



## **AGENDA**

**APOPKA CITY COUNCIL MEETING @ 1:30 PM**  
**City Hall Council Chamber**  
**120 East Main Street – Apopka, Florida 32703**  
**May 06, 2015**

### **INVOCATION**

Pastor Zack Stoner - Grace Pointe Church

### **PLEDGE OF ALLEGIANCE**

If you wish to appear before the City Council, please submit a Notice of Intent to Speak card to the City Clerk.

### **EMPLOYEE RECOGNITION**

1. James Graber – Police Department/Support Services – Ten Year Service Award
2. Nils Sturm – Fire Department/Suppression – Ten Year Service Award
3. Marlin Harris – Public Services/Water Distribution Maintenance – Ten Year Service Award
4. Joseph Saras – Information Technology – Fifteen Year Service Award
5. Gerardo Munoz – Public Services/Sanitation – Twenty Year Service Award
6. Raymond Marsh – Community Development/Building – Twenty Year Service Award
7. David Pace – Public Services/Grounds – Twenty Year Service Award
8. Scott Pensala – Public Services/Water Distribution Maintenance – Twenty Five Year Service

## **PRESENTATIONS**

1. National Police Week Proclamation - Presented to Chief Manley
2. Central Florida Expressway Authority - Presented by Glenn Pressimone, Director of Engineering
3. Pre-Budget Presentation - Presented by Chief Manley

## **CONSENT AGENDA**

1. Approve the minutes of the Administrative Bid Opening No. 2015-04 for Apopka Northwest Recreation Complex Aquifer Recharge Storage - Phase 4A held on April 14, 2015, at 10:15 a.m.
2. Authorize the disposal of surplus equipment/property and removal from the fixed asset list.
3. Approve the appointment of the Florida Small Cities Community Development Block Grant (CDBG) Citizens Advisory Task Force.
4. Direct the City Administrator to investigate alternate ways to comply with the Florida Department of Environmental Protection (FDEP) current nitrogen limits.
5. Approve the Disbursement Report for the month of April, 2015.

## **REGULAR AGENDA**

1. Award the contract, in the amount of 1,587,000.00, to Collage Construction for construction of the NWRC Aquifer Recharge Storage Phase 4A; and additional funds for soil testing and a contingency fund, in the amount of \$100,000.00.

## **SPECIAL REPORTS AND PUBLIC HEARINGS**

## **ORDINANCES AND RESOLUTIONS**

1. ORDINANCE NO. 2388 – THIRD READING & ADOPTION - Amending the City of Apopka, Code of Ordinances, Part III, Land Development Code, Section III – Overlay Zones - To create a new Section 3.05 entitled “Designated Grow Area Overlay District.” [Ordinance No. 2388 meets the requirements for adoption having been advertised in The Apopka Chief on April 3, 2015.]
2. ORDINANCE NO. 2416 – SECOND READING - Moratorium – To establish a moratorium on the issuance of building permit and/or the receipt of preliminary or final development plan submittals for restaurants or food service operations with drive through lanes or drive-in service, such moratorium to extend until January 7, 2016.
3. ORDINANCE NO. 2417 – FIRST READING - ANNEXATION – Diana Donohoe Life Estate, property located at 4664 Plymouth Sorrento Road (Parcel ID # 13-20-27-0000-



00-043) (4.85 +/- acres); and Debra Reid Wilbarger, property located at 4646 Plymouth Sorrento Road. (Parcel ID # 13-20-27-0000-00-042) (1.33 +/- acres). (Combined acreage 6.18 +/- acres)

4. ORDINANCE NO. 2418 – FIRST READING - ANNEXATION – Diane Reid-Goolsby, properties located at 4668 Plymouth Sorrento Road (Parcel ID # 13-20-27-0000-00-049) (1.76 +/- acres); and 4672 Plymouth Sorrento Road. (Parcel ID # 13-20-27-0000-00-044) (1.72 +/- acres) (Combined acreage 3.48 +/- acres)
5. ORDINANCE NO. 2419 – FIRST READING - ANNEXATION – Diane Reid-Goolsby and Debra Reid Wilbarger, property located at 4680 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-010) (21.36 +/- acres)
6. ORDINANCE NO. 2420 – FIRST READING - ANNEXATION – Diane Reid-Goolsby, property located at 4622 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-041) (2.88 +/- acres)
7. ORDINANCE NO. 2421 – FIRST READING - ANNEXATION – Diana Donohoe Life Estate and Debra Reid Wilbarger, property located at 4634 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-039) (2.50 +/- acres)
8. ORDINANCE NO. 2422 – FIRST READING - ANNEXATION – Daniel Joshua Reid Life Estate and David Dwayne Reid, property located at 4640 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-031) (2.50 +/- acres)
9. ORDINANCE NO. 2423 – FIRST READING - ANNEXATION – Debra Reid Wilbarger Life Estate, Diana Nichole Ried-McClure, and Dwana Michelle Reid-McClure, property located at 4528 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-040) (2.49 +/- acres)
10. ORDINANCE NO. 2424 – FIRST READING - ANNEXATION – Crossroads Church of Orlando, property located at 320 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-261) (1.85 +/- acres)
11. ORDINANCE NO. 2425 – FIRST READING - ANNEXATION – Michael D. & Christine J. Maxwell, property located at 374 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-240) (2.44 +/- acres)
12. ORDINANCE NO. 2426 – FIRST READING - ANNEXATION – Donald Lee Boughan, property located at 404 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-232) (1.00 +/- acre)

## **SITE APPROVALS**

1. FINAL DEVELOPMENT PLAN - Adventist Health System/Sunbelt, Inc. DBA Florida Hospital Apopka, c/o Raymond Moe, for property located south of Harmon Road, west of Ocoee Apopka Road, and east of S.R. 429. (Parcel ID #: 20-21-28-0000-00-007)

**DEPARTMENT REPORTS AND BIDS**

- 1. Community-Wide Visioning Process Consultant - Authorize negotiation of a professional services agreement and scope of services with the firm ranked first by the selection committee as the Community-Wide Visioning Process Consultant.

**MAYOR'S REPORT**

**OLD BUSINESS**

- 1. COUNCIL
- 2. PUBLIC

**ADJOURNMENT**

**NEW BUSINESS**

- 1. COUNCIL
- 2. PUBLIC

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 All interested parties may appear and be heard with respect to this agenda. Please be advised that, under state law, if you decide to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes a testimony and evidence upon which the appeal is to be based. The City of Apopka does not provide a verbatim record.

In accordance with the American with Disabilities Act (ADA), persons with disabilities needing a special accommodation to participate in any of these proceedings should contact the City Clerk's Office at 120 East Main Street, Apopka, FL 32703, telephone (407) 703-1704, no less than 48 hours prior to the proceeding.

**Backup material for agenda item:**

1. Approve the minutes of the Administrative Bid Opening No. 2015-04 for Apopka Northwest Recreation Complex Aquifer Recharge Storage - Phase 4A held on April 14, 2015, at 10:15 a.m.

**ADMINISTRATIVE BID OPENING 2015-04  
 APOPKA NORTHWEST RECREATION COMPLEX  
 AQUIFER RECHARGE STORAGE – PHASE 4A  
 City Council Chambers  
 April 14, 2015  
 10:15 a.m.**

**STAFF PRESENT:** Ken Gatton, Project Coordinator; Rania Nakla, Secretary II; & Susan Bone, Deputy City Clerk.

**OTHERS PRESENT:** Tate Maddox, Masci; David Ressler, Jordan Brothers Construction, LLC; Keith Kolakowski, The Collage Companies; Victor Rivera, JPR Universal Construction, LLC; Garrett Phillips, Allstate Paving; M. Balanto, Cathcart Construction Company; Nick Luxon, Southern Development & Construction; Christina Tabor, Central Florida Environmental Corp; Larry Shotwell, Phillips & Jordan, Inc.

