

# CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, February 23, 2026  
5:30 PM

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

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

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

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

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## AGENDA

### 1. MEETING CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

### 4. ROLL CALL

### 5. MINUTES

#### A. Minutes of February 9, 2026 - Regular Meeting

### 6. PRESENTATIONS/ COMMENDATIONS

#### A. Proclamation: National Engineers Week - February 22, 2026 - February 28, 2026

Mayor Henson will present Tara Lamoureux, Utilities Director, with a proclamation designating February 22 - 28, 2026 as Engineers Week in the City of Casselberry.

### 7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

#### A. Amendment No. 6 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

Approval of Amendment No. 6 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape to add 161 Quail Pond (vacant lot); Wheel East/Wheel Park Phase I (951 N. Winter Park Drive); and Wheel West/Wheel Park Phase II (952 N. Winter Park Drive) to the annual maintenance schedule for an additional amount of \$74,804.00 annually (\$1,862.00 per visit) is requested.

#### B. Budget Amendment #26-018 - Distribution & Collection Flatbed Roll-off Truck Accessories

Approval of Budget Amendment #26-018 to reallocate funding for the purchase of the Flatbed Roll-off Truck Accessories in the amount of \$14,815 is requested.

#### C. Task Authorization No. 3 with CPH Consulting, LLC for the Cedarwood Water Main Looping Project and Related Budget Amendment #26-019

Approval of Task Authorization No. 3 with CPH Consulting LLC for design services related to the Cedarwood Water Main Looping Project in an amount of \$69,517.04 and related Budget Amendment #26-019 is requested.

D. **Budget Amendment #26-017 - Core & Main Quote for Casselton Water AMI Base Station Repair and Warranty of Parts and Service**

Approval of Budget #26-017 - Core & Main quote for Casselton Water AMI Base Station Repair and Warranty of Parts and Service is requested.

E. **Amendment No. 3 to Agreement with MCCi for 1-Year Renewal for Laserfiche Cloud Electronic Records Management Software**

Approval of Amendment No. 3 to the Agreement with MCCi to renew the Laserfiche Cloud Electronic Records Management Software for a 1-Year in the amount of \$26,109.10 is requested.

**8. DISCUSSION ITEMS**

A. **Future Agenda Items**

B. **Discussion of Commissioners' Compensation**

**9. RESOLUTIONS - None**

**10. FIRST READING OF ORDINANCES**

A. **First Reading of Ordinance 26-1633 - Amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan to create Section 62-2032, Police Officers' Deferred Retirement Option Plan establishing a Deferred Retirement Option Plan for Police Officers**

Approval of Ordinance 26-1633 on first reading amending City Code of Ordinances, Chapter 62 Pensions and Retirement to establish a Police Officers' Deferred Retirement Option Plan 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 26-1630 - Amending the City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Retirement Option Plan**

Approval of Ordinance 26-1630 on second reading amending City Code of Ordinance, Chapter 62 Pensions and Retirement to extend the Firefighters' Deferred Retirement Option Plan from the current 60 months to 96 months is requested.

B. **Public Hearing: Second Reading of Ordinance 26-1631 - Amending the City's Official Zoning Map by Amending the Oxford PUD Agreement (PUD 25-03) and Concept Plan at 201 and 205 S.R. 436**

Approval of Ordinance 26-1631 on second and final reading, amending the City's Official Zoning Map by amending the Oxford PUD Agreement and Concept Plan at 201 and 205 S.R. 436 is requested. (PUD 25-03)

C. **Public Hearing: Second Reading of Ordinance 26-1632 - Amending the Future Land Use Map Designation for 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000)**

Approval of Ordinance 26-1632 on second and final reading, amending the City's Future Land Use Map (FLUM) designation for five parcels located adjacent to the property at 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000) from Low Density Residential (LDR) to Low Intensity Nonresidential (LINR), is requested.

**12. OTHER ITEMS**

A. **Board Appointment - Planning and Zoning Commission**

**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 Period January 1, 2026 through January 31, 2026.**

Procurement Information Report for the Period January 1, 2026 through January 31, 2026.

**15. CITY ATTORNEY'S REPORT**

**16. CITY CLERK'S REPORT**

**17. CITY COMMISSIONER'S REPORTS/COMMENTS**

**18. ADJOURNMENT**

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Date

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Donna G. Gardner, CMC  
City Clerk



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** February 23, 2026  
**Subject:** Minutes of February 9, 2026 - Regular Meeting

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**Introduction:** The City Clerk is presenting the minutes of the February 9, 2026 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:** February 23, 2026  
**Subject:** Proclamation: National Engineers Week - February 22, 2026 - February 28, 2026

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**Introduction:** Mayor Henson will present Tara Lamoureux, Utilities Director, with a proclamation designating February 22 - 28, 2026 as Engineers Week in the City of Casselberry.



