CITY OF CASSELBERRY
CITY COMMISSION MEETING

Monday, August 10, 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 July 27, 2026 - Regular Meeting**

6. **PRESENTATIONS/ COMMENDATIONS - None**

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. 106690 - $18,387.64
   - Fishback Dominick LLP - Invoice No. 127647 - $1,145.11

   B. **Task Authorization No. 2 with Mead & Hunt for the Force Main Resiliency Evaluation**

   Approval of Task Authorization No.2 with Mead & Hunt, Inc. for the Force Main Resiliency Evaluation in the amount of $72,700.00 is requested.

   C. **Budget Amendment #26-037 - Funding for Overtime for the High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program Pursuant to the Agreement with the Institute of Police Technology and Management (IPTM)**

   Approval of Budget Amendment #26-037 which will provide funding for overtime for high visibility education and enforcement pursuant to the City's Agreement with the Institute of Police Technology and Management (IPTM) to participate in the High Visibility Pedestrian & Bicycle Safety Contract Program is requested.

8. **DISCUSSION ITEMS**

   A. **Future Agenda Items**

9. RESOLUTIONS

A. **Resolution 26-3585 - Annual Comprehensive Financial Report for Fiscal Year 2025**

Approval of Resolution 26-3585 which provides for the acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2025 is requested.

B. **Resolution 26-3586 - Amending the Capital Asset Policy**

Approval of Resolution 26-3586 to amend the Capital Asset Policy is requested.

10. FIRST READING OF ORDINANCES

A. **First Reading of Ordinance 26-1637 - Amending the Special Service Fee for Lien Searches**

Approval of Ordinance 26-1637 on first reading, to amend the special service fee to $75.00 for outstanding lien searches is requested.

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. **Public Hearing: Resolution 26-3579 - Street Lighting Assessment Annual Rate Resolution**

Approval of Resolution 26-3579 providing for the Street Lighting Assessment Annual Rate for Fiscal Year 2026-27 is requested.

12. OTHER ITEMS

A. **Presentation and Discussion of Initiatives Related to the Safe Streets and Roads for All (SS4A) Planning Grant Agreement with MetroPlan Orlando**

This item requests City Commission consideration to review and discuss the work completed to date by Fehr & Peers under the Safe Streets and Roads for All (SS4A) Planning Grant Agreement with MetroPlan Orlando and provide feedback on the proposed safety recommendations for State Road 436 (SR 436) from Wilshire Drive to the southern Seminole County line.

13. CITIZENS' COMMENTS

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

14. CITY MANAGER'S REPORT

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC, 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: August 10, 2026

Subject: Minutes of July 27, 2026 - Regular Meeting

Introduction: The City Clerk is presenting the minutes of the July 27, 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: August 10, 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 - July 2026 - Invoice No. 106690 - $18,387.64

Fishback Dominick LLP

- Code Enforcement Special Magistrate Services - July 2026 - Invoice No. 127647 - $1,145.11

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. 106690
2. Invoice No. 127647

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: Task Authorization No. 2 with Mead & Hunt for the Force Main Resiliency Evaluation

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Introduction: Approval of Task Authorization No.2 with Mead & Hunt, Inc. for the Force Main and Lift Station Resiliency Evaluation in the amount of $72,700.00 is requested. (Ref: SOQ-2025-1234)

Background: The City of Casselberry owns and operates a wastewater collection and transmission system consisting of gravity sewer lines, lift stations, and force mains. City staff regularly perform inspection of gravity sewer lines and lift stations. However, City staff identified potential deficiencies in the evaluation of the force mains. The force mains are a portion of the wastewater collection and transmission system which transfers the wastewater flows from lift stations in the system, until the sewer reaches a Water Reclamation Facility. Force mains are underground and are pressurized and therefore cannot be evaluated the same way as gravity sewer lines and lift stations. City staff intend to evaluate overall system capacity to transfer flows with the wastewater collection and transmission system, while identifying specific improvements the City could consider to bolster reliability and resiliency of the system.