**OPENING:** Ken Gatton called the meeting to order at 10:15 am and announced that the bid opening is for the **APOPKA NORTHWEST RECREATION COMPLEX AQUIFER RECHARGE STORAGE – PHASE 4A.**

Mr. Gatton announced that the time for submitting additional bids had elapsed, and no more bids would be accepted. The bid was duly advertised in the Orlando Sentinel on Wednesday, March 11, 2015 and on Sunday, March 22, 2015 and was placed on the City’s website. Proof of publication is on file in the City Clerk’s office.

Nine (9) bids were received prior to the published 10:00 a.m. deadline.

Mr. Gatton read the bids in the order received, as follows:

<b>ORDER REC'D</b>	<b>NAME</b>	<b>BID AMOUNT</b>	<b>REQUIREMENTS</b>
1	Cathcart Construction Company-Florida 1056 Willa Springs Drive Winter Springs, FL 327808	<u>\$2,312,729.25</u>	Duplicate - YES Bid Bond - YES
2	Allstate Paving, Inc. 5284 Patch Road Orlando, FL 32822	<u>\$1,998,630.00</u>	Duplicate - YES Bid Bond - YES
3	Jordan Brothers Construction, LLC 7575 Kingspointe Parkway, Suite 7 Orlando, FL 32819	<u>\$1,817,288.40</u>	Duplicate - YES Bid Bond - YES

ORDER REC'D	NAME	BID AMOUNT	REQUIREMENTS
4	Collage Construction 585 Technology Park Lake Mary, FL 32746	<u>\$1,587,000.00</u>	Duplicate - YES Bid Bond - YES
5	Phillips & Jordan 8940 Gall Boulevard Zephyrhills, FL 33541	<u>\$1,844,843.26</u>	Duplicate - YES Bid Bond - YES
6	Masci Corporation 5752 S. Ridgewood Avenue Port Orange, FL 32127	<u>\$3,338,425.17</u>	Duplicate - YES Bid Bond - YES
7	Watson Civil Construction, Inc. 3121 Venture Place, Suite 3 Jacksonville, FL 32257	<u>\$2,479,197.50</u>	Duplicate - YES Bid Bond - YES
8	Central Florida Environmental Corp 910 Belle Avenue, Ste. 1040 Winter Springs, FL 32708	<u>\$2,033,229.50</u>	Duplicate - YES Bid Bond - YES
9	Southern Development & Construction 656 Lake Mills Road Chuluota, FL 32766	<u>\$1,618,685.80</u>	Duplicate - YES Bid Bond - YES

Mr. Gatton said the bids will be evaluated by City Staff and will be available for public viewing after the bid has been awarded, or thirty (30) days after bid opening, whichever is earlier. Mr. Gatton then asked those present if there were any questions.

**ADJOURNMENT:** Hearing no questions and there being no further business, the meeting was adjourned at 10:22 a.m.

  
Ken Gatton, Project Coordinator

ATTEST:

  
Linda F. Goff, City Clerk

**Backup material for agenda item:**

2. Authorize the disposal of surplus equipment/property and removal from the fixed asset list.



# CITY OF APOPKA CITY COUNCIL

- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL REPORTS
- OTHER: \_\_\_\_\_

MEETING OF: May 6, 2015  
 FROM: Police Department  
 EXHIBITS: Property List

**SUBJECT:**  
**SURPLUS PROPERTY**

**Request:**  
**AUTHORIZE THE DISPOSAL OF SURPLUS EQUIPMENT/PROPERTY AND  
 REMOVAL OF ASSETTED PROPERTY FROM THE CITY ASSET LIST.**

**SUMMARY:**

Staff requests City Council approval to dispose of surplus equipment/property which has no useful benefit to the daily operation of the city. This request is to authorize the disposal of items by auction, donation, or elimination. The attached list identifies said surplus radio, office, computer, and other equipment located in storage which no longer is functional or has usefulness to the city that can be identified by asset number or serial number. Included in the request is the disposal of miscellaneous small items with no asset tag or serial number located in various storage areas controlled by the city deemed to have no value to the city.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION ACTION:**

Authorize department members to dispose of said property.

**DISTRIBUTION**

Mayor Kilsheimer  
 Commissioners  
 City Administrator  
 Community Development Director

Finance Director  
 HR Director  
 IT Director  
 Police Chief

Public Services Director  
 Recreation Director  
 City Clerk  
 Fire Chief



Tag Numbers are denoted with an "S"

Information Technology Surplus List 3/27/15

Tag #	Serial/Asset	Name	Location	Qty.	Condition
120	BB05U2000383	Cyberpower 1500 UPS		1	Bad
121	AS0145110006	APC SU1400RM2U		1	Bad
125	S6024HT16907350	Apopka_GW2		1	Bad
231		Microtek ArtixScan DI 2010		1	Old/Unusable
237		Computer Associates Solutions Kit	C2		Old/Unusable
250		Box of Bad UPS Batteries			Bad
252	FS58003724	Netgear 8 Port FS-508		1	Bad
263	452	Enviromux Mini LXD		1	Bad
270		HP DeskJet 6940 Printer Paper Tray	Floor		Bad
292	08000F0E5451	Mitel 5010 IP Phone		1	Bad
299		APC 1500 UPS		1	Bad
300		15" LCD Monitor			Bad
301		15" LCD Monitor			Bad
302		17" LCD Monitor			Bad
303		SuperSet 4DN			Bad
304	U62239G1J614204	Brother MFC-9120cn (w/o #W001507-092013)			Bad
305		Danyl Check Machine			Bad
306		P600i Controller Card Battery			Bad
307		IDE DVDROM			Old/Unusable
308		Floppy Drive			Old/Unusable
310	ASAB08972	MITEL 5020 IP PHONE (REF WO1491-091913)	Floor	1	Bad
313	CI06T2005536	CYBERPOWER 425VA UPS		1	Bad
316	BB0237004654	APC BK500 UPS		1	Bad
321	2469000952	ZONET ZFS3005 10/100 SWITCH		1	Old/Unusable
327	AS0246231079	APC SUA1500 UPS		1	Bad
328	CI06T2005478	Cyberpower 425VA UPS		1	Bad
329	JB1018018445	APC RS1500 UPS		1	Bad
330	ED310707PA223	Minuteman E1500 UPS		1	Bad
331	DE03061100660	Minuteman E1500 UPS		1	Bad
332	ETL170A13544220538PY01	ACER 1711B 17" DISPLAY		1	Bad
333	TC7B68CAZ001502	SOYO 17" DISPLAY		1	Old/Unusable
334	N/A	BRADY ID PAL LABLER		1	Old/Unusable
335	N/A	BLACKBOX KEYBOARD (DISPATCH)		1	Bad
336	ED310707PA220	Minuteman E1500 UPS		1	Bad
337	QS9935112886	APC SMART UPS 1000		1	Bad
338	LXT270E149429001DBM00C	ACER TRAVELMATE TABLET PC : BP-006 : COA#20011		1	Old/Unusable
339	LXT270E149429001E5M00C	ACER TRAVELMATE TABLET PC : BP-005 : COA#2001C		1	Old/Unusable
340	LXT270E149425003D7M00C	ACER TRAVELMATE TABLET PC : BP-001 : COA#20014		1	Old/Unusable
341	LXT270E149429001EFM00C	ACER TRAVELMATE TABLET PC : BP-002 : COA#20013		1	Old/Unusable
342	LXT270E149429001E3M00C	ACER TRAVELMATE TABLET PC : BP-003 : COA#20012		1	Old/Unusable
343	LXT270E14941401BC5M00C	ACER TRAVELMATE TABLET PC : BP-004 : COA#20015		1	Old/Unusable
344	SG0BT1305R	HP DESKJET 1220C PRINTER		1	Bad
345	UN11312074173	Trendnet 2 Port KVM TK-207		1	Bad
346	380752X29704	APC BE550R E550 UPS		1	Bad
350	N/A	EHNUSB-0020 Black Box KVM Cable		1	Bad
351	33211-30A	Legacy physical machine "IT LOANER 15"		1	Old/Unusable
352		Empty AirCard Boxes		1	Old/Unusable
353		Wireless Access Point		1	Bad
354	COA: 20680	HP xw4600 workstation		1	Bad
355	NONE	BLACK CASE WORKSTATION W/ MSI MAINBOARD		1	Bad
356	82891-7	RHIPPLER Physical PC		1	Old/Unusable
357		Analog Phone		1	Bad
358		Protec Bytelan KVM		1	Bad
359		APC 2200 UPS		1	Bad
361		Manhattan Serial A/B Switch		1	Old/Unusable
362		PC Case No Drive		1	Old/Unusable
363	AB0243361095	APC BK650 MC (REF WO#W009857-050614)		1	Bad
365	3B0933X56382	FAILED APC BE550G UPS (WO11439-061714)		1	Bad
367	3S0549X30425	APC SMART UPS 1500CS		1	Bad
368	DE03061100703	Minuteman E1500 UPS		1	Bad
369	CNNBB33518	HP Q5987A		1	Bad