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

7.A.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** February 23, 2026  
**Subject:** Amendment No. 6 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape

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**Introduction:** Approval of Amendment No. 6 to the Agreement for Ground Maintenance Services - Parks with Yellowstone Landscape 161 Quail Pond (vacant lot); Wheel East/Wheel Park Phase I (951 N. Winter Park Drive); and Wheel West/Wheel Park Phase II (952 N. Winter Park Drive) to the annual maintenance schedule for an additional amount of \$74,804.00 annually (\$1,862.00 per visit) is requested. (Ref. RFP-2023-1008)

**Background:** The City of Casselberry depends on contracted services for ground maintenance of various publicly owned areas which include rights-of-way, medians, and parks. On February 3, 2023, the City solicited for such services (RFP-2023-1008). On April 24, 2023, the City Commission awarded a contract to Yellowstone Landscape (Yellowstone) for ground maintenance services for parks for an initial term of three (3) years, from May 1, 2023 through April 30, 2026, with a not-to-exceed amount of \$390,434 annually for a total of \$1,171,302 for the term agreement. Amendment No. 1 to the contract was approved by the City Manager to add the Concord Drive pond to the contract at an increased cost of \$1,836 per year (\$5,508 for the term). Amendment No. 2 to the contract was approved by the City Manager to add Lake Concord Park area to the contract at an increased cost of \$5,460 per year (\$16,380 for the term) while deleting the Concord Drive pond. Amendment No. 3 to the contract was approved by the City Commission to add the new Police Station to the maintenance schedule at an increased cost of \$22,100 annually (\$66,300 for the term). This brought the current contract to a total of \$417,994 annually (\$1,253,982 for the term). On October 14, 2024, the City Commission approved Amendment No. 4, which provided for the addition of 200 N. Sunset Drive to the maintenance schedule for an increase of \$11,440 annually (\$440 per visit), and a total increase not-to-exceed amount of \$22,880 for the initial term (covering two years). This brought the total contract to \$429,434 annually and \$1,276,862 for the term. On January 13, 2025, the City Commission approved Amendment No. 5, which provided for the addition of 110 Quail Pond Circle and 80 N. Sunset Drive to the maintenance schedule for an increase of \$3,900 annually (\$75 per visit), and a total increase not-to-exceed amount of \$433,334 annually and \$1,284,662 for the term.

**Discussion:** City staff recommends assigning this project area to Yellowstone by including them in their City-wide maintenance schedule. Amendment No. 6 provides for 161 Quail Pond (vacant lot); Wheel East/Wheel Park Phase I (951 N. Winter Park Drive); and Wheel West/Wheel Park Phase II (952 N. Winter Park Drive) to the annual maintenance schedule for an additional amount of \$74,804.00 annually (\$1,862.00 per visit) is requested. This will bring the total contract to \$508,138.00 annually and \$1,431,670.00 for the term.

**Budget Impact:** Funding is available in the Fiscal Year 2026 Parks Maintenance Division Repairs and Maintenance Account #001-0410-572.46-00. City staff will continue to monitor expenditures and recommend necessary budgetary adjustments if the need arises.

**Recommendation:** The City Manager and the Public Works Interim Director recommend approval of Amendment No. 6 to the Agreement for Ground Maintenance Services with Yellowstone Landscape.

**Prepared by:** Leslie Guthrie, Public Works Business Analyst

**Attachments:**

1. Yellowstone Landscape Agreement
2. Amendment No. 1
3. Amendment No. 2
4. Amendment No. 3
5. Amendment No. 4
6. Amendment No. 5
7. Amendment No. 6
8. Site Locations Listing and Pricing Schedule - Parks



# 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:** February 23, 2026  
**Subject:** Budget Amendment #26-018 - Distribution & Collection Flatbed Roll-off Truck Accessories

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**Introduction:** Approval of Budget Amendment #26-018 to reallocate funding for the purchase of the Flatbed Roll-off Truck Accessories in the amount of \$14,815 is requested. (Ref: PBA-2024-1119)

**Background:** The Distribution & Collection Division has a cattle truck containing a dump bed that is used to move materials, such as pipe, fill, and sod, around the utility service area to various job sites. The cattle truck was over 20 years old and past its useful life. A replacement flatbed roll-off truck was previously included in the FY 2024 Budget in the amount of \$200,000.

