

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, March 9, 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.

AMENDED AGENDA

1. MEETING CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of February 25, 2026 - Pre-Budget Planning Workshop

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: Flood Awareness Week - March 9, 2026 - March 15, 2026

Mayor Henson will read a Proclamation recognizing March 9, 2026 through March 15, 2026 as Flood Awareness Week in the City of Casselberry.

B. Presentation: Distinguished Budget Presentation Award for Fiscal Year 2025-2026

Receipt of the Distinguished Budget Presentation Award from the Government Finance Officers Association for Fiscal Year 2025-2026 will be recognized.

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. 105671 - \$13,964.20
- Fishback Dominick LLP - Invoice No. 125959 - \$687.75

B. Amendment No. 5 to the Piggyback Agreement with Lynch Oil Company, Inc. for Fuel Supply Services.

Approval of Amendment No. 5 to the Agreement with Lynch Oil Company, Inc. adding one additional year to the contract to expire March 16, 2027, and to increase the contract not-to-exceed amount to \$350,000 and the total term not-to-exceed amount to \$2,250,000 is requested.

C. **Piggyback Agreement with American Lighting and Signalization, LLC for Lighting Services for US 17-92 and SR 436**

Approval of an Agreement with American Lighting and Signalization, LLC to repair and replace lighting along State Road 436 and US Highway 17-92 on an as-needed basis in an amount not to exceed \$350,000 expiring March 16, 2027, is requested.

D. **Purchase of a CAT Backhoe for Public Works Streets Division and Related Budget Amendment #26-020**

Approval for the purchase of a Caterpillar 420 XE Backhoe Loader CAB for the Public Works Streets Division in the amount of \$143,887.00 and related Budget Amendment #26-020 is requested.

8. DISCUSSION ITEMS

A. **Future Agenda Items**

9. RESOLUTIONS - None

10. FIRST READING OF ORDINANCES - None

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 26-1633 - Amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article I, 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**

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

12. OTHER ITEMS

A. **Winter Park Drive Complete Street Improvements - Phase 1 Project 30% Design Plan Presentation and Discussion**

This item requests City Commission consideration to review, discuss options, and provide guidance on the 30% design plan related to the Winter Park Drive Complete Street Improvements — Phase 1 project.

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 February 1, 2026 through February 28, 2026.**

Procurement Information Report for the Period February 1, 2026 through February 28, 2026.

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: March 9, 2026
Subject: Minutes of February 25, 2026 - Pre-Budget Planning Workshop

Introduction: The City Clerk is presenting the minutes of the February 25, 2026 Pre-Budget Planning Workshop 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: March 9, 2026
Subject: Mayor's Proclamation: Flood Awareness Week - March 9, 2026 - March 15, 2026

Introduction: Mayor Henson will read a Proclamation recognizing March 9, 2026 through March 15, 2026 as Flood Awareness Week in the City of Casselberry.



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 9, 2026
Subject: Presentation: Distinguished Budget Presentation Award for Fiscal Year 2025-2026

Introduction: Receipt of the Distinguished Budget Presentation Award from the Government Finance Officers Association for Fiscal Year 2025-2026 will be recognized.



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: March 9, 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 - February 2026 - Invoice No. 105671 - \$13,964.20

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - January 2026 - Invoice No. 125959 - \$687.75

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. 105671
2. Invoice No. 125959



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: March 9, 2026
Subject: Amendment No. 5 to the Piggyback Agreement with Lynch Oil Company, Inc. for Fuel Supply Services.

Introduction: Approval of Amendment No. 5 to the Agreement with Lynch Oil Company, Inc. to increase the annual not-to-exceed amount to \$350,000 and the total term not-to-exceed amount to \$2,250,000 is requested. (Reference: PBA-2020-0678).

Background: The City depends on contracted fuel supply services to provide fuel for all City vehicles and equipment. This includes replenishing fuel supplies stored at the Public Works and Utilities Complex, the Water Reclamation Facility, and the City's three water treatment plants. On July 27, 2020, the City Commission approved a Piggyback Agreement with Lynch Oil (PBA-2020-0678), based on City of Orlando contract IFB19-0021 to provide fuel supply services. The term was from July 27, 2020 through March 16, 2024. The estimated not-to-exceed amount was \$275,000 per year, with an overall limitation of \$1,100,000 during the entire term of the agreement.

On June 13, 2022, in response to significant fuel price increases, the City Commission approved Amendment No. 1 to the Agreement with Lynch Oil Company, Inc., which increased the annual not-to-exceed amount to \$450,000 and the total term not-to-exceed amount to \$1,625,000. On February 1, 2024, the City Manager approved Amendment No. 2 to extend the term to March 16, 2025. No change to compensation. On December 16, 2024, City Commission approved Amendment No. 3 to increase the annual not-to-exceed amount to \$500,000 per year and total term not-to-exceed amount to \$1,900,000 for the term of the Amendment. On March 31, 2025, the City Manager approved Amendment No. 4 to extend the term to March 16, 2026. No change to compensation.

