading, amending the city's Official Zoning Map to PMX-MID (Planned Mixed Use: Medium Rise) for one (1) parcel located at 380 S.R. 436, including an associated Planned Unit Development (PUD) Agreement and a Concept Plan, is requested. (PUD 25-02)

Background: The applicant and property owner, Mr. Edwin Lurduy, wishes to amend the City's Official Zoning Map to PMX-MID for the subject property, comprised of one parcel addressed at 380 S.R. 436 (Parcel ID 17-21-30-537-0000-0010), totaling ±1.04 acres. Ordinance 26-1629 also includes a PUD agreement and concept plan for a quick service restaurant and bakery known as *Mecato's Café and Bakery*.

Section 1-2.8 of the City's Unified Land Development Regulations (ULDR) provides for the City Commission's role in adopting and amending land development regulations consistent with Florida Statutes § 163.3202. Since P&Z provided a favorable recommendation, the City Commission must review the petition and consider the criteria in Section 1-2.9.C, further analyzed in this report, along with P&Z's recommendations. Due public notice shall also be provided accordingly per Florida Statutes § 166.041.

PMX-MID (Planned Mixed-Use: Medium Rise) is classified as a PUD zoning district and must adhere to the requirements outlined in ULDR Article XX, Planned Unit Development. PMX zoning districts require approval of a PUD agreement and associated Concept Plan as part of the rezoning process. Additionally, ULDR Section 4-20.3, which outlines PUD review and approval procedures, states that all planned unit developments shall be reviewed and processed as a zoning map amendment per the City's Code of Ordinances Section 66-58.

Approval of a concept plan ensures that development is consistent with ULDR Chapter III, Performance Criteria, Article XVIII, Site Plan Review, and Article XIX, Subdivision Regulations. The concept plan has been reviewed and approved by City staff from applicable departments and the City's administrative official, which is currently the Community Development Director. Additionally, on Wednesday, December 10, 2025, at an advertised public hearing (November 27, 2025), the City's Planning and Zoning Commission/Local Planning Agency (P&Z) voted unanimously, 6-0, to recommend that the City Commission approve Ordinance 26-1629 including the PUD agreement and concept plan.

Discussion: The subject property is ±1.04 acres and identified as Parcel ID 17-21-30-537-0000-0010, addressed at 380 S.R. 436. The property has a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and is zoned PMX-MID (Planned Mixed-Use: Medium Rise). The subject properties are also located within the Community Redevelopment District (CRD) and the Oxford Park Overlay District (OPOD).

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

CRITERIA 1. Consistency with Comprehensive Plan

The subject property is ±1.04 acres and located at 380 S.R. 436, on the north side of S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned CG (Commercial General). The subject properties are also located within the Community Redevelopment Agency (CRA) and the Oxford Park Overlay District (OPOD).

The proposed amendment is consistent with the following goals, objectives, and policies found in the city's Comprehensive Plan:

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

The PMX-MID zoning district is compatible with the existing Major Thoroughfare Mixed-Use FLUM designation. Further, the proposed use of a drive through restaurant and bakery does not conflict with the intent of the PMX-MID zoning district, which is to provide for general retail and commercial service activities.

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

The PMX-MID zoning district is a medium-density/medium-intensity zoning district that allows for a higher floor-to-area (FAR) ratio and impervious surface ratio (ISR). City staff find PMX-MID appropriate, given the surrounding uses, and that the subject properties are situated on S.R. 436, a major arterial roadway. Adjacent properties are City properties that support commercial/retail uses, similar to the proposed.

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

The proposed development will utilize City water and sanitary sewer services, and capacity has been verified. Further, given that the proposed use is non-residential, a school impact analysis from Seminole County Public Schools is not required. The PUD agreement provides for utility provision and dedication, stormwater management, and environmental impacts per ULDR Article IX, Concurrency Management.

Policy FLU 1.21 Traffic Impact Analysis. To ensure public roadways continue to operate in a safe and efficient manner, a traffic impact analysis shall be required prior to development of all vacant lands as well as redevelopment parcels to determine potential public improvements that may be required due to the direct impact of said development/redevelopment.

According to ULDR Section 3-9.9, Methodology for Determining Demands on Concurrency Facilities, all new developments expected to generate 500 or more trips per day must submit a traffic analysis. The applicant has provided a traffic impact analysis for the subject property, which estimates an average of 723 trips per day.