**Discussion:** On December 11, 2023, City Commission approved the piggyback purchase of the replacement Flatbed Roll-off Truck in the amount of \$240,350. This approval was associated with a BA #24-011 to fully fund the purchase. The delivery was delayed by the vendor until July 30, 2025, when City staff received only the chassis (Freightliner) truck. The additional parts (accessories) necessary for the vehicle were not delivered within Fiscal Year 2025.

On January 22, 2026, the remaining parts of the order were delivered; the flatbed and the roll-off box. These parts are crucial to the intended function of the vehicle. Purchase Order #2500245 contained the originally approved funds for this purchase in the amount of \$240,350. After the delivery of the chassis, \$14,815 remained in the purchase order. However, due to the delays in receiving the flatbed and roll-off box, the purchase order was missed during the FY25 to FY26 rollover. Therefore, Budget Amendment #26-018 is necessary to re-allocate the necessary funds for this purchase. It is important to note, the purchase has not exceeded the originally approved amount of \$240,350.

**Budget Impact:** Budget Amendment #26-018 will increase the Distribution & Collection Vehicles account #401-0751-536-67-22 and decrease the Water & Sewer Non Departmental Contingency Reserve #401-0190-536-58-00 by \$14,815.

**Recommendation:** The City Manager and Utilities Director recommend the approval of Budget Amendment #26-018.

**Prepared by:** Jiovani Charres, Utility Engineer

**Attachments:**

1. BA 26-018



# 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:** February 23, 2026  
**Subject:** Task Authorization No. 3 with CPH Consulting, LLC for the Cedarwood Water Main Looping Project and Related Budget Amendment #26-019

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**Introduction:** Approval of Task Authorization No. 3 with CPH Consulting LLC for design services related to the Cedarwood Water Main Looping Project in an amount of \$69,517.04 and associated Budget Amendment #26-019 is requested. (SOQ-2025-1234)

**Background:** The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. During the Northgate Phase 1 Water Main Replacement project, it was discovered that the water line on Derbyshire Road does not connect to the water line on Cedarwood Drive. Utility staff determined that this location should be looped in order to improve water quality, address isolation issues caused by dead-end points of service, and reduce the risk of loss of service to customers being served by a single large main. It is important to proceed with this project now in conjunction with the water main replacement projects currently occurring in this area, in order to reduce water age and improve water quality. The scope of this project includes the installation of approximately 500 linear feet of water main to connect the distribution system from Derbyshire Road to Cedarwood Drive.

**Discussion:** On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with CPH Consulting LLC for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234). Utilities staff requested that CPH Consulting provide a scope of services for design of the Cedarwood Water Main Looping project. Task Authorization No. 3 with CPH Consulting provides for surveying, geotechnical investigation, design, permitting, bidding, and construction administration services for the Cedarwood Water Main Looping project. CPH Consulting's total cost for these services is \$69,517.04.

Unfortunately, this project was not identified in the Utilities Capital Improvement Plan, so funding has not been budgeted for this project. Budget Amendment #26-019 is necessary to fully fund Task Authorization No. 3.

**Budget Impact:** Budget Amendment #26-019 will increase account #401-0751-536-63-40-UD2604 and decrease account Distribution & Collection Professional Services #401-0751-536-31-00 by \$69,518 respectively.

**Recommendation:** The City Manager and Utilities Director recommend approval of Task Authorization No. 3 with CPH Consulting LLC for design services for the Cedarwood Water

Main Looping Project in the amount of \$69,517.04 and approval of related Budget Amendment #26-019.

**Prepared by:** Jiovani Charres, Utility Engineer

**Attachments:**

1. Task Authorization No. 3
2. BA 26-019



# 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:** February 23, 2026  
**Subject:** Budget Amendment #26-017 - Core & Main Quote for Casselton Water AMI Base Station Repair and Warranty of Parts and Service

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**Introduction:** Approval of Budget Amendment #26-017 - Core & Main Quote for Casselton Water AMI Base Station Repair and Warranty of Parts and Service is requested.

**Background:** The City Commission approved a meter replacement program with Core & Main on March 23, 2020. Included in the meter replacement program was the installation of FlexNet M400BS Base Stations at each of the City's water towers located at Casselton and Melody Lane.

