CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, July 27, 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 June 22, 2026 - Regular Meeting**

B. **Minutes of July 13, 2026 - Budget Workshop**

6. PRESENTATIONS/ COMMENDATIONS

A. **Proclamation: Water Professionals' Month**
Mayor Henson will present Water Production Superintendent Fred Schwarz with a proclamation designating August 2026 as Water Professionals Month in the City of Casselberry.

7. CONSENT AGENDA
The action proposed to be taken it 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. 106498 - $24,068.29
- Fishback Dominick LLP - Invoice No. 127298 - $2,310.25

B. **Resolution 26-3579 - Annual Rate Resolution for Sausalito Assessment Area**
Approval of Resolution 26-3579 as the Annual Rate Resolution for the Fiscal Year 2026-2027 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.

C. **Resolution 26-3580 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #26-037**
Approval of Resolution 26-3580 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the

amount of $5,000 for overtime high visibility education and enforcement, and related Budget Amendment #26-037 is requested.

D. **Resolution 26-3581 - School Resource Officer Agreement**

Approval of Resolution 26-3581 authorizing the execution of an agreement with the Seminole County School Board to share the cost of providing a School Resource Officer (SRO) at South Seminole Middle School for the 2026 - 2027 school year is requested.

E. **Resolution 26-3582 - Authorization to Execute a Master License and Maintenance Agreement between the City of Casselberry and the Casselberry Elementary Parent Teacher Student Association for the Installation and Maintenance of Little Free Libraries in City Parks and on City Property**

Approval of Resolution 26-3582 authorizing the execution of a Master License and Maintenance Agreement between the City of Casselberry and the Casselberry Elementary Parent Teacher Student Association for the installation and maintenance of Little Free Libraries in City parks and on City property, is requested.

F. **Resolution 26-3583 - Fiscal Year 2026-2027 Funding Agreement with MetroPlan Orlando**

Approval of Resolution 26-3583 providing for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2026-2027 in the amount of $2,340 is requested.

G. **Updated Agreement with Duke Energy for Ongoing Monthly Charges Related to Lighting Improvements for the US Highway 17-92 to Sunset Drive Trail Connection Project**

Approval of an updated agreement with Duke Energy for ongoing monthly charges in the amount of $317.27 reduced from the earlier agreed-to amount of $339.79 related to lighting improvements for the US Highway 17-92 to Sunset Drive Trail Connection project is requested.

H. **Task Authorization No. 2 with Schenkel and Shultz for Grant Assistance with Land Water Conservation Fund and Related Budget Amendement #26-039**

Approval of Task Authorization No. 2 with Schenkel & Shultz to provide grant assistance for Land and Water Conservation Fund Grant at a cost of $27,088 and related Budget Amendment #26-039, is requested.

I. **Task Authorization No. 2 with Burgess & Niple for the Queen's Mirror Septic-to-Sewer and Lift Station Relocation Project and Related Budget Amendment #26-040**

Approval of Task Authorization No. 2 with Burgess & Niple for design services related to the Queen's Mirror Septic-to-Sewer and Lift Station Relocation Project in an amount of $554,626 and related Budget Amendment #26-040 is requested.

J. **Budget Amendment #26-035 - Recognition of PFAS Settlement Funds**

Approval of Budget Amendment #26-035, recognizing PFAS Settlement Funds of $264,607 from 3M and making these funds available in the Water & Sewer Utility Fund, is requested.

K. **Application for Land and Water Conservation Fund Grant for Brightwater Phase I**

Approval to submit a Land and Water Conservation Fund grant application up to $1.5 million with an equal local match, for a total cost of up to $3 million, for Brightwater Phase I, is requested.

L. **Application for the FY 2026 U.S. Department of Justice, Office of Community Policing Services (COPS) Community Policing Development (CPD) Microgrants Program**

This item provides for participation in a grant application through the U.S. Department of Justice in the amount of up to $200,000 for designated use by the City of Casselberry for the purchase of Unmanned Aerial Systems and Drones with associated accessories.

M. **Donation of Four (4) Obsolete Pro-Lite Laser Speed Measuring Units to the Westport, WA Police Department and Execution of Bill of Sale**

Approval to donate four (4) obsolete Pro-Lite laser speed measuring units to the Westport, WA Police Department is being requested along with execution of a Bill of Sale.

N. **Employee Health Insurance Renewal for Fiscal Year 2026-2027**

Approval to renew City employees' health insurance coverage from United Healthcare for Fiscal Year 2026-2027 is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 26-3584 - Contract for Sale and Purchase of Property Located Along 17-92 Adjacent to Lake Concord and Related Budget Amendment #26-041

Approval of Resolution 26-3584 authorizing the execution of a Contract for Sale and Purchase of Property located along 17-92 adjacent to Lake Concord (Parcel ID: 08-21-30-545-0000-0010) at a contract price of $1,100,000 and related Budget Amendment #26-041 is requested.

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 26-1636 - Voluntary Annexation of One (1) Parcel Located at 1264 Merritt Street

Approval of Ordinance 26-1636 on second and final reading for the voluntary annexation of one (1) parcel located at 1264 Merritt Street, is requested.

12. OTHER ITEMS

A. Emergency Purchase of Reclaimed Flow Meter for the Casselberry Golf Course and Related Budget Amendment #26-038

Approval for the emergency purchase of a Flow Meter for the Casselberry Golf Course in the amount of $6,126 and related Budget Amendment #26-038 is requested.

B. Selection of Voting Delegate at the 2026 Florida League of Cities Annual Conference

Designation of one official from the City of Casselberry to be the voting delegate at the business meeting held during the Florida League of Cities 2026 Annual Conference is requested.

C. Proposed Millage Rate and Proposed Voted Debt Millage Rate for Fiscal Year 2026/2027

Consideration to set the proposed millage rate at 4.2613 mills and the voted debt millage rate at 0.5911 mills for Fiscal Year 2026/2027 (FY 2027) 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

A. Procurement Information Report for Period June 1, 2026 through June 30, 2026.

Procurement Information Report for the Period June 1, 2026 through June 30, 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, FCPC
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: July 27, 2026

Subject: Minutes of June 22, 2026 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the June 22, 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: July 27, 2026

Subject: Minutes of July 13, 2026 - Budget Workshop

Introduction: The City Clerk is presenting the minutes of the July 13, 2026 Budget 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: July 27, 2026

Subject: Proclamation: Water Professionals' Month

Introduction: Mayor Henson will present Water Production Superintendent Fred Schwarz with a proclamation designating August 2026 as Water Professionals Month 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: July 27, 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 - June 2026 - Invoice No. 106498 - $24,068.29

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - June 2026 - Invoice No. 127298 - $2,310.25

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. 106498
2. Invoice No. 127298

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Resolution 26-3579 - Annual Rate Resolution for Sausalito Assessment Area

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Introduction: Approval of Resolution 26-3579 as the Annual Rate Resolution for the Fiscal Year 2026-2027 assessment roll for the Special Assessment for the Sausalito Assessment Area, associated with the replacement Sausalito Shores subdivision wall, is requested.