370	COA: 21418	Lightspeed Server		1	Old/Unusable
371	COA: 19269	Compaq Proliant DL380		1	Bad
372	S6024HT16907338	Supermicro Server		1	Old/Unusable
373	S6024HT16907362	Apopka_EOC2		1	Old/Unusable
374	S6024HT16907353	Apopka_1		1	Old/Unusable
375		104 Key Keyboards		3	Bad
376	3B0752X32962	APC BE550R E550 UPS		1	Bad
377	CI06T2005535	CYBERPOWER 425VA UPS		1	Bad
378	BB0237004654	APC BK500 UPS		1	Bad
379	COA: 20160	HP Scanjet 8290		1	Bad
380	COA: 19271	Samsung 170 MP TV/Monitor		1	Bad
381	COA: 18009	HP Laserjet 4		1	Bad
382	CI06T2005536	CYBERPOWER 425VA UPS		1	Bad
383	AV0835	HP Power Supply		1	Bad
384	16191022300316	XP-PD-2215-0002		1	Old/Unusable
385		PC Case No Drive		1	Old/Unusable
386		PC Case No Drive		1	Old/Unusable
387		PC Case No Drive		1	Old/Unusable
388		PC Case No Drive		1	Old/Unusable
389	28256-2150-CL-1	PC Case No Drive		1	Old/Unusable
390	3054903027	Belkin F1DB104P		1	Bad
391	SG04221184	HP JETDIRECT EX PLUS PRINT SERVER		1	Bad
392		PC Case No Drive		1	Old/Unusable
393		104 Key Keyboards		2	Bad
394		Ergotron Monitor Arm		1	Old/Unusable
395		Bad UPS Batteries		4	Bad
396	COA: 19272	APC SU3000 RMNET		1	Bad
397	138Q5659B	JVC DVD/VCR Combo		1	Bad
398	38172-6C	Minuet PC No Drive		1	Old/Unusable
399	023743	Fujitsu Fi6230		1	Bad
400	950003404A	DIGI 10BaseT Multimode Fiber Converter		1	Bad
401	29S1065P015E2	Netgear GS108T		1	Bad
402		CYBERPOWER 425VA UPS		1	Bad
403		Cyberpower 550VA UPS		1	Bad
404		APC BackUPS 550 UPS		1	Bad
405		AT&T 730 Analog		1	Bad
406	3042405250	Belkin OmniView Pro 2		1	Bad
408	1370024339	Integra AV Receiver		1	Bad
409	7320028426	Integra 5 Disc CD Changer		1	Bad
410		104 Key Keyboards		3	Bad
411		Belkin 4 Port USB Hub		1	Bad
412	BWA3B008789	Netwave Base II Router		1	Bad
413		ZONET ZFS3005 10/100 SWITCH		1	Bad
414		Dlink DSS-8+		1	Bad
415		LUXUL Ceiling Mount AP		1	Bad
416		DLINK DSH-8 HUB		1	Old/Unusable
417	9800050601695	SMC TigerSwitch 6708L2		1	Old/Unusable
418		Dlink DSS-16+		1	Bad
421		HP Power Supply		1	Bad
422	328CB759GHCT	US Robotics External Modem		1	Bad
423	COA: 19024	HP 2100tn		1	Bad
424		Server Side Panel		1	Old/Unusable
425		ACER 17" LCD		1	Bad
426		Cable Management		1	Old/Unusable
427		Dlink DSS-8+		1	Bad
428	COA: 18572	RMS Computer		1	Old/Unusable
429	COA: 19415	Apopka_98		1	Old/Unusable
431	COA: 19146	Apopka_RTR2		1	Old/Unusable
432		Box of Miscellaneous Hardware		1	Old/Unusable
433		ViewSonic P95f CRT Monitor		1	Old/Unusable
434	6500021	Crestron Rechargeable PowerPack ST-BTPN		1	Bad
435	AVAAL9678	Mitel 5220 IP Dual Mode		1	Bad
438	5A0808T23502	APC ATS AP7750		1	Bad

439	FA405260813004615	SuperMicro PWS-201-1H		1	Old/Unusable
440		Sony VGN-BX560B Laptop LCD Display		1	Old/Unusable
441		Cyberpower OR1500 UPS Stand Kit		1	Old/Unusable
442		Cyberpower OR1500 UPS Stand Kit		1	Old/Unusable
443	SA414152	Web 3 Old Main Board		1	Old/Unusable
445	ETL21021504250057FED02	ACER 17" LCD		1	Bad
447	PB0037110143	APC BK500MC UPS		1	Bad
448	BB0230008020	APC BK500 UPS		1	Bad
449	SG491AE62C	HP DirectJet 300X		1	Bad
450	00408C8158BA	Axis Document Server 70U		1	Bad
451		Bad AOpen Mini-PC CPU Fans		4	Bad
452	72100384JEA4	Aopen Mini PC MP945-D		1	Bad
453	72300123JEA4	Aopen Mini PC MP945-D		1	Bad
454	72300125JEA4	Aopen Mini PC MP945-D		1	Bad
460	9Y103517NA	NEC LCD display model #V221W-BK		1	Bad
463	72100267JEA4	Aopen Mini PC MP945-D		1	Bad
464	3B0750X47366	APC BE550R E550 UPS		1	Bad
466	COA: 19765	Cisco 2600 XM Router		1	Old/Unusable
467	QS9935112860	APC SU1000NET UPS		1	Bad