**Discussion:** Customer Service requested Core & Main provide a sweep/review of the Casselton Water Tower antenna to confirm the base station was communicating properly with the water tower antenna. The base station communicates the water meter reads from the antenna to the Advanced Metering Infrastructure (AMI) water meters.

After Core & Main's review of the antenna connection, it was determined there were communication errors. The communication errors were not due to an antenna issue but to an issue within the Base Station itself. The door not being closed properly allowed moisture to reach the battery and the transceiver. The cost to replace the M420 Transceiver, battery, battery kit and an extended warranty for all replacement parts is \$16,545.45. The Base Stations are now six (6) years old and have an expected life of ten (10) years. The City will request a quote for a Network as a Service (NaaS) agreement from Sensus for the Base Stations monitoring, maintenance, and repair, which could possibly extend the life of the Base Stations up to twenty (20) years. The NaaS agreement would also help to ensure a high readability rate for the AMI meters and provide 24/7 technical support to both of the City's Base Stations. This type of service agreement was only recently introduced by Sensus in the last two (2) years. Sensus determined a need for this service because of maintenance issues their customers are having at the Base Stations, like the City is currently experiencing.

**Budget Impact:** Approval of Budget Amendment #26-017 to decrease 401-0190-536-58-00 (Contingency Reserve) in the amount of \$16,546.00 and increase 401-0754-533-46-00 (Repair & Maintenance) in the amount of \$16,546.00.

**Recommendation:** The City Manager and Finance Director recommend approval of Budget Amendment #26-017 authorizing the Core & Main repairs at the Base Station located at Casselton Water Tower in the amount of \$16,545.45.

**Prepared by:** Gladymir Ortega, Finance Director

**Attachments:**

1. Core & Main Quote
2. BA #26-017



# 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:** February 23, 2026  
**Subject:** Amendment No. 3 to Agreement with MCCi for 1-Year Renewal for Laserfiche Cloud Electronic Records Management Software

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**Introduction:** Approval of Amendment No. 3 to the Agreement with MCCi to renew the Laserfiche Cloud Electronic Records Management Software for a 1-Year in the amount of \$26,109.10 is requested.

**Background:** The City has been utilizing Laserfiche, an electronic records management software, for over 20 years. The purpose of this product is to archive any and all records that are outlined in the State of Florida record schedule (Florida Administrative Code Chapter 1B-24). In 2025, the City entered into a new agreement with Laserfiche reseller, MCCi, to migrate the City's Laserfiche system to the Cloud. This agreement was for one (1) year and the migration project enabled the City to integrate Laserfiche into other cloud products such as the City's permitting system, utility billing system, payroll system, etc. This migration project is expected to complete in March 2026.

**Discussion:** The Laserfiche migration project had a cost of \$46,268.63 and was approved under the City Manager's purchasing authority. Since this project has extended into year two (2), the project now has an additional cost of \$26,109.10 which is to cover an additional year of licensing and support. This increase would put the project cost over the City Manager's purchasing authority, which, according to the City's procurement policy, mandates the purchase is brought forward to commission for approval.

As mentioned previously, this project is anticipated to be completed in March 2026. Once complete, staff will then pursue a multi-year agreement for licensing which will be brought to the City Commission before the next renewal period in fiscal year 2027.

**Budget Impact:** The cost for a one (1) year subscription is \$26,109.10 and is accounted for in the IT Repair and Maintenance account, 001-0151-516-46-00, for Fiscal Year 2026.

**Recommendation:** The City Manager and Administrative Services Director recommend approval of Amendment No. 3 to the Agreement with MCCi in the amount of \$26,109.10.

**Prepared by:** Ed DeJesus, Information Technology Manager

**Attachments:**

1. Amendment No. 3





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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** February 23, 2026  
**Subject:** Future Agenda Items

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**Introduction:** The opportunity to discuss items for placement on future City Commission agendas is provided.



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

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** February 23, 2026  
**Subject:** Discussion of Commissioners' Compensation

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**Introduction:** During their regular meeting on December 9, 2025, the City Commission requested to have a discussion on City Commission members' compensation at a future meeting.

Currently, the Mayor and City Commissioners each receive a base salary and a travel allowance as wages compensation. They also benefit from a retirement contribution (15% of their base salary) and a small life insurance policy (\$10,000). The Mayor is given a base annual salary of \$10,170 and a travel allowance of \$4,200, which combine to total \$14,370. The City Commissioners are each provided an annual base salary of \$8,606 and a travel allowance of \$2,400, for a total of \$11,006.