Discussion: On May 12, 2025, the City of Casselberry entered into a Professional Services Agreement with Mead & Hunt for a Continuing Contract for Utility Engineering Services (SOQ-2025-1234). Utilities staff requested that Mead & Hunt provide a scope of services to perform the Force Main Resiliency Evaluation. Task Authorization No. 2 with Mead & Hunt provides for the services necessary to develop the Force Main Resiliency Evaluation, including project management, data collection, and technical memorandum development. Mead & Hunt's total cost for these services is $72,700.00.

Budget Impact: Funds in the amount of $72,700.00 are available in the Water and Sewer Fund Distribution & Collection Professional Services Account #401-0751-536.31-00.

Recommendation: The City Manager and Utilities Director recommend approval of Task Authorization No. 2 with Mead & Hunt, Inc. for engineering services in the amount of $72,700.00 for the Force Main Resiliency Evaluation.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Task Authorization No. 2

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

7.C.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

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

Introduction: Approval of Budget Amendment #26-037 which will provide funding for overtime for high visibility education and enforcement pursuant to the City's Agreement with the Institute of Police Technology and Management (IPTM) to participate in the High Visibility Pedestrian & Bicycle Safety Contract Program approved by the Commission at the July 27, 2026, Regular Commission meeting is requested.

Background: The High Visibility Enforcement Pedestrian & Bicycle Safety Contract Program is an agreement with the Institute of Police Technology and Management (IPTM). Funds are provided to agencies to provide overtime for high visibility education and enforcement operations. The City of Casselberry has participated in this program for a number of years and the new Agreement with IPTM was executed on July 27, 2026, for a term ending May 7, 2027, pursuant to Resolution 26-3580 approved the same date.

Discussion: A copy of related Budget Amendment #26-037 which provides the funding for the overtime for participation in the program was inadvertently omitted from the agenda item approved on July 27, 2026. Therefore, this item is for the purpose of correcting that error and providing a copy for Commission review and re-approval of the Budget Amendment to provide this funding.

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 the Police Chief recommend approval of Budget Amendment #27-037.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:
1. BA# 26-037

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: Resolution 26-3585 - Annual Comprehensive Financial Report for Fiscal Year 2025

Introduction: Resolution 26-3585 provides for acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2025. The ACFR has been audited by the CPA firm of Forvis Mazars, LLP, and has been given an Unmodified Opinion. This is the highest level of auditor opinion that can be given in a financial statement audit.

Background: Florida Statutes requires that all general purpose local governments publish a complete set of financial statements annually. The publication is called an Annual Comprehensive Financial Report. It is prepared in conformity with General Accepted Accounting Principles (GAAP) and must be audited by a firm of licensed certified public accountants. The purpose of the independent audit is to provide reasonable assurance that the financial statements prepared by the City for a given fiscal year are in conformity with GAAP and are free of material misstatements.

Discussion: The ACFR for Fiscal Year 2025 has been prepared by the Finance Department and examined by the City's independent auditors. The auditors concluded that there was a reasonable basis for rendering an unmodified opinion that the City's financial statements for the fiscal year ended September 30, 2025 are fairly represented in conformity with GAAP and that these statements are free of material misstatements. Andrew Vincent of the auditing firm Forvis Mazars, LLP will give a short presentation to review the results of the audit and will answer any questions Commissioners may have about the audit and the City's complete financial statements.

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

Recommendation: The City Manager and the Finance Director recommend approval of Resolution 26-3585.

Prepared by: Gladymir Ortega, Finance Director

Attachments:
1. Resolution 26-3585
2. FY25 Annual Comprehensive Financial Report
3. 2025 - City of Casselberry, Florida - TCWG

4. Presentation

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

9.B.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: Resolution 26-3586 - Amending the Capital Asset Policy

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Introduction: Resolution 26-3586 repeals Resolution No. 14-2670 in its entirety and adopts an amended Capital Asset Policy for the City.

Background: At the October 27, 2014, meeting, the City Commission approved Resolution 14-2670, Capital Asset Policy, providing policies regarding purchasing of capital assets. The Government Finance Officers Association (GFOA) recommends best practices for local governments nationwide. A formal adoption of policies is one of their recommendations as it communicates to outside agencies a commitment to internal control, delineates responsibility and provides guidance for employees. A well-designed and properly maintained system of documenting accounting policies enhances both accountability and consistency.