Background: Previously, the wall for the Sausalito Shores subdivision along Red Bug Lake Road had become a structural and aesthetic concern and was in need of replacement. At the request of the Sausalito Shores Homeowner's Association (HOA) in October 2012, Public Works staff presented possible options to address this issue, focusing on the concept of the City enacting a special assessment so that homeowners could pay for a new wall over time via their property tax bill. Passage of such a special assessment is governed by the City's Ordinance No. 09-1301, as amended by Ordinance 18-1492. This Ordinance references Florida Statutes Sections 197.3632 and 197.3635 regarding the Uniform Assessment Collection Act, which allows for collection of non-ad valorem assessments on the same bill as ad valorem taxes.

In October 2012, the Sausalito Shores HOA Board unanimously approved a recommendation to proceed with the special assessment process for the wall. However, as was discussed at the meeting, neither the HOA nor the City at that time had an easement over the wall, which is divided across 29 individual lots in the subdivision. By September 2017, all needed easements had been obtained and executed. In 2018 the City proceeded with advance-funding design, contracting with CPH, Inc. to design the wall.

A Resolution of Intent (Resolution 18-3073) was passed on December 10, 2018 to potentially allow for a special assessment for Fiscal Year 2020. As indicated in said Resolution, such an assessment would impact Sausalito Sections Two, Three, and Four (commonly known as "Sausalito Shores"). It would not affect the Sausalito Condominium.

A solicitation of bids (Ref: ITB-2019-0441) for the construction of the wall was released on February 28, 2019, with a bid opening date of April 9, 2019. The apparent lowest, responsive and responsible bid was received by Cohen Construction, Inc. in the amount of $1,411,504. In addition to the costs of the contractor, additional costs were outlaid in order to reconstruct the wall. These included estimates for a construction contingency, inspection services, permitting, loan issuance costs, etc. The total cost to construct the wall inclusive of incurred and anticipated expenditures was estimated to be $1,690,380.51, before financing and interest costs.

On July 22, 2019, the City Commission approved Resolution 19-3107, which was the Initial Assessment Resolution. It addressed the following: 1) describing the property within the Sausalito Assessment Area, 2) providing estimated capital cost of the project, 3) determining property will be specially benefited, 4) establishing assessment method, 5) directing preparation of an Initial Assessment Roll, 6) directing publishing of notice of Public Hearing for the Final Assessment Resolution, and 7) authorizing the date, time, and place of the Public Hearing.

On August 26, 2019, the City Commission approved Resolution 19-3112, the Final Assessment Resolution, in order to enact the Special Assessment to replace the Sausalito Shores subdivision wall. The Resolution memorialized findings, ratified the Initial Assessment Resolution, approved the Assessment Roll, imposed the Assessment, and directed its collection. Construction of the wall has since been completed, and the wall has been turned over to the HOA to insure and maintain.

Discussion: Ordinance No. 09-1301 requires adoption of an Annual Rate Resolution during its budget process for each fiscal year to approve the assessment roll for said fiscal year. Resolution 26-3579 serves as the Annual Rate Resolution to approve the assessment roll for Fiscal Year (FY) 2026-2027.

In 2022, staff conducted an analysis of actual costs and revenues to determine whether any changes to the annual assessment amount should be made. With regard to costs, staff determined that design, construction, and inspection costs together were approximately $48,721 under budget. With regard to revenue, staff estimated approximately $5,706 less than anticipated per year was being received. Considering the scale of the cost savings vs. the estimated annual underrun in revenues based on this previous analysis, staff recommends no change to the annual assessment amount for FY 2026-27. Therefore, the annual assessment rate per home in Sausalito Shores will continue to be $364.39. Staff will continue to monitor actual revenues to determine if changes to the rate in a future fiscal year should be pursued.

Budget Impact: There is no Fiscal Year 2026-2027 budget impact due to this item. Projected revenues from the Special Assessment will be included in the Fiscal Year 2026-2027 budget.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 26-3579.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 26-3579

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Resolution 26-3580 - Agreement with the Institute of Police Technology and Management (IPTM) for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program and Related Budget Amendment #26-037

Introduction: Approval of Resolution 26-3580 authorizing an agreement with the Institute of Police Technology and Management (IPTM) to accept the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program funding in the amount of $5,000 for overtime high visibility education and enforcement, and related Budget Amendment #26-037 is requested.

Background: The High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program is an agreement from the Institute of Police Technology and Management (IPTM). Funds are provided to agencies to provide overtime for high visibility education and enforcement operations. This is an agreement the City of Casselberry has been actively involved in for a number of years.

Discussion: According to a study done by the Florida Department of Highway Safety and Motor Vehicles (FLHSMV), Florida is ranked #1 in bicycle fatalities and #2 in pedestrian fatalities. Of the various counties within Florida, Seminole County is ranked in the top 25 "most dangerous" for bicyclists and pedestrians. Within Seminole County, the High Visibility Program used crash data from 2017 to 2025 to determine the top 15 roadways with high pedestrian/bicycle crashes. This data showed that two areas within the City of Casselberry's jurisdiction, SR 436 from Sausalito Boulevard to U.S. Highway 17-92 and SR 436 from Winter Woods Boulevard to Howell Branch Road, fell within the top 15. As a result, High Visibility Education and Enforcement operations will be conducted in those locations by trained officers in accordance with the contract by IPTM. The contract will fund $5,000 in overtime for these operations.

Budget Impact: Budget Amendment #26-037 will increase IPTM Overtime account #001-0000-337.20-04 by $5,000, and General Fund Overtime account #001-0610-521.14-00 by $5,000.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 26-3580 and related Budget Amendment #26-037.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

<u>Attachments</u>:

1. Resolution 26-3580
2. Agreement

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Resolution 26-3581 - School Resource Officer Agreement

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Introduction: Approval of Resolution 26-3581 authorizing the execution of an agreement with the Seminole County School Board to share the cost of providing a School Resource Officer (SRO) at South Seminole Middle School for the 2026 - 2027 school year is requested.