Commissioner Member compensation is addressed in the City Charter under Article IV, Section 4.06. It reads, "The City Commission may determine the annual salary of the Mayor and Commissioners by ordinance, but no ordinance increasing such salary shall become effective until after the next regular City election. The Mayor and Commissioners shall receive their actual and necessary expenses incurred in the performance of their duties of office, in accordance with City policy." This section of the City Charter was updated in 2008 through a voter referendum. Since 2008, the salaries have not changed.

A survey was conducted of other local area cities. The responses have been summarized and attached. The salaries for mayors range from \$7,700 to \$30,393. Commissioners begin at \$5,145 and go as high as \$25,033. Some cities adjust commissioner's salaries for cost of living and others do not. It varies, but some cities provide additional compensation for travel and cell phone allowances. Some provide retirement benefits and several provide health insurance coverage.



# 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:** February 23, 2026  
**Subject:** First Reading of Ordinance 26-1633 - Amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan to create Section 62-2032, Police Officers' Deferred Retirement Option Plan establishing a Deferred Retirement Option Plan for Police Officers

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**Introduction:** Approval of Ordinance 26-1633 on first reading amending City Code of Ordinances, Chapter 62 Pensions and Retirement to establish a Police Officers' Deferred Retirement Option Plan is requested.

**Background:** The City of Casselberry currently provides firefighters, (former City employees, now County) the option to enter a Deferred Retirement Option Plan (DROP). Currently, Casselberry Police participants do not have a DROP option. At this time, there are 65 active plan participants, 20 who are firefighters.

**Discussion:** In 2025, the City of Casselberry Police Officers' and Firefighters' Pension Plan Board of Trustees considered an amendment to City Code of Ordinances, Chapter 62, Pensions and Retirement, to allow for a longer DROP term for firefighters. At that time they also had some discussion of establishing a DROP option for Police participants. The Board Attorney advised that the Police Union would have to vote on such a change. Since that time, a draft ordinance was prepared to establish a police officers DROP. The police officers union was polled with a majority supporting the establishment of a DROP. The City Pension Board considered the draft on February 10 and unanimously supported sending the proposed ordinance to the City Commission for consideration and adoption. An actuarial impact statement will be provided at second reading.

**Budget Impact:** There is no anticipated cost associated with this proposed ordinance.

**Recommendation:** The City Manager recommends approval of Ordinance 26-1633 amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, to create Section 62-2032, Police Officers' Deferred Option Plan upon first reading.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Ordinance 26-1633 Police Officer DROP

## 2. Business Impact Estimate



# 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:** February 23, 2026  
**Subject:** Public Hearing: Second Reading of Ordinance 26-1630 - Amending the City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Retirement Option Plan

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**Introduction:** Approval of Ordinance 26-1630 on second reading amending City Code of Ordinance, Chapter 62 Pensions and Retirement to extend the Firefighters' Deferred Retirement Option Plan from the current 60 months to 96 months is requested.

**Background:** On October 1, 2015, the Casselberry Fire Department merged with the Seminole County Fire Service. City of Casselberry firefighters had the option to remain in the City pension plan or to join the County's plan. At this time, there are 65 active plan participants, 20 who are firefighters. City Code, Chapter 62.2031 (b)(3) allows these participants the ability to participate in the Deferred Retirement Option Plan (DROP) for a period not to exceed 60 months. Also on today's agenda is a proposed ordinance to establish a Police Officer DROP program.

**Discussion:** Last year, the City of Casselberry Police Officers' and Firefighters' Pension Plan Board of Trustees considered an amendment to City Code of Ordinances, Chapter 62, Pensions and Retirement, to allow for a longer DROP term for firefighters. On August 12, 2025, the Board of Trustees unanimously voted to approve an ordinance amending Ch. 62, Article 1, Section 62-2031, Firefighters' Deferred Retirement Option Plan and to recommend consideration and approval of the ordinance by the City Commission. A majority of the firefighters in the plan support the extension of the DROP term.

The attached ordinance proposes to extend the Firefighters DROP Period of Participation from 60 months to 96 months. The attached Actuarial Impact Statement, dated September 23, 2025, indicates there is no cost associated with this amendment. The City Commission unanimously approved the ordinance upon first reading January 26, 2026. The notice of Public Hearing was advertised in the Orlando Sentinel on February 13, 2026.

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

**Recommendation:** The City Manager recommends approval of Ordinance 26-1630 amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article 1, Police Officers' and Firefighters' Pension Plan, Section 62-2031, Firefighters' Deferred Option Plan upon second and final reading.