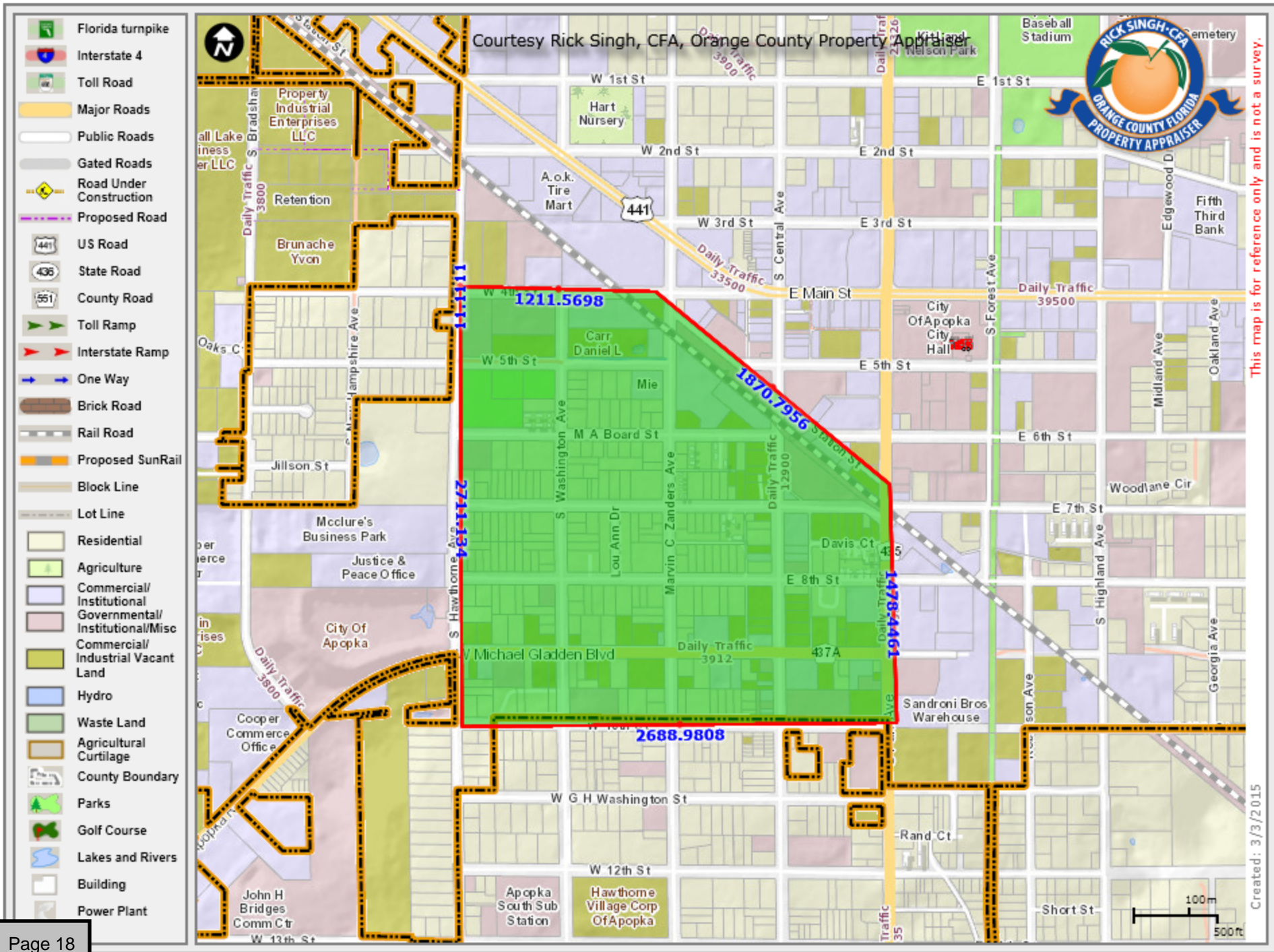

	ITEM	ASSET TAG/SERIAL #	CONDITION	LOCATION	DIVISION	OTHER INFO
		<b>Public</b>	<b>Services</b>			
1	1994 Ford E-250	1FTHE24YORHB16684	Poor	Fleet	3171	Unit 39-0402
2	2000 Mack Rear Loader	1M2K195C5YM016580	Poor	Fleet	3210	Unit 23-0711
3	1995 Freightliner FL70	1FV6HLCB5SL591305	Poor	Fleet	3210	Unit 20-0451
4	1993 Ford F-350 Dump Truck	1FDKF37M0PNB36672	Poor	Fleet	3412	Unit 20-0376
5	1999 Ford Ranger 4X4	1FTZR15V3XPA95999	Poor	Fleet	4021	Unit 18-0644
6	2008 Lely Spreader	85881	Poor	Fleet	3514	Unit 26-1311
7	1990 JOHN DEERE 855	M00855CG05086	Poor	Fleet	3513	Unit 25-0213
8	1990 TRENCHER BRADCO	6GH315	Poor	Fleet	3513	Unit 28-0214
9	1998 DODGE 1500	1B7HC16X7WS649795	Poor	Fleet	3414	Unit 19-0591
10	1999 Ford Ranger	1FTYR10V4XUB42610	Poor	Fleet	3141	Unit 18-0660
11	1999 Petro-Vend Key Pad System	1349220	Fair	Fleet	3310	OPW model-k800
12	1999 Petro-Vend Key Pad System	1577911	Fair	Fleet	3310	OPW model-k800
13	1999 Petro-Vend Key Pad System	1349219	Fair	Fleet	3310	OPW model-k800
14	2000 Petro-Vend Fuel Site Controller	494639	Fair	Fleet	3310	Model System-2
15	Prominent 17 gph Metering Pump; Model # S1CAH007065PVT0070UDD100C	S/N: 2705010150 S1CA	Damaged / Inoperable	JGG	3111	
16	Prominent 17 gph Metering Pump; Model # S1CAH007065PVT0070UDD100C	S/N: 2705010157 S1CA	Damaged / Inoperable	JGG	3111	
17	Prominent 17 gph Metering Pump; Model # S1CAH007065PVT0070UDD100C	S/N: 2705010152 S1CA	Damaged / Inoperable	JGG	3111	
18	Prominent 17 gph Metering Pump; Model # S1CAH007065PVT0070UDD100C	S/N: 2706018201 S1CA	Damaged / Inoperable	JGG	3111	
19	Prominent 34 gph Metering Pump; Model # S2CAHM12130PVT0070UD3100C	S/N: 20025022210	Damaged / Inoperable	JGG	3111	
20	Refrigerator	16988	Damaged / Inoperable	WW Lab	3121	
21	Spectrophotometer, Hach DR/2010	18467	unknown/out of service several years	WW Lab	3121	
22	Acer Computer Monitor	ETLB4090044330058PQ10	Poor	PS Admin	3010	
23	Acer Computer Monitor	ETLBN0C03282810F9D4001	Poor	PS Admin	3010	
24	APC Battery Backup	3B070X473881	Poor	PS Admin	3010	
25	APC Battery Backup	3B0752X16851	Poor	PS Admin	3010	
26	APC Battery Backup	3B0752X16829	Poor	PS Admin	3010	
27	Microsoft Keyboard	69682OO993799	Poor	PS Admin	3010	
28	Microsoft Keyboard	69682O1688950	Poor	PS Admin	3010	
29	Lex Mark X4270 Fax	4413-K03	Unknown	PS Admin	3010	
30	Dell Keyboard	3892C595	Poor	PS Admin	3010	
31	A4TEC 3D Mouse	SWW-35	Poor	PS Admin	3010	
32	Microsoft Mouse	X800898	Poor	PS Admin	3010	
33	Microsoft Keyboard	4G21806540B	Poor	PS Admin	3010	
34	HP 6940 Printer	C8970A-002	Fair	PS Admin	3010	

	ITEM	ASSET TAG/SERIAL #	CONDITION	LOCATION	DIVISION	OTHER INFO
		<b>Public</b>	<b>Services</b>			
35	HP 6940 Printer	C74813CS38W	Fair	PS Admin	3010	
36	USB CUP	N/A	Poor	PS Admin	3010	
37	Inmate Green John Deere Gator 2001	12-0766 W004X2X066908	Poor	NWRC	3514	
38	Pulverizer -Land Pride 2004	28-1446 L-133238	Unknown	NWRC	3514	
39	Cornea Monitor	MP02241229	Unknown	PS Admin	3010	
40	Acer Computer Monitor	ETL780C0827031181E4042	Unknown	PS Admin	3010	
41	Cornea Monitor	MPKD03291091	Unknown	PS Admin	3010	
42	Prominent Gala Metering Pump	S/N 2004002487		MPL WTP	3111	
43	Prominent Gala Metering Pump	S/N 2004002488		MPL WTP	3111	
44	IMG 30 Gallon Day Tank	S/N Tank D31		MPL WTP	3111	
45	IMG 550 Gallon Bulk Tank	S/N Tank 32		MPL WTP	3111	
46	Force Flow Electronic Drum Scale			MPL WTP	3111	
47	Prominent Gala Metering Pump	S/N 2004002504		PR WTP	3111	
48	Prominent Gala Metering Pump	S/N 2004002503		PR WTP	3111	
49	IMG 30 Gallon Day Tank	S/N Tank D32		PR WTP	3111	
50	IMG 550 Gallon Bulk Tank	S/N Tank 31		PR WTP	3111	
51	Force Flow Electronic Drum Scale			PR WTP	3111	



**Backup material for agenda item:**

3. Approve the appointment of the Florida Small Cities Community Development Block Grant (CDBG) Citizens Advisory Task Force.