Background: The City of Casselberry initially entered into an Agreement with the Seminole County School Board in 1996 and since that time has continuously provided a School Resource Officer for South Seminole Middle School.

Discussion: The benefits of having a full-time School Resource Officer at South Seminole Middle School include fostering better relations between students and law enforcement personnel; deterring crime on or near school premises by the presence of a uniformed law enforcement officer; and having the officer available for presentations to the students, faculty, and parents concerning various law enforcement topics. The School Resource Officer also serves as a referral source for students, parents, and faculty for various community service agencies. The term of the agreement is July 1,2026, through June 30,2027.

The City and the School Board will share the cost of the School Resource Office's salary and benefits. In accordance with the agreement, the School Board will pay the City the sum of $64,899.15 in twelve (12) equal installments in the amounts listed in Exhibit A attached hereto, payable by the fifth (5th) business day of the month following the last day of the calendar month within which the services were provided.

Budget Impact: The revenue from Seminole County for the School Resource Officer's salary and benefits in the amount of $64,899.15 will be deposited as it is received into the General Fund SRO revenue account #001-0000-337.20-01.

Recommendation: The City Manager and Police Chief recommend approval of Resolution 26-3581.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Resolution 26-3581

2. Agreement

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: July 27, 2026

Subject: Resolution 26-3582 - Authorization to Execute a Master License and Maintenance Agreement between the City of Casselberry and the Casselberry Elementary Parent Teacher Student Association for the Installation and Maintenance of Little Free Libraries in City Parks and on City Property

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Introduction: Resolution 26-3582 authorizes the execution of a Master License and Maintenance Agreement between the City of Casselberry and the Casselberry Elementary Parent Teacher Student Association for the installation and maintenance of Little Free Libraries in City Parks and on City Property.

Background: The City of Casselberry desires to enter into a Master License and Maintenance Agreement to allow for the installation and maintenance of Little Free Libraries throughout the City. Little Free Libraries are small weatherproof boxes placed in public and private locations where anyone can take a book for free or leave a book for others to take.

Discussion: There are currently two Little Free Libraries on public property in Casselberry maintained by the Casselberry Elementary Parent Teacher Student Association (PTSA). The Casselberry Elementary PTSA has asked to install and maintain a Little Free Library at the Casselberry Aquatic Center & Park.

The Master License and Maintenance Agreement provides terms which outline the installation and maintenance of Little Free Libraries on City property and parks. Initially, it will include three locations (Secret Lake Park, 1075 Crystal Bowl Circle (by Casselberry Elementary) and the Aquatic Center. The Agreement also authorizes the City Manager to execute amendments to the Master Agreement to allow for additional Little Free Libraries, subject to the terms of this Master Agreement.

Budget Impact: There is no associated financial impact.

Recommendation: The City Manager and Assistant City Manager recommend approval of Resolution 26-3582 authorizing the execution of a Master License and Maintenance Agreement for Little Free Libraries with the Casselberry Elementary Parent Teacher Student Association for the installation and maintenance of Little Free Libraries in City parks and City property.

Prepared by: Lorie Mertens, Assistant City Manager

<u>Attachments</u>:

1. Resolution 26-3582
2. Master Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Resolution 26-3583 - Fiscal Year 2026-2027 Funding Agreement with MetroPlan Orlando

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Introduction: Approval of Resolution 26-3583 providing for approval and authorization to enter into a Funding Agreement with MetroPlan Orlando for Fiscal Year 2026-2027 in the amount of $2,340 is requested.

Background: MetroPlan Orlando is the metropolitan planning organization (MPO) for Orange, Osceola and Seminole Counties. It is responsible for regional transportation planning, including development of the area's Metropolitan Transportation Plan (previously known as the Long Range Transportation Plan). The MetroPlan Orlando Board includes representation from the counties, largest cities, transportation agencies, and various advisory committees. Historically, smaller cities, such as Casselberry, had been represented on the Board through a non-voting/advisory representative from the Municipal Advisory Committee (MAC), of which the City of Casselberry's Mayor is a participating member.

Effective July 2015, the MAC representative on the Board became a voting member. Voting members of the Board contribute financially to support MetroPlan Orlando. Casselberry's prorated share of the MAC's contribution by relative population per Fiscal Year (FY) has been as follows:

FY 2015-2016 - $2,240
FY 2016-2017 - $2,203
FY 2017-2018 - $2,154
FY 2018-2019 - $2,165
FY 2019-2020 - $2,169
FY 2020-2021 - $2,117
FY 2021-2022 - $2,089
FY 2022-2023 - $2,020
FY 2023-2024 - $2,006
FY 2025-2026 - $2,385

Discussion: The Funding Agreement with MetroPlan Orlando must be renewed on an annual basis. It has been provided for Fiscal Year 2025-2026 for City Commission approval with a decrease from the previous year to $2,340. Resolution 26-3583 provides for approval of said Agreement.

Budget Impact: Sufficient funds are budgeted in the FY 2025-2026 proposed budget in the General Fund/Streets Maintenance Other Contractual Services account #001-0720-541.34-00 to cover the amount of $2,340 associated with this Agreement.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 26-3583 and the associated Funding Agreement with MetroPlan Orlando for Fiscal Year 2026-2027 in the amount of $2,340.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:
1. Resolution 26-3583
2. Agreement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Updated Agreement with Duke Energy for Ongoing Monthly Charges Related to Lighting Improvements for the US Highway 17-92 to Sunset Drive Trail Connection Project

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Introduction: Approval of an updated agreement with Duke Energy for ongoing monthly charges in the amount of $317.27 related to lighting improvements for the US Highway 17-92 to Sunset Drive Trail Connection project is requested. [ref. Project# PW1213]

Background: The City recently constructed the US Highway 17-92 to Sunset Drive Trail Connection project that included a sidewalk extension and other improvements from US Highway 17-92 east to Sunset Drive, concluding at a raised midblock crosswalk that connects to the shared use path constructed as part of the Sunset Drive Livable Street Improvements project. On March 24, 2025, the City Commission approved a Lighting agreement with Duke Energy to install underground lighting infrastructure, decorative fixtures, and standard roadway lighting on the trail. The Lighting agreement provided for a one-time cost for Contributions-in-Aid-of-Construction (CIAC) in the amount of $46,141.67 for the installation of seven (7) open acorn fixtures and 4 roadway fixtures, and ongoing monthly charges in the amount of $339.79 for equipment, maintenance, and energy.

Discussion: Duke Energy recently notified the City of a decrease in anticipated monthly ongoing fees, from $339.79/month to $317.27/month, for lighting improvements along the trail. An updated agreement containing a breakdown and classification of associated charges has been provided, herewith, for approval.