**Prepared by:** Lorie Mertens, Assistant City Manager

**Attachments:**

1. Ordinance 26-1630
2. Business Impact Estimate
3. Actuarial Impact Statement
4. Affidavit



# 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:** February 23, 2026  
**Subject:** Public Hearing: Second Reading of Ordinance 26-1631 - Amending the City's Official Zoning Map by Amending the Oxford PUD Agreement (PUD 25-03) and Concept Plan at 201 and 205 S.R. 436

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**Introduction:** Approval of Ordinance 26-1631 on second and final reading, amending the City's Official Zoning Map by amending the Oxford PUD Agreement and Concept Plan for two (2) parcels generally located at the southeast corner of the intersection of S.R. 436 and Oxford Road is requested. (PUD 25-03)

**Background:** The applicant and property owner, Mr. Nicholas Jones, wishes to amend the City's official zoning map to PMX-MID for the subject property, comprised of two (2) parcels addressed at 201 S.R. 436 and 205 S.R. 436 (Parcel IDs 17-21-30-510-0000-001A and 17-21-30-510-0000-001B), totaling ±4.48 acres. The ordinance also includes a PUD agreement and concept plan for a multi-tenant retail/commercial plaza with a bank and three quick service restaurants. On December 16, 2024, the City Commission approved a rezoning of the property from CG to PMX-MID via Ordinance 24-1615, which established a PUD Agreement and Concept Plan. The previously-approved Agreement and Concept Plan shall be superseded and replaced with the Amended and Restated PUD Agreement and Concept Plan attached to the proposed ordinance if approved.

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 favorable recommendation, the City Commission must review the petition and consider the criteria in Section 1-2.9.C, further analyzed in this report. 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. Further, 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 (December 1, 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 26-1631, including the PUD agreement and concept plan. The City Commission unanimously approved Ordinance 26-1631 on first reading at the January 26, 2026, public hearing. A notice of public hearing relative to the second reading of the ordinance was advertised in the Orlando Sentinel on February 13, 2026.

**Discussion:** The subject properties are ±4.48 acres and identified as Parcel ID 17-21-30-510-0000-001A (201 S.R. 436) and Parcel ID 17-21-30-510-0000-001B (205 S.R. 436), southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are 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 properties are ±4.48 acres and located at 201 S.R. 436 and 205 S.R. 436, southeast of the intersection of Oxford Road and S.R. 436. The properties have a Major Thoroughfare Mixed-Use (MTMU) Future Land Use Map (FLUM) designation and are zoned PMX-MID (Planned Mixed-Use: Medium Rise). 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 retail and general commercial uses 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 support commercial/retail

uses in Seminole County or fall within Casselberry's jurisdiction with a Major Thoroughfare Mixed-Use FLUM designation.

*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 water and sanitary sewer services from Seminole County, 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. However, upon further review, the city's Administrative Official may also require the submission of traffic analysis for developments that generate less than 500 trips per day if the site location, anticipated total trip generation and circulation patterns warrant a more extensive review of traffic impacts. The proposed development is expected to generate an additional 1,003 trips per day, on average.

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

The subject properties are made up of two parcels, one currently vacant, and the other, the larger of the two, has one abandoned building that previously served as an office space. The smaller vacant parcel most recently operated as a gas station, which was demolished in August 2023. The former office building will be demolished before development. The proposed amendment will allow the applicant to pursue redevelopment, thereby activating a site that has been blighted and economically underutilized for years since the previous business closed in 2018.

*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. The concept plan proposes three quick-service restaurants.

*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 2024, city staff was approached with a request to redevelop the subject properties into three quick service restaurants and a grocer. This application, concept plan and associated PUD agreement was approved on second reading on December 16, 2024 per ordinance 24-1615. The changed condition in this instance involves amending the existing PUD agreement to include three quick service restaurants and a bank instead of three quick service restaurants and a grocer. The applicant is now ready to pursue development based on the provided concept plan.

#### CRITERIA 4. Land Use Compatibility

The subject properties sit adjacent to S.R. 436 on its north side and with Oxford Road on the west. To the south and east are commercial properties in unincorporated Seminole County, accommodating a range of retail and consumer service uses. 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 properties, and the Seminole County Fire Department currently provides fire services. S.R. 436 and Oxford Road provide vehicular and pedestrian access. Seminole County will provide utility services (sewer and potable water). Further, 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.