This map is for reference only and is not a survey.

Created: 3/3/2015

**Backup material for agenda item:**

4. Direct the City Administrator to investigate alternate ways to comply with the Florida Department of Environmental Protection (FDEP) current nitrogen limits.



# CITY OF APOPKA CITY COUNCIL

CONSENT AGENDA  
 PUBLIC HEARING  
 SPECIAL REPORTS  
 OTHER:

MEETING OF: May 6, 2015  
FROM: Administration  
EXHIBITS: A- Consent Order 3/11/15  
B- Report  
C- Expansion Evaluation  
D- Consent Order 4/30/15

**SUBJECT: FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP)  
WASTEWATER PLANT COMPLIANCE ISSUE AND CONSENT ORDER.**

**Request: CITY COUNCIL DIRECT THE CITY ADMINISTRATOR TO INVESTIGATE  
ALTERNATIVE WAYS TO COMPLY WITH FDEP'S CURRENT NITROGEN  
LIMITS AND POSSIBLY DEFER A MAJOR PLANT EXPANSION.**

**SUMMARY:**

On June 30, 2014 the FDEP conducted a compliance evaluation inspection of the City's wastewater treatment facility. This inspection identified "effluent quality excursions" (i.e. Nitrogen levels were higher than allowed under rule) and a subsequent warning letter was issued on November 21, 2014. FDEP and the City then developed a preliminary resolution of the issues identified in the warning letter and a "Consent Order" was issued by the Department [Exhibit "A"]. In short, the problem was to be corrected by constructing a major plant expansion and meeting the following milestones:

1. The City would begin construction of the first phase of the expansion by January 1, 2016 (currently 8 months away) and complete this phase within 24 months;
2. By March 1, 2018, the City would begin construction on the second phase of the expansion and complete it within 12 months,
3. Total expansion would have to be completed by March 1, 2019;
4. With expansion in process, the City would be mandated to meet certain "Total Nitrogen" levels.

This expansion is estimated to cost between \$40 and \$60 million. It is anticipated a Utility Revenue Bond will have to be procured to provide financing.

On January 11, 2012 Mr. Kevin Burgess, City of Apopka Water Resources Operations Manager prepared a "Capacity Analysis Report" [Exhibit "B" – Excerpt Only]. Said report was amended and resubmitted on March 29, 2012 to Mr. Jean Jreij, Apopka's Public Services Director. This report is important in many ways, but one stands out regarding this expansion imposed by the FDEP "Consent Order". According to Mr. Burgess, the city should not have to begin planning expansion until the year 2021 *based on wastewater flows at the time*. While staff realizes

circumstances in Apopka have changed as of late, the timeframe between the “Capacity Analysis Report” and the negotiated FDEP Compliance order was approximately 2.5 years. Staff also realizes expansion of the plant will bring about new technology along with updated means of treating raw sewage and will likely reduce the Total Nitrogen output to below mandated maximum levels. What staff would like to explore is whether there is a less expensive way to reduce nitrogen levels beyond a very large and very expensive plant expansion as well as honing a planned date for beginning engineering and actual construction.

After speaking with people knowledgeable of this problem, a recommendation was made to contact Carollo Engineers in Winter Park. After discussions with their Senior Vice President, Larry Elliott, PE a scope of work was developed [Exhibit “C”] that should answer the question of whether a major plant expansion is an absolute necessity within the timeframe above, or whether there are less expensive alternatives that will accomplish the same goal; overall compliance with FDEP’s Total Nitrogen rule. While the cost of \$42,500 for Carollo may seem high [and may render the same results], it is necessary to understand it is less than one-eighth of one percent of the lowest estimated cost for expansion of \$40 million.

Staff has conferred with the Orlando office of FDEP and they have agreed to modify their original Compliance Order to allow Carollo time to inspect the plant and draw conclusions of fact. Should the Order need further revision as to time constraints, FDEP has indicated it will work with the City to accomplish such. It should be noted that FDEP is requiring Public Services Director, Mr. Jean Jreij to sign the Order signifying its acceptance along with a modified time line. It should further be noted the FDEP has penalized the City by fine and administrative fees totaling \$3,000. This amount is to be submitted with the signed order. The amended Order follows as Exhibit “D”.

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**FUNDING SOURCE:**

Wastewater Utility reserves. A formal budget amendment will be necessary if this request is approved and will be prepared at a later date for Council approval.

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**RECOMMENDATION ACTION:**

Direct the City Administrator to enter into a formal contract with Carollo Engineers to perform a complete analysis of the issues and present findings of whether a plant expansion is the best alternative to comply with FDEP’s rule.

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**DISTRIBUTION**

- |                                |                  |                              |
|--------------------------------|------------------|------------------------------|
| Mayor Kilsheimer               | Finance Director | Public Services Director (2) |
| Commissioners (4)              | HR Director      | Recreation Director          |
| City Administrator Irby        | IT Director      | City Clerk                   |
| Community Development Director | Police Chief     | Fire Chief                   |



Exhibit "A"



**FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**  
CENTRAL DISTRICT  
3319 MAGUIRE BOULEVARD, SUITE 232  
ORLANDO, FLORIDA 32803-3767

RICK SCOTT  
GOVERNOR

CARLOS LOPEZ-CANTERA  
LT. GOVERNOR

JONATHAN P. STEVERSON  
SECRETARY

March 11, 2015

Jean Jreij, P.E., Public Service Director  
City of Apopka  
P.O. Box 1229  
Apopka, FL 32704-1229  
[JJreij@Apopka.net](mailto:JJreij@Apopka.net)

Re: **Consent Order**  
City of Apopka  
DW Facility ID # FLA010818  
Orange County  
SPCD-CAP-15-3197

Dear Mr. Jreij:

Enclosed is a Consent Order ("Order") prepared by the Department for resolution of the referenced enforcement case. Please review this document and by April 10, 2015, either: 1) return a signed copy to the Department or 2) provide comments and suggested changes. Once fully executed, a copy of the final document will be forwarded to you.

If you have any questions about the terms of this Order, please contact Nathan Hess at (407) 897-4140 or via e-mail at [Nathan.Hess@dep.state.fl.us](mailto:Nathan.Hess@dep.state.fl.us).

Sincerely,

Jeff Prather  
Director, Central District

JP/lak/njh

Enclosure: Consent Order

cc: Kevin Burgess, Water Resources Operations Manager ([KBurgess@apopka.net](mailto:KBurgess@apopka.net))



BEFORE THE STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

STATE OF FLORIDA DEPARTMENT )	IN THE OFFICE OF THE
OF ENVIRONMENTAL PROTECTION )	CENTRAL DISTRICT
)	
v. )	OGC FILE NO. 15-0033
)	
CITY OF APOPKA )	
_____ )	

**CONSENT ORDER**

This Consent Order ("Order") is entered into between the State of Florida Department of Environmental Protection ("Department") and City of Apopka ("Respondent") to reach settlement of certain matters at issue between the Department and Respondent.