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

The subject property is currently vacant and has seen various development proposals in the last few years, which did not come to fruition for various reasons. The proposed amendment will allow the applicant to pursue redevelopment, thereby activating a site that has been blighted and economically underutilized since the early 2000s.

Policy MTE 1.9 Traffic Impact Analysis. New development and redevelopment shall submit a traffic impact analysis (TIA) study, as noted in Future Land Use Policy 1.21, except when the Public Works Director and the Community Development Director find it is unnecessary due to sufficient roadway capacity. The TIA shall evaluate all roadways identified by the City to address traffic, transit, bicycle, and pedestrian impacts. The evaluation shall follow professional standards and requirements found in the latest adopted versions of the City's ULDRs and the MTMP. The City may also require necessary operational improvements such as improved geometrics, curb cut reductions, adequate turn lanes, transit pullover bays, striping, and signage to maximize existing system capacity. The cost of preparation of the TIA will be borne by the developer.

The applicant has provided a comprehensive traffic impact analysis, which also includes a queuing analysis considering vehicle stacking in the drive through lanes. In short, the site and adjacent right-of-way (ROW) is prepared to handle the increased capacity in addition to the drive through, which is approximately 270' long and can accommodate a total of 11 vehicles, which far exceeds what is projected (ranges between 1 and 3.3 depending on the time of day).

Policy MTE 1.13 Bicycle Facilities. The City shall continue to implement bicycle programs and priorities through right-of-way, construction, design, marking, and construction of trails and other bicycle facilities, as described in the MTMP.

The proposed development will include bicycle parking facilities on-site.

Policy HC 1.2D Casselberry shall encourage cross access between properties and discourage the development of physical barriers between destinations such as long block lengths, cul-de-sacs, and gated neighborhoods.

The proposed development will include cross-access to and from adjacent parcels.

Goal HC 2. Improve Built Environment to Promote Physical Activity. Promote site design that encourages pedestrian activity. Promote the joint use of public facilities and encourage

development of parks and open spaces within residential areas to make it easier for all community members to engage in regular physical activity.

The applicant shall develop the site according to current regulations, including the City's Healthy Community Complete Streets Policy and Design Guidelines (Complete Streets Policy). The Complete Streets Policy supports improved pedestrian circulation, particularly to adjacent sites and S.R. 436, including sidewalk connections and bicycle parking. These connections contribute to Casselberry's sprawling sidewalk network.

Objective HC 3.3, Promote Easier Access for All Residents to Stores and Markets

The proposed amendment and resulting development will provide additional dining opportunities for residents and visitors.

Objective HC 5.2B, Promote Pedestrian and Cyclist Safety. Casselberry shall encourage Complete Streets designs to enhance the pedestrian and cyclist environment.

The site's design shall emphasize pedestrian and cyclist comfort and safety. Utilization of various traffic management techniques, such as adequate site lighting and cross-walk striping, will be provided.

CRITERIA 2. Conformance with Ordinances

The proposed amendment conforms to ULDR Section 2-4.3, which states that any changes or amendments to the Official Zoning Map shall be consistent with the Comprehensive Plan's FLUM. The PMX-MID zoning district is consistent with the Major Thoroughfare Mixed-Use FLUM designation. Additionally, the proposed Concept Plan and PUD Agreement conform to the requirements of ULDR Article XX, Planned Unit Development.

CRITERIA 3. Changed Conditions/Justification

In June 2025, city staff was approached with a request to develop the subject property into a restaurant and bakery with a drive through. Various development proposals have been submitted for this property in recent years that have not come to fruition. The proposed development is an amendment from the previous PUD agreement executed for the property, which was for a drive through coffee chain. The applicant is now ready to pursue development based on the provided concept plan.

CRITERIA 4. Land Use Compatibility

The subject property sits adjacent to S.R. 436 in the front and is adjacent to commercial businesses on both sides. To the rear and/or northeast are single family homes. Staff recommends additional buffering and landscaping to ensure compatibility on this side of the lot. The proposed PMX-MID zoning classification is supported by its proximity to S.R 436, which is classified as a major arterial road. Overall, the proposed PUD amendment is compatible with surrounding properties and adjacent land uses.

CRITERIA 5. Adequate Public Facilities

The City of Casselberry provides police services for the subject property, and the Seminole County Fire Department currently provides fire services. S.R. 436 provide vehicular and pedestrian access, and cross-access will be provided between properties. Further, City utility services (sewer and potable water) are available to the subject property. Since the development is non-residential, a school impact analysis from Seminole County Public Schools is not required.