#### CRITERIA 8. Orderly Development

Per ULDR Section 4-20.3.C., the applicant submitted a concept plan for the proposed development of the subject properties, which was approved by the City's administrative official following staff review on November 18, 2025. The concept plan informed the

general terms of the PUD agreement, which will 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. Nicholas Jones, is the property owner and is the corporate officer of Alluvion Advisors LLC, which owns Alakai Capital LLC which owns Colonial Outparcel 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.

The development's location at a major intersection (S.R. 436 and Oxford Road) suggests the potential for increased traffic flow, typically at peak times or weekends. To avoid vehicles suddenly breaking on S.R. 436, two vehicle entrances are proposed on Oxford Road. Vehicular cross-access is also provided to the property to the southeast. There is also a Lynx bus stop on the opposite side of Oxford Road, providing an alternative method of transportation to the subject properties that may lighten traffic flow.

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 impacted anticipated to the City's budget.

**Recommendation:** The City Manager and Community Development Director recommend that the City Commission approve Ordinance 26-1631 on second and final reading, based on the staff report and the testimony and evidence presented, that the request meets the applicable provision of the ULDR and is consistent with the City's Comprehensive Plan as per the written findings in the staff report.

**Prepared by:** Christopher Schmidt, Community Development Director

**Attachments:**

1. Ordinance 26-1631
2. Property Survey
3. Business Impact Estimate
4. Legal Ad Proof



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

11.C.

**To:** The Honorable Mayor and City Commissioners  
**From:** The City Manager  
**Date:** February 23, 2026  
**Subject:** Public Hearing: Second Reading of Ordinance 26-1632 - Amending the Future Land Use Map Designation for 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000)

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**Introduction:** Approval of Ordinance 26-1632 on second and final reading, amending the City's Future Land Use Map (FLUM) designation for five parcels located adjacent to the property at 1775 Seminola Boulevard (Parcel ID 10-21-30-5TX-0F10-0000) from Low Density Residential (LDR) to Low Intensity Nonresidential (LINR), is requested. (FLU 25-01)

**Background:** There are five subject parcels that comprise a total of  $\pm 2.8$  acres, which are located directly south Geneva School at 1775 Seminola Boulevard. Only one of the five parcels is developed and consists of a single-family home, which is addressed at 1490 Azalea Avenue. The Geneva School purchased the subject parcels in Dec. 2022 and met with City staff in June 2025 to discuss next steps, as they intend to use them to expand the school's campus. More specifically, the applicant, John Classe, has indicated that developing the properties is among the first steps of a larger plan to upgrade the campus with various new buildings and amenities. That said, the subject properties specifically will be used to expand the existing parking lot by approximately 120 parking spaces as well as construct a new soccer field near the existing track, complete with a field house and bleachers. To proceed, a FLUM designation consistent with the rest of the Geneva School property is needed. As such, staff is recommending Low Intensity Nonresidential (LINR). At an advertised public hearing on January 14, 2026, the Planning and Zoning Commission, the City's Local Planning Agency (LPA), recommended approval of this item to the City Commission by a 6-0 vote. The City Commission unanimously approved Ordinance 26-1632 on first reading at the January 26, 2026, public hearing. A notice of public hearing relative to the second reading of the ordinance was advertised in the Orlando Sentinel on February 13, 2026.

**Discussion:** Consistency with Comprehensive Plan

The proposed FLUM amendment is consistent with the following policies and objectives found in the City's Comprehensive Plan:

- *Policy FLU 1.6 – Low Intensity Non Residential/Medium Density Residential.* Properties designated Low Intensity Non Residential/Medium Density Residential shall provide for general retail and commercial activities and attached and detached residential purposes. This area may be developed at a Floor Area Ratio of no greater than 0.25 and a gross residential density not exceeding 13 units to the acre.

- *Policy FLU 8.1 – Future Land Use Map Amendments.* Unless otherwise provided by law, the Comprehensive Plan of the City of Casselberry may be amended in accordance with Sections 163.3184 and 163.3187 Florida Statutes.
- *Policy FLU 11.3 – Performance Standards.* In order to protect the residential character of those areas defined by Objective FLU 11, medium and high density residential, office and commercial uses shall be subject to performance standards within the Unified Land Development Regulations (ULDR).

### Land Use Compatibility

To the north and east of the subject properties is the existing Geneva School campus. To the west is more Geneva School property and five single family homes located in unincorporated Seminole County. To the south are the same five single family homes, some vacant wetlands and Seminola Boulevard, which is considered a “Minor Arterial” roadway per the City’s Comprehensive Plan. From a compatibility perspective, a concern on staff’s part is the single-family homes located to the south. Since Geneva School was built, the subject properties, largely due to their size and vacancy, have served as a *de facto* buffer between the school and these homes.