Discussion: Based on current projected fuel expenditures, it is anticipated the total spending under this contract will exceed the current \$1,900,000 limit in the coming months. This is due to a combination of fuel prices and increased fuel usage, including increased use of take-home vehicles and fuel for hurricane response. Amendment No. 5, therefore, is proposed to increase the annual spending limit by \$350,000 for a total annual spending limit of \$850,000 and the total spending limit to \$2,250,000.

As the current contract term runs through March 16, 2026, staff recommends renewal of the third (3rd) of five (5) additional one-year periods. The term of renewal is from March 17, 2026, through March 16, 2027.

Budget Impact: There is no initial impact to the City budget. Various operating accounts in various City departments will be used as needed for fuel purchases, subject to available budgets.

Recommendation: The City Manager and Interim Public Works Director recommend approval of Amendment No. 5 to the Agreement with Lynch Oil Company, Inc. to increase the annual not-to-exceed amount by \$350,000 for a total annual spending limit of \$850,000, the total term not-to-exceed amount of \$2,250,000 and extension of the term to March 16, 2027.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Agreement
2. Amendment No. 1
3. Amendment No. 2
4. Amendment No. 3
5. Amendment No. 4
6. Amendment No. 5
7. Exhibit A - City of Orlando Executed Contract



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: March 9, 2026
Subject: Piggyback Agreement with American Lighting and Signalization, LLC for Lighting Services for US 17-92 and SR 436

Introduction: Approval of an Agreement with American Lighting and Signalization, LLC to repair and replace lighting along State Road 436 and US Highway 17-92 on an as-needed basis in an amount not to exceed \$350,000 is requested. (Ref. PBA-2026-1432)

Background: On April 22, 2024 via Resolution 24-3413, the City Commission approved a State Highway Lighting, Maintenance, and Compensation Agreement with the State of Florida Department of Transportation (FDOT) for streetlighting of SR 436 and US Highway 17-92. This agreement calls for the City to maintain streetlights along these corridors (beginning July 1, 2024) in exchange for annual compensation from FDOT. As was noted at the time, much of the lighting along these corridors is not owned or maintained by Duke Energy, but it was anticipated the City would be able to "piggyback" off of FDOT's existing agreement with the contractor that has performed the required services for FDOT.

Discussion: American Lighting and Signalization, LLC (ALS) has an existing contract (E50E7-RO) with FDOT for repair and replacement of lighting systems. ALS has agreed to allow the City to "piggyback" the contract in order to maintain lighting along US 17-92 and SR 436. The resulting proposed Agreement PBA-2026-1432 provides for lighting services with ALS through March 16, 2027 with the option for renewal (subject to FDOT's contract renewal). The spending limit for the term of the contract is \$350,000. Expenses will be covered by the City's Street Light Fund, which receives the proceeds from the City's lighting agreement with FDOT.

Budget Impact: There is no anticipated impact to the City's Fiscal Year (FY) 2026 Budget. Street Light Fund operating accounts will be used as needed to cover expenses, and staff will monitor account balances for the remainder of FY 2026. (Anticipated revenues and expenses resulting from the FDOT Agreement will be included in the Street Light Fund in the proposed FY 2027 Budget.)

Recommendation: The City Manager and Interim Public Works Director recommend approval of the Agreement with American Lighting and Signalization, LLC.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Piggyback Agreement
2. Exhibit A - FDOT Agreement



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: March 9, 2026
Subject: Purchase of a CAT Backhoe for Public Works Streets Division and Related Budget Amendment #26-020

Introduction: Approval for the purchase of a Caterpillar 420 XE Backhoe Loader CAB for the Public Works Streets Division in the amount of \$143,887.00 and related Budget Amendment #26-020 is requested (PBA-2026-1431).

Background: The City's current Cat Backhoe, purchased in 2017 by the Public Works Streets Division for \$107,809, recently and unexpectedly suffered a catastrophic failure and is no longer operational. Due to the extent of the damage and age of unit, it is not feasible to repair.

Discussion: The backhoe is an essential piece of equipment for the Streets Division, supporting a variety of maintenance and infrastructure projects. Its loss impacts daily operations and could delay scheduled maintenance. Staff has received a quote from RingPower Corporation through the Florida Sheriffs Association Cooperative Purchase Program for a replacement of the CAT Backhoe in the amount of \$143,887.00. The replacement Cat Backhoe will be purchased through the Florida Sheriffs Association Cooperative Purchase Program Contract FSA23-EQU21.1: Equipment Extension Packet.

Budget Impact: Approval of Budget Amendment #26-020 will provide sufficient funding for this purchase.