From time to time, it becomes necessary to review and revise City policies to reflect changes in accounting standards, operational practices, and industry best practices. The proposed Capital Asset Policy includes revisions to improve clarity, strengthen internal controls, and ensure the policy remains current. Accordingly, Resolution 14-2670 will be repealed in its entirety and replaced by Resolution 26-3586 adopting the revised Capital Asset Policy.

Discussion: The revised Capital Asset Policy updates the City's existing policy to reflect current accounting standards, operational practices, and Government Finance Officers Association (GFOA) best practices. The policy establishes consistent procedures for capitalization, inventory, depreciation, safeguarding, and disposal of capital assets, while clearly defining departmental responsibilities for asset management. Adoption of the revised policy will strengthen internal controls, improve accountability and consistency in financial reporting, and support compliance with generally accepted accounting principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) requirements.

Approval of Resolution 26-3586 will formally repeal Resolution 14-2670 and replace it with a revised Capital Asset Policy. Repealing the prior resolution eliminates the potential for conflicting guidance and ensures the City staff and external stakeholders rely on one comprehensive, up-to-date policy governing the acquisition, capitalization, inventory, depreciation, safeguarding, and disposition of the City's capital assets.

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

Recommendation: The City Manager and Finance Director recommend approval of Resolution 26-3586 and the Capital Asset Policy.

Prepared by: Gladymir Ortega, Finance Director

Attachments:
1. Resolution 26-3586
2. Capital Asset Policy

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

10.A.

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: First Reading of Ordinance 26-1637 - Amending the Special Service Fee for Lien Searches

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Introduction: Approval of Ordinance 26-1637 on first reading, to amend the special service fee to $75.00 for outstanding lien searches is requested.

Background: The City Clerk receives requests for outstanding lien searches in conjunction with real estate transactions on individual parcels both within and outside the City's boundaries. Each individual lien search entails on average one hour of cumulative staff time. Numerous electronic and manual records are searched to determine if any City liens, special assessments, utility balances, code enforcement liens or fines, active or expired building permits, and any other fees or fines that exist on a parcel of real property. A report is generated and any necessary attachments are then transmitted to the requestor.

Discussion: The number of lien search requests received annually has grown substantially. The City Clerk processed 486 lien search requests in FY 2011 compared to 815 requests in FY 2025. 737 requests have been processed through August 4th for FY 2026, and it is anticipated that the number of requests processed this year will exceed the number processed in FY2025. Florida Statute 166.201 authorizes a municipality to assess fees which are necessary for the conduct of municipal government. Increasing the fee for lien searches from $25.00 to $75.00 is deemed to be reasonable, as it generally reflects costs now incurred by the City in comparison to 2012 for such extensive use of staff and resources.

Budget Impact: Utilizing the number of lien searches processed by the City Clerk in FY 2025 as the average, it is estimated that approximately $61,125.00 in special services fees will be collected annually.

Recommendation: The City Manager and the City Clerk recommend approval of Ordinance 26-1637 on first reading.

Prepared by: Donna Gardner, City Clerk

Attachments:
1. Ordinance 26-1637 Lien Search Fee

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: Public Hearing: Resolution 26-3579 - Street Lighting Assessment Annual Rate Resolution

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Introduction: Approval of Resolution 26-3579 as the Annual Rate Resolution for the implementation of the Street Lighting Assessment for Fiscal Year (FY) 2026-27 is requested.

Background: In 2009, the City of Casselberry adopted Ordinance 09-1301, the Master Capital Project and Service Assessment Ordinance, which establishes the guidelines for the implementation of Special Assessments in accordance with Florida Statutes. Declining revenue sources due to various economic circumstances led the City to consider a service assessment to fund the costs associated with street lighting within the City. On September 14, 2009, Resolution 09-2078, Street Lighting Final Assessment Resolution, was adopted to provide the funds necessary to operate and maintain the street lighting for public rights-of-way within the City. The program has been successfully funding the street lighting for fiscal years 2010 through 2023. On April 10, 2023 via Resolution 23-5363, the City Commission authorized engagement with Bryant Miller Olive (BMO) (which used Raftelis Financial Consultants, Inc. as a sub-consultant) to review and update the assessment methodology and rates from the 2014 study by BMO with Burton & Associates. The draft assessment update was presented to and discussed by the City Commission on June 26, 2023, at which time the City Commission expressed consensus to move forward with the update as proposed. The assessment update report was finalized on July 18, 2023.