The Department finds and Respondent admits the following:

1. The Department is the administrative agency of the State of Florida having the power and duty to protect Florida's air and water resources and to administer and enforce the provisions of Chapter 403, Florida Statutes ("F.S."), and the rules promulgated and authorized in Title 62, Florida Administrative Code ("F.A.C."). The Department has jurisdiction over the matters addressed in this Order.
2. Respondent is a person within the meaning of Section 403.031(5), F.S.
3. Respondent owns and operates the City of Apopka Water Reclamation Facility - Project Arrow, a 4.5 Million gallon per day (MGD) annual average daily flow (AADF) permitted capacity complete mix oxidation ditch secondary domestic wastewater treatment plant with a 0.470 MGD AADF permitted capacity slow-rate restricted public access reuse system which consists of a 51.6 acre sprayfield ("R-001") and a 19.40 MGD AADF permitted capacity slow-rate public access system consisting of three (3) reclaimed water storage tanks at the water reclamation facility, two (2) tanks with a capacity of 1 Million Gallon (MG) each and one tank with a capacity of 2 MG and a 18-acre, 83 MG storm water and reclaimed water reservoir storage system providing approximately 33 MG of wet-weather storage capacity and ("R-002") ("Facility"). The Facility is operated under Wastewater Permit No. FLA010818



("Permit"), which was issued on July 18, 2012 and will expire on July 17, 2017. This permit includes the Respondent's intent to expand the facility from a 4.5 MGD AADF plant to an 8.0 MGD AADF. The expanded facility will consist of a preliminary treatment structure with influent screening, grit removal, odor control, flow equalization, two individual activated sludge treatment trains (anoxic/aeration), with secondary clarification, chemical feed, filtration, and chlorination, with dewatering of biosolids. The Facility is located at 333 Snowden Road, Apopka, Orange County, Florida ("Property"). Respondent owns the Property on which the Facility is located.

4. The Department finds that the following violation(s) occurred:

a) From September 2013 through September 2014, the Facility exceeded the Permit's limit of 10.0 milligrams per liter ("mg/L") for maximum Total Nitrogen ("TN") annual average as reported on the Discharge Monitoring Reports (DMRs) for R-001 as 10.2 mg/L, 11.4 mg/L, 13.3 mg/L, 15.1 mg/L, 15.9 mg/L, 15.8 mg/L, 15.8 mg/L, 14.4 mg/L, 14.2 mg/L, 13.7 mg/L, 13.6 mg/L, 12.2 mg/L, and 10.6 mg/L, respectively, which are violation of Section 403.161(1)(b), F.S., Rule 62-600.550 and Rule 62-600.740(1)(b)2.b.

b) From March through July 2014 and September 2014, the Facility exceeded the Permit's limit of 10.0 milligrams per liter ("mg/L") for maximum Total Nitrogen ("TN") annual average as reported on the Discharge Monitoring Reports (DMRs) for R-002 as 10.15 mg/L, 10.33 mg/L, 10.30 mg/L, 10.30 mg/L, 10.07 mg/L, 10.20 mg/L and 10.1, respectively, which are violation of Section 403.161(1)(b), F.S., Rule 62-600.550 and Rule 62-600.740(1)(b)2.b.

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

**ORDERED:**

5. Respondent shall comply with the following corrective actions within the stated time periods:

a) By January 1, 2016, Respondent shall begin the construction of Phase I, a new 4.0 MGD Biological Nutrient Removal Treatment Facility.

b) By January 1, 2018, Respondent shall complete the Phase I



Improvements and submit a Certification of Completion prepared and sealed by a professional engineer registered in the State of Florida that states the Facility expansion has been constructed in accordance with the Permit and Phase I Improvements. Within 30 days of the Department's approval of the Certification of Completion, Respondent shall place the Facility expansion into service.

c) By March 1, 2018, Respondent shall begin the construction of Phase II Improvements to the Existing 4.5 MGD Complete Mix Oxidation Ditch Secondary Treatment Facility.

d) By March 1, 2019, Respondent shall complete the Phase II Improvements and submit a Certification of Completion prepared and sealed by a professional engineer registered in the State of Florida that states the Facility expansion has been constructed in accordance with the Permit and Phase I Improvements. Within 30 days of the Department's approval of the Certification of Completion, Respondent shall place the Facility expansion into service.

6. The effluent discharged from the Facility to R-001 and R-002 shall comply with the TN interim limits ("Interim Limits") in Table 1, below. All of the other parameter limits in the Permit remain the same for R-001 and R-002 and shall be complied with by Respondent. The Interim Limits shall become effective upon the first day of the month following the effective date of this Order. The Interim Limits shall remain in effect until March 1, 2019. The analysis and reporting of the Interim Limits shall be in accordance with the Permit. The Interim Limits shall be reported on the DMR attached to the Permit, as modified in Exhibit A hereto. These reports shall either (1) be mailed to the Compliance Assurance Program, Department of Environmental Protection Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767 once each month and must be received by the Department no later than the 28<sup>th</sup> day following the end of the reporting period (e.g., the August report would be due no later than September 28<sup>th</sup>) or (2) submitted via the electronic discharge monitoring report system ("EZDMR"). The Interim Limits do not act as State of Florida Department of Environmental Protection Wastewater Permit effluent limitations or



modified Permit limitations, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, F.S., during the pendency of this Order.

Table 1: Interim Limits for Discharge to R-001 (Sprayfield) and R-002 (Public Access Reuse)

Effluent Limitations					Monitoring Requirements		
Parameter	Units	Max/Min	Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number
Nitrogen, Total (TN)	mg/L	Max Max	16.0 Report	Annual Average Monthly Average	Weekly	24-hr FPC	R-001/EFA-1 Sprayfield
Nitrogen, Total (TN)	mg/L	Max Max	11.0 Report	Annual Average Monthly Average	Weekly	24-hr FPC	R-002/EFA-2 Public Access Reuse

7. Every calendar quarter after the effective date of this Order, Respondent shall submit in writing to the Department a report containing information concerning the status and progress of projects being completed under this Order, information as to compliance or noncompliance with the applicable requirements of this Order including construction requirements and effluent limitations, and any reasons for noncompliance. These reports shall also include a projection of the work to be performed pursuant to this Order during the 12-month period which will follow the report. These reports shall be submitted to the Department within 30 days following the end of the quarter.

8. Notwithstanding the time periods described in the paragraphs above, Respondent shall complete all corrective actions required by paragraphs 5 by March 1, 2019 and be in full compliance with Rules 62-4.030, 62-620.300(5), 62-620.610(16), and 62-610.810(5), F.A.C., regardless of any intervening events or alternative time frames imposed in this Order, other than those excused delays agreed to by the Department, as described in paragraph 16.

9. Within 60 days of the effective date of this Order, Respondent shall submit a written estimate of the total cost of the corrective actions required by this Order to the



Department. The written estimate shall identify the information the Respondent relied upon to provide the estimate.

10. Within 30 days of the effective date of this Order, Respondent shall pay the Department \$3,000.00 in settlement of the regulatory matters addressed in this Order. This amount includes \$2,000.00 for civil penalties and \$1,000.00 for costs and expenses incurred by the Department during the investigation of this matter and the preparation and tracking of this Order. The civil penalty in this case includes one violation that warrants a penalty of \$2,000.00 or more.

11. Respondent agrees to pay the Department stipulated penalties in the amount of \$500.00 per day for each and every day Respondent fails to timely comply with any of the requirements of paragraph(s) 5(a)-(d), 6, 7, 8, 9 and 25 of this Order. The Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department's issuance of written demand for payment, and shall do so as further described in paragraph 12, below. Nothing in this paragraph shall prevent the Department from filing suit to specifically enforce any terms of this Order. Any stipulated penalties assessed under this paragraph shall be in addition to the civil penalties agreed to in paragraph 10 of this Order.

12. Respondent shall make all payments required by this Order by cashier's check, money order or on-line payment. Cashier's check or money order shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number assigned to this Order and the notation "Ecosystem Management and Restoration Trust Fund." Online payments can be made by going to the DEP Business Portal at: <http://www.fldepportal.com/go/pay/>

13. Except as otherwise provided, all submittals and payments required by this Order shall be sent to Nathan Hess, Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767.



14. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

15. In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied, Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility. The sale or conveyance of the Facility or the Property does not relieve Respondent of the obligations imposed in this Order.