Recommendation: The City Manager and Interim Public Works Director recommend approval for the purchase of a 420XE CAT Backhoe Loader CAB for the Public Works Streets Division from RingPower Corporation in the amount of \$143,887.00 through the Florida Sheriffs Association Cooperative Purchase Program Contract FSA23-EQU21.1: Equipment Extension Packet and related Budget Amendment #26-020.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Contract
2. Budget Amendment #26-020
3. Quote



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

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 9, 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

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: March 9, 2026
Subject: Public Hearing: Second Reading of Ordinance 26-1633 - Amending City of Casselberry Code of Ordinances, Chapter 62, Pensions and Retirement, Article I, 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

Introduction: Adoption of Ordinance 26-1633 on second 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 45 active plan participants who are police officers.

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 has been prepared and indicates no significant financial impact associated with the creation of a Police DROP. Public notice of second reading of this ordinance was advertised on February 27, 2026 in the Orlando Sentinel.

Budget Impact: The attached actuarial statement indicates no significant financial impact associated with Ordinance 26-1633.

Recommendation: The City Manager recommends adoption of Ordinance 26-1633 on second and final reading.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:

1. Ordinance 26-1633
2. Actuarial Impact Statement
3. Business Impact Estimate
4. Affidavit



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: March 9, 2026
Subject: Winter Park Drive Complete Street Improvements - Phase 1 Project 30% Design Plan Presentation and Discussion

Introduction: City Commission consideration to review, discuss options, and provide guidance on the 30% design plan related to the Winter Park Drive Complete Street Improvements — Phase 1 Project (PW 2501) is requested.

Background: On January 11, 2021, City Commission approved a Complete Street and Concept Development Study for Winter Park Drive that analyzed the entire Winter Park Drive corridor from Red Bug Lake Road to SR 434. This analysis resulted in a three-phased project approach that focused on improving bicycle and pedestrian safety, connectivity, and comfort along the Winter Park Drive corridor. The phases are as follows: Phase 1 includes improvements from Marigold Road to Seminola Boulevard, Phase 2 is from Seminola Boulevard to SR 434, and Phase 3 is from SR 436/Red Bug to Cannon Way.

The Winter Park Drive Complete Street Improvements - Phase 1 Project, from Marigold Road to Seminola Boulevard, was submitted to Metro Plan Orlando to be included in its Prioritized Project List and subsequently to the Florida Department of Transportation (FDOT) to be included in its FY 2025-26 (design) and FY 2026-27 (construction) Work Programs. The City executed a Local Agency Program (LAP) Agreement with FDOT for Professional Services in September 2024, in the total amount of \$1,344,857.11 (federal share - \$916,459 and local share - \$428,399). Note: the City received LAP funding from FDOT to construct the Central Casselberry Connectivity project currently underway. This project includes improvements from Cannon Way to Marigold Road on Winter Park Drive.

On April 8, 2025, the City Commission approved a competitively bid agreement with CPH Consultants, LLC (CPH) to provide professional engineering design services related to the Winter Park Drive Complete Street Improvements — Phase 1 Project. This project spans approximately 1.5 miles. Proposed elements include, but are not limited to, the following:

- 10ft. wide sidewalk (east side of Winter Park Drive)
- Lane narrowing
- Speed cushions
- Raised midblock crosswalks
- Rectangular rapid flashing beacons
- 8ft wide sidewalks (west side of Winter Park Drive)
- Tightened turning radii

- Reconstructed driveways
- Drainage Improvements
- Landscaping
- Milling/Resurfacing
- Lighting
- Intersection Improvements** (roundabouts)

The current engineer's estimate of probable cost is \$5.4M for construction of this project, based on the current design. FDOT has already programmed \$7M in its FY 2027 Work Program. However, construction costs may fluctuate depending upon changes to the plans and/or the economic environment during the time of bid.

Discussion: CPH submitted 30% design plans in November 2025 for City staff and FDOT to review and provide comments. The 30% plans were the basis of a public engagement meeting held at the Casselberry Aquatic Center on Thursday, January 29, 2026, that was attended by 35 residents, as well as City staff and representatives from CPH. Attendees were shown a presentation outlining the history of the project, project limits, funding source(s), next steps, and project contact information. City Staff and CPH fielded many questions, comments, and concerns from local residents. Comments most relevant to the Winter Park Drive Complete Street Improvement Phase 1 Project were concerns about the type of traffic-calming strategies proposed, the City's current project notification process, emergency management considerations, and next steps. Staff also addressed questions and comments regarding an adjacent project that is currently underway, but outside the scope of this project.

City staff will present to the City Commission an overview of the 30% design plans, review resident's concerns, provide options and seek guidance on how to proceed with the 60% design plans.

Budget Impact: There is no impact to the current FY 2026 budget.

Recommendation: The City Manager and the Interim Public Works Director recommend City Commission consideration to review the 30% design plans, discuss options, and provide guidance for the Winter Park Drive Complete Street Improvements — Phase 1 project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:

1. Presentation
2. 30 % Design Plan



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: March 9, 2026
Subject: Procurement Information Report for Period February 1, 2026 through February 28, 2026.

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 February 1, 2026 through February 28, 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 February 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. March 2026 Procurement Information Report