As a part of the process established in Ordinance 09-1301, the City adopted the Preliminary Street Lighting Rate Resolution 26-3578 on June 22, 2026. This Street Lighting Assessment Preliminary Rate Resolution represents the assessment methodology and fee structure presented on June 26, 2023. Resolution 26-3578 also delineates the assessment area, estimates the street lighting costs, outlines the methodology used for determining the assessment to properties based on the benefit received, establishes a public hearing for final approval, and states the collection method, among other things.

Discussion: The Street Lighting Assessment is structured to fund the costs of operating and maintaining the public rights-of-way street lighting and to recuperate expenses associated with the implementation of the Street Lighting Assessment. The service areas represent all parcels within all the incorporated areas of the City with the exception of undeveloped properties. The rate is $46.49 per equivalent residential unit (ERU), an increase from the $45.25 per ERU assessed for FY 2025-26.

Resolution 26-3579, presented herein, is the Street Lighting Assessment Annual Rate Resolution, which serves as the last step in the implementation of the Street Light Assessment Program. The Street Lighting Assessment Annual Rate Resolution notice was published in the Orlando Sentinel on July 9, 2025 for a public hearing at the August 10, 2026 City Commission meeting. The net estimated revenue for this assessment is budgeted in FY 2026-27 at approximately $586,014.

Budget Impact: The estimated revenue from the Street Lighting Assessment has been budgeted in the FY 2026-27 Street Light Fund Special Assessments/Service Charges account.

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
2. APPENDIX A
3. APPENDIX B
4. APPENDIX C

12.A.

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

To: The Honorable Mayor and City Commissioners

From: The City Manager

Date: August 10, 2026

Subject: Presentation and Discussion of Initiatives Related to the Safe Streets and Roads for All (SS4A) Planning Grant Agreement with MetroPlan Orlando

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Introduction: Consideration to review and discuss the work completed to date by Fehr & Peers under the Safe Streets and Roads for All (SS4A) Planning Grant Agreement with MetroPlan Orlando and provide feedback on the proposed safety recommendations for State Road 436 (SR 436) from Wilshire Drive to the southern Seminole County line is requested.

Background: In 2022, MetroPlan Orlando received an SS4A Planning Grant to develop Vision Zero Action Plans for cities and counties within the MetroPlan region. These plans are intended to help eliminate deaths and serious injuries on the regional roadway system.

The Casselberry Vision Zero Action Plan (VZAP) was adopted by the City Commission through Resolution 24-3418 on May 23, 2024. The VZAP identified locations with high numbers of fatal and serious-injury crashes, prioritized projects based on safety needs, considered the needs of residents, incorporated stakeholder input, and established a Safe System approach to improving safety on City streets.

After completing the regional action plans, MetroPlan Orlando and its local partners received an additional SS4A Planning Grant from the Federal Highway Administration to advance Vision Zero initiatives throughout the region. Via Resolution 25-3531, City Commission authorized an agreement with MetroPlan Orlando that included conducting a Road Safety Audit on SR 436, from Wilshire Drive to the southern Seminole County line, to assist with identifying potential countermeasure strategies, gaining support from key stakeholders, and developing cost estimates with the goal of moving projects forward into the next phase of project development. The agreement, valued at $150,000, included the City's contribution of $30,000.

Discussion: MetroPlan Orlando contracted with Fehr & Peers to provide technical support necessary to complete the SR 436 Road Safety Audit that included the following:

- Data collection
- Analysis of existing conditions
- In-person field review
- Public engagement
- Concept plan development
- Technical memorandum development

- Project management

Fehr & Peers will give a presentation summarizing work efforts to-date and facilitate a discussion leading to recommendations that will be included in a report to the Florida Department of Transportation for consideration in upcoming SR 436 roadway improvements.

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

Recommendation: The City Manager and Public Works Director requests City Commission consideration to review and discuss the work completed to date by Fehr & Peers under the Safe Streets and Roads for All (SS4A) Planning Grant Agreement with MetroPlan Orlando and provide feedback on the proposed safety recommendations for State Road 436 from Wilshire Drive to the southern Seminole County line.

Prepared by: Kenna Henry, Special Projects Manager

Attachments:
1. Presentation