The proposed FLUM change will change this, extending the school’s property directly adjacent to them. This considered, however, staff feels the impact will be minimal given that the proposed use for the subject properties is parking and/or recreation and open space areas. Additionally, it should be noted that the Geneva School’s property lines *already* extend this far south along the majority of its southern perimeter. Further, the southern perimeter also borders other single-family homes, with the only exception currently being the location of the subject properties. According to the City’s Comprehensive Plan, areas with the Low Intensity Nonresidential (LINR) FLUM designation may provide for a range of general retail, commercial activities, mixed-use (retail, office, and business, personal services and attached residential), and office/residential uses. Additionally, the site plan review process will assess landscape buffers, lighting, parking and connectivity.

To recap, the proposed change would have no adverse impacts with regard to compatibility in the north or east as this is existing Geneva School property. Further, for the reasons stated above, staff acknowledges that the FLUM change would result in a changed condition for some nearby residents to the south and west, but feel that its impact will resemble conditions that have existed since the school’s inception.

### Adequate Public Facilities

Police services are provided to the subject property by the City of Casselberry, and fire services are currently provided by Seminole County. Vehicular and pedestrian access will be provided via the main entrance to the school on Seminola Boulevard. Additionally, a school impact analysis from Seminole County Public Schools demonstrating school concurrency prior to rezoning the subject property is not necessary given that the proposed FLUM designation is non-residential. Lastly, city water and sanitary sewer services are available to the subject property.

### Natural Environment

The site plan review processes will ensure that environmental impacts associated with any development of the subject property are mitigated. Therefore, the proposed FLUM amendment is not anticipated to have any negative effect on the natural environment.

### Orderly Development

The proposed FLUM amendment will require that the property be rezoned to a zoning designation that is consistent with Low Intensity Nonresidential (LINR). The applicant has expressed their intent to rezone to PMX-L (Planned Mixed-Use: Low Intensity), which is consistent with the Low Intensity Nonresidential (LINR) FLUM designation and the rest of the Geneva School property. All plans to develop the subject property will be reviewed and shall adhere to the requirements of the City's ULDR and Code of Ordinances.

**Budget Impact:** There is no impact on the City Budget.

**Recommendation:** The City Manager and Community Development Director recommend that the City Commission approve Ordinance 26-1632 on second and final reading, based on the staff report and the testimony and evidence presented, that the request meets the applicable provision of the ULDR and is consistent with the City's Comprehensive Plan as per the written findings in the staff report.

**Prepared by:** Christopher Schmidt, Community Development Director

**Attachments:**

1. Ordinance 26-1632
2. Property Survey
3. Business Impact Estimate
4. Legal Ad Proof



# 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:** February 23, 2026  
**Subject:** Board Appointment - Planning and Zoning Commission

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**Introduction:** Applications are being presented for consideration for appointment to the Planning and Zoning Commission.

**Background:** The Planning and Zoning Commission consists of seven (7) members who serve two-year terms. Board members are limited to three (3) consecutive terms on a board. Appointments to fill unexpired terms do not count as a member's first term.

**Discussion:** The current vacancy on the Planning and Zoning Commission is due to the resignation of Ron Bryan. Mr. Bryan's term expires on January 31, 2027.

Applications on file to date from those who have expressed an interest in serving on the Planning and Zoning Commission are from Antoine "Akil" Blake, Alexander Fortis and James Witherspoon.

**Budget Impact:** This item has no impact on the budget.

**Recommendation:** The City Manager and the City Clerk recommend the City Commission consider the submitted applications for appointment to the Planning and Zoning Commission to fill the unexpired term due to the resignation of Ron Bryan, term effective until January 31, 2027.

**Prepared by:** Donna Gardner, City Clerk

**Attachments:**

1. Blake, Antoine - Board Application
2. Fortis, Alexander - Board Application
3. Witherspoon, James - Board Application
4. Witherspoon, James - Résumé



# 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:** February 23, 2026  
**Subject:** Procurement Information Report for Period January 1, 2026 through January 31, 2026.

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**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 January 1, 2026 through January 31, 2026 is submitted for the record.

**Background:** Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manger, Procurement Manger, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manger shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

**Discussion:** Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of January 2026.

**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. February 2026 Procurement Information Report