Budget Impact: Sufficient funds to cover monthly recurring costs in the amount of $317.27 are budgeted in the FY 2026 General Fund Parks Utilities account# 001-0410-572.43-00. These funds are rebudgeted each year as an ongoing operating expense.

Recommendation: The City Manager and Public Works Director recommend approval of the updated Agreement with Duke Energy for monthly ongoing charges in the amount of $317.27/month related to lighting improvements for the US Highway 17-92 to Sunset Drive Trail Connection project.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Agreement

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

7.H.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Task Authorization No. 2 with Schenkel and Shultz for Grant Assistance with Land Water Conservation Fund and Related Budget Amendement #26-039

Introduction: Task Authorization No. 2 with Schenkel & Shultz, Inc. to provide grant assistance for Land and Water Conservation Fund Grant and associated Budget Amendment #26-039, is requested.(Ref: SOQ-2025-1233)

Background: On October 1, 2024, a solicitation was initiated for a Statement of Qualifications (SOQ), SOQ-2025-1233, to engage one qualified firm to provide comprehensive architectural design services and oversight for the implementation of the Brightwater Estate Conceptual Master Plan. The City Commission approved an agreement with Schenkel & Shultz, Inc. on March 10, 2025.

On August 11, 2025, City Commission approved Task Authorization No. 1 with Schenkel & Shultz, Inc. for architectural, engineering and professional services to test and refine the Conceptual Plan for the Brightwater Estate and to determine short - and long-term strategies for preservation of the Estate Home in an amount not to exceed $212,908.00. After exploring phasing strategies and researching grants, Schenkel Shultz suggested that the City consider submitting a Land and Water Conservation Fund (LWCF) Grant. On May 11, 2026, a special workshop was held, and the City Commission gave direction to staff to submit a LWCF grant.

Discussion: In the past, the City received LWCF grant funding for both Secret Lake Park and Dew Drop Park. City staff will compile all the information necessary for the grant submittal. However, staff is seeking technical assistance in the preparation of the grant application. Schenkel & Shultz proposes to complete Task Authorization No. 2 with a final deadline of October 31, 2026 to meet the deadline of grant submittal of December 2026. The cost for TA #2 is $27,088 and will be funded with the associated BA #26-039.

Budget Impact: BA #26-039 provides funding in the amount of $27,088 from fund balance, 001-0000-389-90-00 and will increase account 001-0411-572-31-00.

Recommendation: The City Manager recommends approval of Task Authorization No. 2 with Schenkel & Shultz, Inc. to provide grant assistance for Land and Water Conservation Fund Grant and associated BA #26-039.

Prepared by: Linda Moore, Recreation Manager

<u>Attachments</u>:

1. Task Authorization No. 2
2. BA 26-039

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Task Authorization No. 2 with Burgess & Niple for the Queen's Mirror Septic-to-Sewer and Lift Station Relocation Project and Related Budget Amendment #26-040

Introduction: Approval of Task Authorization No. 2 with Burgess & Niple for design services related to the Queen's Mirror Septic-to-Sewer and Lift Station Relocation Project in an amount of $554,626 and related Budget Amendment #26-040 is requested. (Ref: SOQ-2025-1234)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system made up of gravity sewer, lift stations, and force mains. The Utility Master Plan proposed a capital improvements program for the wastewater collection and transmission system. Projects which are included in the Utility Master Plan for the Queen's Mirror service area include the Queen's Mirror Septic to Sewer Project and the Queen's Mirror Force Main Replacement. These two projects originally included separate improvements to the lift station, force main, and gravity sewer system. During the planning phase, staff determined that executing these utility improvements concurrently would optimize project efficiency, minimize public disruption, and ensure seamless system integration. These projects were combined into the Queen's Mirror Septic-to-Sewer and Lift Station Relocation project with the scope of three primary upgrades to the wastewater collection system: Conversion of approximately 35 septic-served parcels to the City's wastewater collection system; relocation and rehabilitation of the existing Lift Station 67 to better handle the new sewer flows; and replacement of the aged Asbestos cement force main between Lift Station 67 and Marigold Master Lift Station. Relocating Lift Station 67 is a critical component of this project. The facility's current placement presents ongoing operational and maintenance challenges. Repositioning the station to a City-owned property will mitigate potential high risk environmental impacts and service interruptions, significantly enhancing the overall resilience of the utility collection system.

Discussion: On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with Burgess & Niple for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234) which included the assignment of the projects Queen's Mirror Septic to Sewer Project and the Queen's Mirror Force Main Replacement. After consolidating the projects, Utilities staff requested that Burgess & Niple provide a scope of services for design of the Queen's Mirror Septic-to-Sewer and Lift Station Relocation project. Task Authorization No. 2 with Burgess & Niple provides for survey, geotechnical engineering, design, public relations assistance, bidding assistance, limited construction administration, and grant/loan funding obtainment assistance for the Queen's Mirror Septic-to-Sewer and

Lift Station Relocation project. Burgess & Niple's total cost for these services is $554,626.

Budget Amendment #26-040 is necessary to provide funding for these services as this project was previously being planned for a future fiscal year. However, the need to perform the Queen's Mirror Septic-to-Sewer and Lift Station Relocation project has required the project to begin sooner due to the criticality and risks associated with the existing lift station.

For tracking purposes, this item is associated with UD 2704 Queen's Mirror Septic-to-Sewer and Lift Station Relocation project.

Budget Impact: Budget Amendment #26-040 decreases the Water & Sewer Non-Departmental Contingency Account #401-0190-536-58-00 by $172,083 and the Water Reclamation Renewal & Replacement Infrastructure for the PW 2405 Water Reclamation Facility Phase 2 Improvements Account #402-0753-535-63-40 (PW 2405) by $382,543 to increase the Distribution & Collection Renewal and Replacement Infrastructure Account for UD 2704 Queen's Mirror Septic-to-Sewer and Lift Station Relocation by $554,626

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 2 with Burgess & Niple, Inc. for design services for the Queen's Mirror Septic-to-Sewer and Lift Station Relocation Project in an amount not to exceed $554,626 and related Budget Amendment #26-040

Prepared by: Jiovani Charres, Utility Engineer

Attachments:
1. Task Authorization No. 2
2. BA 26-040

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Budget Amendment #26-035 - Recognition of PFAS Settlement Funds

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Introduction: Approval of Budget Amendment #26-035, recognizing PFAS Settlement Funds of $264,607 from 3M and making these funds available in the Water & Sewer Utility Fund, is requested.