16. If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines shall be considered circumstances beyond the control of Respondent (unless the cause of the contractor's late performance was also beyond the contractor's control). Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next working day and shall, within seven calendar days notify the Department in writing of (a) the anticipated length and cause of the delay, (b) the measures taken or to be taken to prevent or minimize the delay, and (c) the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must identify



the provision or provisions extended, the new compliance date or dates, and the additional measures Respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice requirements of this paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances.

17. The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for the violations described above up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order.

18. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

19. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or rules administered by the Department that are not specifically resolved by this Order.

20. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$10,000.00 per day per violation, and criminal penalties.

21. Respondent acknowledges and waives its right to an administrative hearing pursuant to sections 120.569 and 120.57, F.S., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to section 120.68, F.S.

22. Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals. No modifications of



the terms of this Order will be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

23. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to sections 120.69 and 403.121, F.S. Failure to comply with the terms of this Order constitutes a violation of section 403.161(1)(b), F.S.

24. This Consent Order is a final order of the Department pursuant to section 120.52(7), F.S., and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, F.S. Upon the timely filing of a petition, this Consent Order will not be effective until further order of the Department.

25. Respondent shall publish the following notice in a newspaper of daily circulation in Orange County, Florida. The notice shall be published one time only within 14 days of the effective date of the Order. Respondent shall provide a certified copy of the published notice to the Department within 10 days of publication.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
NOTICE OF CONSENT ORDER

The Department of Environmental Protection ("Department") gives notice of agency action of entering into a Consent Order with City of Apopka Public Services pursuant to section 120.57(4), Florida Statutes. The Consent Order addresses the addresses the exceedances for Total Nitrogen permit limits for discharges to R-001 (a 0.470 MGD AADF permitted capacity restricted public access reuse system) and to R-002 (a 19.40 MGD AADF permitted capacity slow-rate public access system), at 333 Snowden Road, Apopka, Orange County, Florida ("Property"). The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767.

Persons who are not parties to this Consent Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under sections 120.569 and



120.57, Florida Statutes. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Consent Order means that the Department's final action may be different from the position it has taken in the Consent Order.

The petition for administrative hearing must contain all of the following information:

- a) The OGC Number assigned to this Consent Order;
- b) The name, address, and telephone number of each petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding;
- c) An explanation of how the petitioner's substantial interests will be affected by the Consent Order;
- d) A statement of when and how the petitioner received notice of the Consent Order;
- e) Either a statement of all material facts disputed by the petitioner or a statement that the petitioner does not dispute any material facts;
- f) A statement of the specific facts the petitioner contends warrant reversal or modification of the Consent Order;
- g) A statement of the rules or statutes the petitioner contends require reversal or modification of the Consent Order; and
- h) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Consent Order.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 within 21 days of receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767. Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this proceeding under sections 120.569 and 120.57, Florida Statutes.



Before the deadline for filing a petition, a person whose substantial interests are affected by this Consent Order may choose to pursue mediation as an alternative remedy under section 120.573, Florida Statutes. Choosing mediation will not adversely affect such person's right to request an administrative hearing if mediation does not result in a settlement. Additional information about mediation is provided in section 120.573, Florida Statutes and Rule 62-110.106(12), Florida Administrative Code.

26. Rules referenced in this Order are available at <http://www.dep.state.fl.us/legal/Rules/rulelist.htm>

FOR THE RESPONDENT:

\_\_\_\_\_  
Jean Jreij, P. E.  
Public Service Director

\_\_\_\_\_  
Date

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, 2015, in Orange County, Florida.

STATE OF FLORIDA DEPARTMENT  
OF ENVIRONMENTAL PROTECTION

---

Jeff Prather  
District Director  
Central District

Filed, on this date, pursuant to section 120.52, F.S., with the designated Department Clerk,  
receipt of which is hereby acknowledged.

---

Clerk

---

[Date](#)

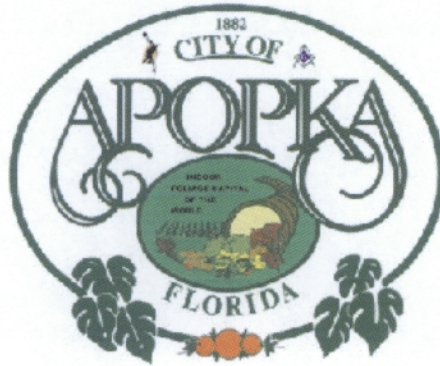
Copies furnished to:

Lea Crandall, Agency Clerk  
Mail Station 35

DW\_CO (REV. 06/09)



Exhibit "B" - Excerpt



**City of Apopka  
Water Reclamation Facility/Project ARROW  
Orange County, Florida**

**2012 Capacity Analysis Report**

**FDEP Permit Number/Expiration Date:  
FLA010818 / August 6, 2012**

**January 11, 2012  
Revised and Amended March 29, 2012**

**Prepared By:  
Kevin Burgess, WW A7762  
Water Resources Operations Manager**

**Jean "John" Jreij, P.E.  
Public Services Director  
748 E. Cleveland St.  
Apopka, FL 32703  
(407) 703-1731  
Email: [jjreij@apopka.net](mailto:jjreij@apopka.net)**



## SECTION 4 SUMMARY AND CONCLUSIONS

### 4.1 ASSESSMENT OF CAPACITY

As discussed in Section 3 of this report, the wastewater flow projections for the City of Apopka WRF service area will be used for future planning and design purposes. These projections were based on the previous ten years of historical data.

The permitted treatment capacity of the WRF is 4.5 MGD-AADF. Based on the wastewater flow projections in Section 3 of this report and an average max-month flow factor of 1.15, the maximum three-month average daily flow will exceed the capacity of the existing treatment plant after the planning year 2021. The annual wastewater flow (average daily flow basis) will be near capacity by the year 2021.

### 4.2 RECOMMENDATIONS

#### 4.2.1 Water Reclamation Facility

The future flow projections are expected to approach the permitted treatment capacity by the year 2021. For planning purposes, it is recommended that an earlier target date be established to have new treatment capacity constructed. This approach will lessen the likelihood that a shortage of capacity will occur if actual growth occurs at a faster rate than projected.

Currently, the City is planning for the construction of a 3.5 mgd expansion to the WRF, which will increase the total capacity to 8.0 mgd. The proposed project is to expand the capacity of the City of Apopka WRF from 4.5 mgd AADF to 8.0 mgd AADF while continuing to provide public access reclaimed water to its reclaimed water service area. The proposed plant expansion includes converting the existing Walker Process Package Plant into an equalization basin, modifying the existing advanced secondary treatment plant rerating it to a 4.0 mgd AADF capacity and installing a new 4.0 mgd AADF advanced secondary treatment plant. Final design of the planned facilities was completed in 2010.

The proposed implementation schedule for the City of Apopka WRF Expansion is summarized below.

- Planning.....Completed
- Final Design.....Completed
- Submit Permit Application.....Completed
- Advertise for Bids.....April 2016
- Start Construction.....July 2016
- Complete Construction.....July 2019



#### 4.2.2 Effluent Disposal Facilities

The City of Apopka WRF currently has a 0.47 mgd AADF permitted capacity, slow-rate restricted access land application system.

The unrestricted public access reuse system has a 19.4 mgd AADF permitted capacity. The City's reuse system widely distributes reclaimed water for irrigation on public access areas. The use of reclaimed water for nonpotable purposes such as irrigation is a key component of the City's plan to manage its water resources. The City plans to continue supplying reclaimed water to new developments within the City service area. Currently, the City is using all of its reclaimed water for beneficial purposes. Reclaimed water demands were developed and documented in the City's Consumptive Use Permit application and are summarized in Table 4-1. The City plans to incorporate the reclaimed water infrastructure as part of new development. Based on the projected demands below, the reclaimed water demand is greater than the WRF's effluent disposal requirements and it is anticipated the City will add new reclaimed water service connections as needed.