CRITERIA 6. Natural Environment

The subject properties are not located in a wetland or floodplain, and as such, the proposed amendment is not anticipated to negatively affect the natural environment.

CRITERIA 7. Economic Effects

The proposed amendment will not result in any negative economic impacts and will generate additional tax revenue for the City.

CRITERIA 8. Orderly Development

The concept plan, which has passed departmental review among staff in addition to being approved by the Community Development Director. The plan informed the general terms of the PUD agreement, which will in turn govern the future development of the site. Following approval of the amendment to the PUD agreement and concept plan, the applicant will submit a site plan review application for the development of the subject properties. All future plans to develop the site will be reviewed and shall adhere to the requirements of the City's ULDR, Code of Ordinances, Complete Streets Policy, and the PUD agreement.

CRITERIA 9. Public Interest

The proposed amendment is in the public's interest as leaving commercial properties vacant for extended periods can significantly negatively affect a community. Urban blight can bring down property values. Additionally, vacant sites also reduce local tax revenue, miss opportunities for job creation, and can attract crime.

CRITERIA 10. Other Matters

P&Z is encouraged to consider additional factors, such as community feedback during public hearings, the subject properties' proximity to the S.R. 436 and S. U.S. Hwy 17-92 intersection, and the intent of the Major Thoroughfare Mixed-Use FLUM designation.

CRITERIA 11. Property Description.

The applicant provided a boundary survey with the appropriate property descriptions for the subject properties.

CRITERIA 12. Disclosure of Ownership.

The applicant, Mr. Edwin Lurduy, is the property owner and is the corporate officer of MEC Ventures II, LLC.

CRITERIA H. Impact On Surrounding Properties And Infrastructure.

Redeveloping the subject properties will boost the appeal of the surrounding area by increasing the variety of available general retail and commercial services. Further, given since the project is subject to CRA, OPOD, and other urban design standards, the improved aesthetics will add to the overall character of the OPOD.

CRITERIA I. Undeveloped Land With Similar Zoning.

There are 5.57 acres of undeveloped land zoned PMX-MID throughout the city. However, within 1,000 ft., there are no undeveloped parcels with PMX-MID zoning.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 26-1629 (PUD 25-02) on first reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:

1. Ordinance 26-1629 and PUD Agreement
2. Maps (Rev. 12.30.25 HM)
3. Concept Plan
4. Landscape plan
5. Property Survey
6. Traffic Impact Analysis
7. Proof of Ownership
8. Utility Capacity Letter
9. Business Impact Estimate
10. 23-1582 PUD Agreement & Concept Plan for ICON Commons Established via Ordinance 21-1553 (1)
11. 21-1553 - Zoning Amendment SR 436 & Lamplite Way & Icon Commons PUD Agmt (1)



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: January 12, 2026
Subject: Ratification of the Appointment of Martin Butcher as Interim Public Works Director

Introduction: Ratification of the appointment of Martin Butcher as Interim Public Works Director due to a vacancy in the position is requested.

Background: Public Works Department Director Dr. Kelly Brock has submitted his resignation effective Thursday, January 15, 2026. The search to replace Dr. Brock is being conducted and it will take some weeks to solicit, interview, and select a suitable candidate for the position.

Discussion: In order to provide leadership, maintain order, preserve morale, and continue departmental responsibilities, it was very important to appoint an Interim Public Works Director until the selection process to replace Dr. Brock has been completed. Fortunately, Martin Butcher, the City's Special Projects Manager, has agreed to serve as the Interim Public Works Director until a replacement has been hired.

Mr. Butcher is an exemplary employee who has served with distinction since December 2017 when he was hired as the Streets and Stormwater Superintendent, a role in which he successfully managed staff. Over the past two and a half years Mr. Butcher has been serving as a Special Projects Manager expanding his knowledge and expertise with department projects and administrative tasks. Mr. Butcher's current and past work experience provides for a well-rounded understanding of Public Works operations. The City will be in very good hands during this period of transition.

The interim appointment of Mr. Butcher would be effective Friday, January 16, 2026, with an annual salary of \$145,000.

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

Recommendation: The City Manager recommends ratification of the appointment of Martin Butcher as Interim Public Works Director.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments: None