Background: The U.S. EPA has initiated rule-making for drinking water standards (MCLs) on a large group of chemicals commonly referred to as PFAS, or per- and polyfluoroalkyl substances. PFAS are persistent synthetic compounds used in a variety of industrial and consumer product applications including non-stick cookware and firefighting foams. The presence of PFAS compounds in source water and drinking water is of increasing public concern due to their widespread use and environmental persistence. In May 2023, the U.S. EPA proposed the first national primary drinking water standards, which would establish maximum contaminant level goals and MCLs for six PFAS compounds.

Hundreds of pending PFAS lawsuits have been consolidated in multidistrict litigation before the District Court of South Carolina. Plaintiffs generally allege that aqueous film-forming foam (AFFF) containing PFAS contaminated the water supply surrounding military bases, airports, and fire training facilities where the foam was used to extinguish liquid fuel fires.

Via Resolution 23-3386 and Resolution 24-3452, the City joined other local governments around the nation and retained special counsel on a contingency basis to pursue civil remedies for damages to the City caused by manufacturers of products containing PFAS, including 3M and DuPont. Pursuant to the legal services agreement, attorney's fees will be paid of 25% or less out of the gross recovery obtained by the City. The City will not be responsible for attorney's fees or costs if the attorneys do not obtain a recovery on behalf of the City. This representation would be related to all City claims related to drinking water, wastewater, stormwater, and property damage.

The City has previously received sixth settlements from 3M, DuPont, BASF and Tyco pursuant to the PFAS lawsuit, totaling $1,408,311.32.

Discussion: On June 8, 2026, the City received the sixth settlement statement pursuant to the PFAS lawsuit. This settlement is the third payment from 3M. The settlement total payable to the City of Casselberry, after attorney's fees, sampling fees, and litigation expenses, is $264,607. The City received these funds on June 8, 2026. Budget Amendment #26-035 recognizes these funds and makes them available in the City's Water & Sewer Utility Fund.

<u>Budget Impact</u>: Budget Amendment #26-035 recognizes the PFAS settlement funds of $264,607 in account #401-0000-369-00-00.

<u>Recommendation</u>: The City Manager and Utilities Director recommend approval of Budget Amendment #26-035.

<u>Prepared by</u>: Kelly Clark, Utilities Business Analyst

<u>Attachments</u>:
1. BA 26-035

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Application for Land and Water Conservation Fund Grant for Brightwater Phase I

Introduction: Approval to submit a Land and Water Conservation Fund grant application up to $1.5 million with an equal local match, for a total cost of up to $3 million, for Brightwater Phase I, is requested.

Background: The Land and Water Conservation Fund (LWCF) Program is a federal program authorized by Congress that provides for acquisition or development of land for public outdoor recreation. LWCF funds are appropriated by Congress to the U. S. Department of the Interior, National Parks Service (NPS), and NPS allocates the funds through state agencies as a grant program to state and local governments. It is administered at the state level by the Florida Department of Environmental Protection (FDEP). In the past, a LWCF grant helped fund recent improvements to Dew Drop Park.

For the Fiscal Year 2026 -2027 LWCF grant application cycle, up to $1.5 million can be requested in assistance with an equal local match. Applications are due in December 2026. Projects are scored based on various criteria such as project status as part of the local Capital Improvement Plan (CIP), how the project addresses State Comprehensive Outdoor Recreation Plan (SCORP) goals, regional relative need for proposed elements, degree of public engagement regarding the project, number and type of elements proposed, and access to water resources.

Discussion: City staff is proposing to apply for a LWCF grant to assist with construction costs. With a $1.5 million limit, the grant could potentially fund half of the entire park based on current cost estimates. Staff is currently working on the application to submit during the grant cycle that usually occurs in November/December, subject to City Commission authorization. If awarded, the City has 3 years to complete the project.

The construction timeline for the project is currently uncertain, but subject to sufficient funding, it is anticipated the project could start construction at the beginning of 2028 and conclude at the end of 2029.

At the time of the writing of this agenda item, the grant application has not been finalized. However, staff is requesting authorization to apply for up to the maximum $1.5 million in funding with an equal match, for a total project cost of $3 million. The budget for this project will come from the general fund reserves. The application will be largely based on the conceptual plan provided by Schenkel & Shultz along with a cost estimate.

Primary proposed items for the project include a multi-use trail, multipurpose field/open space areas, nature trail, picnic pavilion, lake observation deck/fishing pier, outdoor classroom area with pollinator garden, and a sensory garden. Secondary elements include benches, bike racks, restrooms, parking, landscaping, lighting and sidewalks.

This item was discussed at the July 14, 2026, Parks and Recreation Board meeting, at which the board recommended that the City Commission approve the submittal of a LWCF grant application for Brightwater Phase I for up to the maximum $1.5 million in funding with an equal City match of $1.5 million, for a total project cost of $3 million.

Budget Impact:

There is no immediate impact to the City Budget, but the City would need a future Budget Amendment to recognize the revenue if a grant is awarded.

Recommendation:

The City Manager and the Assistance City Manager recommend approval to submit a Land and Water Conservation Fund grant application up to $1.5 million with an equal local match, for a total cost of up to $3 million, for Brightwater Phase I.

Prepared by: Linda Moore, Recreation Manager

Attachments: None

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Application for the FY 2026 U.S. Department of Justice, Office of Community Policing Services (COPS) Community Policing Development (CPD) Microgrants Program

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Introduction: Approval to submit a U.S. Department of Justice, Office of Community Policing Services (COPS) Community Policing Development (CPD) Microgrants Program grant application up to $200,000 for the purchase of unmanned aerial systems and drones with associated accessories is requested.

Background: The U.S. Department of Justice, Office of Community Policing Services (COPS) Community Policing Development Microgrants Program is a competitive grant program designed to develop the capacity of law enforcement to implement innovative common sense community policing strategies to address specific problems or issues by providing funding to state, local, tribal, and territorial law enforcement agencies. There is approximately $6,7000,000 in funding available through the FY 2026 CPD Microgrants program. Each award is up to $200,000 and is two years (24 months) in length. There is no local match.

Discussion: To ensure the City of Casselberry and the Casselberry Police Department provide a safe community and to enhance the quality of life for our residents and visitors, the Casselberry Police Department is requesting permission from the City Commission to apply for the FY 2026 U.S. Department of Justice, Office of Community Policing Services (COPS) Community Policing Development (CPD) Microgrants Program to purchase unmanned aerial systems and drones with associated accessories.

Budget Impact: There is no anticipated budget impact at this time. A budget amendment will be prepared upon receipt of the grant funds. This grant does not require the city to match funds.

Recommendation: The City Manager and the Police Chief recommend approval to participate in the grant application with the U.S. Department of Justice.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Grant Announcement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Donation of Four (4) Obsolete Pro-Lite Laser Speed Measuring Units to the Westport, WA Police Department and Execution of Bill of Sale

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Introduction: Approval to donate four (4) obsolete Pro-Lite laser speed measuring units to the Westport, WA Police Department is being requested along with execution of a Bill of Sale.

Background: In the early 2000's, the Casselberry Police Department had a motorcycle unit whose officers were tasked with speed limit enforcement on the City's roadways. Pro-Lite laser speed measuring devices were purchased for the motor officers to use as the products were small and able to be stored on the motorcycles. At the time of purchase the Pro-Lite units were quality, modern technology. Since that time, the units have become obsolete and for many years have no longer been of useful service to the City. The Police Department has since replaced the Pro-Lite units with newer Pro Laser 4 units, which all the officers currently use

Discussion: The current Police Chief of the Westport, WA Police Department (former Casselberry Police Sergeant Ronald Phillips) wrote a letter to Chief Krantz in June of 2026 requesting consideration for the City to donate the obsolete Pro-Lite units to his agency. The Westport, WA Police Department currently has no comparable devices, and a donation would significantly enhance their operational capabilities. As the units have been out of service and are no longer being used by the Casselberry Police Department, Chief Krantz is in favor of making the donation subject to City Commission approval. If the donation is approved, the Pro-Lite units will be removed from the City's inventory using existing procedures and forms.

The City of Westport has signed a Bill of Sale acknowledging that the units will be transferred "as is" with no warranties by the City.

Budget Impact: There is no budget impact to the City. The Pro-Lite laser units are no longer in use by the Police Department and are considered obsolete inventory. Staff researched the current values / cost for such units and determined refurbished units currently retail for $1095 each and pre-owned devices on sites such as Ebay are selling around $450-$500 each. Donating the obsolete equipment is a prudent course of action because the anticipated auction proceeds are negligible, and donation will allow the laser devices to provide greater community benefit through continued use rather than generating little or no financial return.

Recommendation: The City Manager and the Police Chief recommend approval to donate four (4) Pro-Lite laser speed measuring devices to the Westport, WA Police Department (serial numbers LP05008, LP02814, LP02146, LP02962) and execution of the attached Bill of Sale.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. Donation Letter
2. Signed Bill of Sale- CPD- Lasers

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Employee Health Insurance Renewal for Fiscal Year 2026-2027

Introduction: Approval provides for renewal of City employees' health insurance coverage from United Healthcare for Fiscal Year 2026-2027.

Background: Along with wages, medical insurance coverage is often considered to be one of the most important elements of employee compensation. The City pays approximately 80% of the medical insurance coverage and the employees contribute approximately 20%. Retirees and former employees who elect coverage through COBRA pay the entire cost.

Discussion: The insurance plans for City employees are due for a twelve-month renewal effective October 1, 2026. The current medical insurance provider, United Healthcare, provided a renewal summary resulting in a 12% premium rate increase. Following negotiations with our insurance broker, Brown and Brown, United Healthcare agreed to a renewal with a 5.0% increase of the current rate along with a 5% one-time credit that off-sets the increase for one year.

The employee contribution rates will remain the same as the current rates and are shown below. Discounts to employees’ monthly premium contributions are offered for non-tobacco users and those who participate in a wellness program. Full copies of the renewal plans covering details of coverage are available from Human Resources. Employees’ monthly premiums, taken through payroll withholding as follows, will begin with payroll in September:
Employee Only - $225
Employee and Spouse - $500
Employee and Child(ren) - $470
Family - $650
Rates are reduced by $125 for employees eligible for the Non-Tobacco and Wellness Discount.
Rates are reduced by $100 for employees eligible for only the Non-Tobacco Discount.
Rates are reduced by $25 for employees eligible for only the Wellness Discount.
All rates will be $50 higher for employees that complete the enrollment after the due date.

Budget Impact: Funds for the City’s share of employee health insurance premiums will be provided in the adopted budget for FY 2027 in the applicable Health Insurance expenditure account for each department.

Recommendation: The City Manager and Administrative Services Director recommend approval of the renewal for health insurance coverage with United Healthcare for FY2026-2027.

Prepared by: Andy Brooks, Administrative Services Director

Attachments: None

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 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

9.A.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Resolution 26-3584 - Contract for Sale and Purchase of Property Located Along 17-92 Adjacent to Lake Concord and Related Budget Amendment #26-041

Introduction: Approval of Resolution 26-3584 authorizing the execution of a Contract for Sale and Purchase of Property located along 17-92 adjacent to Lake Concord (Parcel ID: 08-21-30-545-0000-0010) and related Budget Amendment #26-041 is requested.

Background: The property proposed to be purchased is situated on the western side of Lake Concord and fronts US Hwy 17-92. It is owned by CASTO Casselberry North, LLC (CASTO). This property was recently platted and has assembled two parcels into one.

Historically, in 2005 the City of Casselberry purchased a site formerly known as the Concord Center. It was a strip retail center which included a recently closed adult entertainment business. The City purchased the property to remove blight and to promote redevelopment. Later, in 2012, the City purchased a second parcel formerly known as Black's Auto which was contiguous to the first and located between the Concord Center and the former Casselberry Police Station site. Again, the property was purchased to remove blight, increase the total size of the land available and to foster redevelopment. Together, the combined parcels are about 2.6 acres in size.

In May 2012, the City Commission approved guiding principles for redevelopment. These principles applied to the assembled parcels on Lake Concord. One principle reads, "The proposed project must contribute to, and be synergistic with the existing City constructed place-based improvements including Lake Concord Park, the Lake Concord boardwalk, and Triplet Lake Drive."

In October 2014, the City entered into an Acquisition Agreement and Option to Purchase with CASTO. Within the agreement was an option to purchase the Lake Concord assembled parcels at an agreed price per acre. It was also agreed that the City would contribute the net sales proceeds back to CASTO to fund certain site improvements to incentivize quality redevelopment. Later, CASTO exercised its option and purchased the Lake Concord parcels. The City holds the net proceeds received from the take-down in the amount of $462,145.10 in a separate account.

The City of Casselberry used to operate a police station on land adjacent to the CASTO-owned Lake Concord property. It is also on Lake Concord, fronts US Hwy 17-92 and is also contiguous with Lake Concord Park. A new police station was opened elsewhere, so this location has been closed, and the building has been demolished. The old police station site is 2.3 acres in size.

The Lake Concord parcels are located where there is clear visibility, high traffic count and a beautiful lakefront view. That said, they are considered to have undesirable qualities that have made it difficult and expensive to match to a quality redevelopment project. The land is severely below grade to US Hwy 17-92. The land is oddly shaped and tapers to a narrow end, which makes it difficult to design. The flood plain encroaches onto the property, limiting it. Required stormwater improvements take away from what is left to program for a project. Though attempts have been made, to-date CASTO has not been able to successfully bring forward a successful development project that meets the guiding principles established by the City Commission.

The Lake Concord parcels owned by CASTO are located within the former Community Redevelopment District of the Casselberry Community Redevelopment Agency (CRA). The CRA sunset in December 2025. The residual fund balance held by the CRA was transferred to the City of Casselberry and is segregated into a Central City District Fund that can be used to improve the Central City District. The Central City District is the same as the former Community Redevelopment District.

It is thought that if the CASTO property is acquired and combined with the vacant police station property, it would assemble lakefront property available for redevelopment of 4.9 acres. The property would be contiguous with Lake Concord Park. It would be large enough to overcome some of the undesirable qualities that held back the CASTO property from being developed. The purpose of the land acquisition would continue to be to remove blight, increase the area of developable land and to foster redevelopment.

To consider a land purchase, City policy requires that two independent appraisals be obtained. Meridian Appraisal Group examined the property and determined its market value to be $1,630,000. Alliant Commercial Appraisers found the value to be $1,180,000. The assembled property could be developed for a purpose that is either public, private or a combination of the two. If the City controls the property, the end use for it would be more likely to conform with the Guiding Principles for Redevelopment approved by the City Commission. The City Center District could pay to purchase the CASTO property for the City consistent with its purpose.

<u>Discussion</u>: The City Manager entered into negotiations contingent upon City Commission approval with an authorized representative for CASTO for the purchase of the CASTO property. The City proposed $1,100,000 to purchase the property which is below appraised value. The offer was accepted by CASTO. Attorneys for the parties prepared a contract for purchase and sale and the seller has provided a signed copy for your consideration. The City will have some customary closing costs as well.

<u>Budget Impact</u>: Budget Amendment #26-041 will provide sufficient funding for the purchase of property through the use of Central City District funds (formerly CRA) by increasing Land Purchase account 113-0210-515-61-07 by $1,105,000 and Non-operating Sources account 113-0000-389-90-00 by $1,105,000.

<u>Recommendation</u>: The City Manager recommends approval of Resolution 26-3584 and related Budget Amendment #26-041.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:
1. Resolution 26-3584
2. Contract
3. BA 26-041
4. Alliant Commercial Appraisers Appraisal
5. Meridian Appraisal Group Appraisal

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: July 27, 2026

Subject: Public Hearing: Second Reading of Ordinance 26-1636 - Voluntary Annexation of One (1) Parcel Located at 1264 Merritt Street

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Introduction: Approval of Ordinance 26-1636 on second reading for the voluntary annexation of one (1) property located at 1264 Merritt Street is requested. (ANX 26-01)

Background: The applicant, Joseph Kovecses, is an authorized representative of the property owner, Storage Cap Altamonte Springs, LP. The subject property is recently developed and consists of one building being used as a self-storage facility (limited access). Sized approximately 6.85 acres, the parcel is in unincorporated Seminole County with a Future Land Use Map (FLUM) designation of PD (Planned Development) and PD (Planned Development) zoning. The applicant has submitted an annexation application for the property, proposing consistent land entitlements of the Commercial (COMM) FLUM designation and CS (Commercial Service) zoning.

To the north of the subject property is a multi-tenant commercial building, with a FLUM designation of Commercial (COMM) and zoned CS (Commercial Service). Merritt Street abuts the subject property to the south, with a vacant retention pond across the street. To the east is Anchor Road, across from which are various commercial businesses with Commercial (COMM) or Industrial (IND) FLUM designations. Lastly, bordering the property to the west are single family homes located in unincorporated Seminole County.

Discussion: When preparing to extend territorial limits, staff referenced State law for procedures for voluntary annexation, which are outlined in Chapter 171.044 of the Florida Statutes. Therefore, as a Statement of Certification, staff finds that:

1. The subject property, located in Seminole County, is contiguous to the City of Casselberry municipal boundary,
2. The subject property is well-defined and is a reasonably compact area,
3. The subject property is not included within the boundary of any other municipality, and
4. The proposed annexation does not create an enclave as defined by Chapter 171.031(13) of the Florida Statutes.

Additionally, staff is pursuing the following required notifications:
Seminole County will be notified of the City's intent at least 10 days prior to advertising the action for City Commission approval.
Notice of Public Hearings will be placed in the Orlando Sentinel for two consecutive weeks prior to the City Commission adoption hearing.

After adoption, the City Clerk will notify the Seminole County Clerk of the Circuit Court, the Chief Administrative Officer of the County, and the Department of State within 7 days of the adoption.

According to Chapter II, Article IV, Section 2-4.2, of the City's Unified Land Development Regulations (ULDR), any changes or amendments to the City's Official Zoning Map shall be consistent with the City's Comprehensive Plan's FLUM. The applicants intend to apply to the City for the following land entitlements that are consistent with ULDR Section 2-4.2 and the City's Comprehensive Plan to support their plans for a future office/commercial development.
Proposed Future Land Use Map Designation – Commercial (COMM)
Proposed Zoning District – CS (Commercial Service)

After City land entitlements are established, the applicant intends to continue operating as a self-storage (limited access) facility. The property currently receives City water and sewer services; Seminole County currently provides fire and police services.

On Monday, May 11, 2026, the City Commission voted unanimously to approve the first reading of Ordinance 26-1636. Per Florida Statutes 171.044, on June 8, 2026 the City of Casselberry sent notification of the voluntary annexation via certified mail to the Seminole County Board of Commissioners. This public hearing was advertised in the *Orlando Sentinel* on July 9, 2026 and on July 16, 2026.

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

Recommendation: The City Manager and Community Development Director recommend approval of Ordinance 26-1636 on second and final reading.

Prepared by: Christopher Schmidt, Community Development Director

Attachments:
1. Ordinance 26-1636
2. Business Impact Estimate
3. Presentation
4. July 9, 2026 PH Advertisement
5. July 16, 2026 PH Advertisement

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Emergency Purchase of Reclaimed Flow Meter for the Casselberry Golf Course and Related Budget Amendment #26-038

Introduction: Approval for the emergency purchase of a Flow Meter for the Casselberry Golf Course in the amount of $6,126 and related Budget Amendment #26-038 is requested. (EX-2026-1483)

Background: The City of Casselberry's Water Reclamation Facility (WRF) supplies reclaimed water for irrigation at the Casselberry Golf Course. This flow must be continuously metered to ensure accurate monthly regulatory reporting to the Florida Department of Environmental Protection (FDEP) and the St. Johns River Water Management District (SJRWMD).

Golf Course staff recently notified the Utilities Department that the reclaimed irrigation flow meter had stopped working, likely due to a recent lightning strike. Prompt restoration of this metering is critical to limit the amount of time the reclaimed water flow goes unmeasured. To immediately mitigate the issue, Utilities staff relocated an identical, currently unused flow meter from the Golf Course irrigation well. Paralee Company, Inc. wired this existing flow meter into its new location on Monday, July 6th, serving as an effective temporary solution to capture the flow. However, a replacement flow meter is still necessary to ensure full measurement of all flow for the Golf Course's irrigation supply.

Discussion: Utilities staff received a quote from Paralee Company, Inc. to purchase a permanent replacement flow meter. The quoted cost is $6,126.55, which includes necessary wiring and carries a four-week lead time to obtain the meter itself. Since the cost exceeds $5,000, this is classified as a capital purchase. The Water Reclamation division does not currently have renewal and replacement funds set aside in the FY26 budget for this unanticipated expense. Therefore, a Commission-approved budget amendment (BA #26-038) is necessary to allocate the funds. Due to the long lead time, Utilities staff requested an emergency purchase order PO-2601939 WRF Emergency Purchase of Reclaimed Flow Meter in the amount of $6,126.55 to be created to begin the purchasing process.

The Water Reclamation Small Tools and Minor Equipment Account #:401-0753-535-56-00 has funds available for this replacement, and PO-2601939 WRF - Emergency Purchase of Reclaimed Flow Meter in the amount of $6,126.55 has been created.

Budget Impact: This budget amendment transfers $6,126 from the Water Fund Small Tools & Minor Equipment account (401-0753-535-56-00) to the Water Reclamation Fund

Equipment Other account (402-0753-535-67-35) via interfund transfers to fund the emergency purchase of a flow meter. A corresponding purchase order (PO-2601939) for $6,126.55 is also active against this line item.

Recommendation: The City Manager and Utilities Director recommend Approval for the emergency purchase of a Flow Meter for the Casselberry Golf Course in the amount of $6,126 and related Budget Amendment #26-038.

Prepared by: Kelly Clark, Utilities Business Analyst

Attachments:
1. Emergency Purchase Memo
2. BA 26-038

CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Selection of Voting Delegate at the 2026 Florida League of Cities Annual Conference

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Introduction: The Florida League of Cities (FLC) has asked each municipality to designate one official to be the voting delegate for the Business Meeting scheduled for Saturday, August 15, 2026.

Background: Election of the Florida League of Cities' leadership and adoption of resolutions are undertaken at the Business Meeting. One official from each municipality will make decisions that determine the direction of the League. In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League utilizes the Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research. This year, the League will hold the Annual Conference at the Diplomat Beach Resort in Hollywood August 13 - 15, 2026.

Discussion: The Business Meeting is scheduled for Saturday, August 15, 2026 at 9:00 a.m.

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

Recommendation: The City Manager and City Clerk recommend the City Commission consider designating a voting delegate for the Florida League of Cities 2026 Annual Conference.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Voting Delegate Memo and Form

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Proposed Millage Rate and Proposed Voted Debt Millage Rate for Fiscal Year 2026/2027

Introduction: Consideration to set the proposed millage rate at 4.2613 mills and the voted debt millage rate at 0.5911 mills for Fiscal Year 2026/2027 (FY 2027) is requested.

Background: Pursuant to "TRIM" legislation, the City Commission is required to set the proposed millage rate for FY 2027 within thirty-five (35) days of certification of taxable value by the Property Appraiser. Form DR-420, Certification of Taxable Value, and Form DR-420DEBT, Certification of Voted Debt Millage, must be delivered to the Property Appraiser with this information by August 4, 2026.

Form DR-420 advises of: a) prior year millage rate; b) current year proposed millage rate; c) current year rolled-back millage rate pursuant to F.S. 200.065; and d) states the date, time and meeting place of the tentative budget hearing.

Form DR-420DEBT advises of the current year proposed voted debt millage rate levied under Section 12, Article VII of the State Constitution.

The proposed millage rate set at the July 27, 2025 City Commission meeting cannot be easily increased after certification to the Property Appraiser absent additional notices to taxpayers, but it can be decreased as part of the final budget adoption. The City Commission has set September 14, 2026 for a public hearing on the FY 2027 tentative budget and millage rate, and September 28, 2026 for final adoption.

Discussion: The City Commission held its budget workshop on Monday, July 13, 2026 and discussion ensued to determine the proposed millage rate and voted debt rate for FY 2027. The City Commission consensus at the workshop was to select 4.2613 as the proposed millage rate and 0.5911 as the proposed voted debt millage rate.

By selecting 4.2613 mills, the City would collect $1,051,860 in revenue above what the FY 2026 millage rate of 3.9999 mills yielded. At 4.2613, the millage is higher than the "rolled-back" rate of 3.8784. The FY 2027 gross levy would be $1,084,290 more than at the "rolled-back" millage rate.

Budget Impact: The millage rate of 4.2613 will produce a tax levy of $12,067,084 in property taxes but will yield only $11,705,072 (97%) after taking into account early payer discounts and billing and collection costs.

The voted debt millage rate of 0.5911 will produce a tax levy of $1, in voted debt taxes but will yield only $1,623,652 (97%) after taking into account early payer discounts and billing and collection costs. This is sufficient to cover the Parks General Obligation Bond FY27 debt service payments. Revenue will be budgeted in the FY 2027 Adopted Budget in Debt Service Fund Special Assessments/Capital Improvements account 201-0000-325.10-00.

Recommendation: The City Manager and the Finance Director recommend approval to set the proposed millage rate at 4.2613 mills and the voted debt millage rate at 0.5911 mills for FY 2027.

Prepared by: Lorie Mertens, Assistant City Manager

Attachments:
1. DR420
2. DR420Debt

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: July 27, 2026

Subject: Procurement Information Report for Period June 1, 2026 through June 30, 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 June 1, 2026 through June 30, 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 June 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. July 2026 Procurement Information Report