**Table 4-1**

**City of Apopka  
Capacity Analysis Report**

***Total Reclaimed Water Demand Projections***

<b>Design Year</b>	<b>Projected Average Daily Wastewater Flow (MGD)</b>	<b>Projected Average Daily Reclaimed Water Demand (MGD)</b>	<b>Projected Peak Hour Reclaimed Water Demand (MGD)</b>
2012	2.738	6.347	19.041
2013	2.891	6.626	19.878
2014	3.041	6.878	20.634
2015	3.193	7.070	21.210
2016	3.308	7.290	21.870
2017	3.420	7.443	22.329
2018	3.527	7.882	23.646
2019	3.629	8.323	24.969
2020	3.727	8.773	26.319
2021	3.921	9.334	28.002



Exhibit "C"

## WATER RECLAMATION FACILITY (WRF) EXPANSION EVALUATION AND ASSESSMENT PLANNING

### CITY OF APOPKA

### SCOPE OF SERVICES

#### A. Project Understanding

The City of Apopka (CITY) currently owns and operates a water reclamation facility (WRF); also known as Project ARROW (Apopka Regional Reuse of Water). The WRF is located at 333 Snowden Road, Apopka Florida and operates under the Florida Department of Environmental Protection (FDEP) wastewater permit no. FLA010818. The WRF is permitted with a capacity of 4.5 million gallons per day (mgd) annual average daily flow (AADF). The WRF treats all wastewater to an effluent quality that meets public access reclaimed water standards.

The effluent for the WRF is disposed of through a restricted access 51.6-acre sprayfield and a 19.4 mgd public access reclaimed water system. The disposal of the effluent for both the sprayfield and the public access system are located within the Wekiva River Basin. This area is under special reduced nutrient conditions that are incorporated into the WRF FDEP operating permit. The current limit imposed within the current operating permit is 10 mg/L of total nitrogen (TN) within the effluent leaving the WRF.

The CITY has construction documents completed, on their behalf, to increase the capacity for the WRF to 8.0 mgd and modifications in treatment to reduce the TN to less than the required 10 mg/L. Currently, the existing WRF does not consistently meet the nutrient limits of 10 mg/L TN in the effluent.

A compliance evaluation inspection was conducted by FDEP at the WRF on June 30, 2014. The inspection identified the effluent quality excursions and a subsequent warning letter was issued to the CITY on November 21, 2014. FDEP and the CITY developed a preliminary resolution to the issues identified by the warning letter. FDEP identified the proposed resolutions and schedule within a draft Consent Order (OGC No. 15-0033). The information is identified as follows:

- The CITY will begin construction of the first phase of the WRF expansion by January 1, 2016 and complete this phase by January 1, 2018,
- By March 1, 2018, the CITY will begin construction for the second phase of the WRF expansion and complete the second phase by March 1, 2019
- Final completion of upgrades to be by March 1, 2019
- Interim TN limits are imposed for the CITY to meet until the completion of the WRF upgrade. The TN limits are 16.0 mg/L for the sprayfield and 11.0 mg/L for the public access reclaimed system.



The construction estimate associated with the WRF expansion budget was identified to the City to be approximately in the range of \$40 to \$60 million. The CITY requested that Carollo Engineers, Inc. (CONSULTANT) provide a scope of professional services to evaluate the proposed improvements and provide recommendations to reduce or defer construction costs.

## **B. Scope of Professional Services**

The professional services to be provided to the CITY by the CONSULTANT are included in the following Task items.

- Task 1 – Data Request and Collection
- Task 2 – Workshops and Site Visits
- Task 3 – Alternative Treatment Evaluation Technical Memorandum
- Task 4 – Quality Assurance/Quality Control

### **Task 1 – Data Request and Collection**

The CONSULTANT will request, and collect historic and current documentation related to the existing and new facility including but not limited to:

- 1) As-built/record drawings of the facility
- 2) O&M manuals
- 3) Relevant studies, evaluations, condition assessments, and reports
- 4) Geotechnical reports
- 5) Proposed construction drawings and specifications (bid documents)
- 6) Proposed service area, population projections and flow projections
- 7) Current WRF operational procedures and protocols, permits and discharge monitoring reports
- 8) Most recent detailed construction cost estimate for the facility improvements

### **Task 2 – Workshop and Site Visits**

Task 2.1 – Process Site Visit. The CONSULTANT will visit the WRF site after receiving the initial data collection and meet with the facility operators to understand the system operation. Assume one four-hour site visit to discuss initial information and assessment of the WRF. The site visit will include a process, structural, and electrical engineer to review the existing facilities and current condition.

Task 2.2 - Project Workshops. The CONSULTANT will prepare agendas and notes to document discussions, decisions, and work progress. During the scope of work activities, the CONSULTANT will participate in the following workshops to discuss the project and review the project findings as discussed below.

*Kickoff Workshop Meeting:* After the CONSULTANT receives the data, the CITY and CONSULTANT will attend an initial four-hour kickoff meeting with the CITY staff. At a minimum, the kickoff workshop agenda is expected to include the following:



- Introduction of project team members
- Primary lines of communication
- Review of project background and initial understanding
- Project schedules and milestones
- Current design assumptions
  - Understanding current flows and loadings
  - Identify restrictions and limitations of the existing facility
  - Evaluate capabilities and capacity of existing facilities
- Client process needs
  - Identify and evaluate measures to improve performance
  - Understand future facility requirements
  - Identify and evaluate alternative methods for future requirements

*Review Workshop:* CONSULTANT will attend one workshop after submission of the Alternative Treatment Evaluation Technical Memorandum (TM) to discuss with CITY staff and obtain the CITY's review comments. The CONSULTANT will schedule the meeting with the CITY's project manager and issue design review meeting minutes.

**Deliverables for Task 2:**

- Site Visit Letter - Two hard copies, one electronic PDF file of the letter.
- Agenda and Meeting Notes - One electronic PDF file to be delivered to each meeting attendee

**Task 3 – Alternative Treatment Evaluation TM**

*Task 3.1 - Data Review and Evaluation.* The CONSULTANT will review the existing information obtained from the data request (Task 1). The CONSULTANT will use the information to understand the proposed upgrade design, future facility projections, and evaluate methods to reduce costs to the CITY.

**Task 3.2 – Alternative Treatment Evaluation TM**

The CONSULTANT will develop a TM from the evaluation of the received data, the Site Visit (Task 2.1) and Kickoff Workshop (Task 2.2). The TM will provide a summary of the findings and evaluate the proposed design with alternatives. The report will provide potential cost savings and modifications, if available, to reduce construction costs to the CITY. The TM will provide an updated design schedule that can implement the potential changes and allow the CITY to maintain the final deadline identified within the new Consent Order schedule.

The results of the draft TM with supporting figures and tables, summarizing the subject matter, identify the major findings and recommendations, including cost estimates. The CONSULTANT will present the TM in the workshop identified in Task 2.3. The final TM will be presented two (2) weeks after the review workshop in Task 2.3.



**Deliverables for Task 3:**

Alternative Treatment Evaluation TM - Two hard copies and one electronic PDF file of the draft and final report.

**Task 4 – Quality Assurance/Quality Control**

The CONSULTANT will provide an internal QA/QC review of each phase of the design prior to issuance to the CITY. The CONSULTANT will utilize the services of senior and experienced professional engineers across the disciplines represented in the design.

**Schedule**

The anticipate schedule for the project is identified as follows:

- Receipt of Data – Two weeks after Notice-to-Proceed
- Site Visit – Three days after receipt of data
- Kickoff Workshop – One week after receipt of the data
- Development of Draft TM – Ten weeks after notice to proceed
- Review Workshop – Three weeks after submittal of Draft TM
- Final TM – Two weeks after Review Workshop

Estimated total duration for development of Final TM is approximately 12 weeks.

Below is an anticipated new Consent Order schedule based on the adjusted milestone dates:

<b>Milestone Item</b>	<b>Anticipated Milestone Date</b>
Begin Construction Activities	3/1/2016
Interim Facility Startup	8/1/2018
Interim Existing Facility Modifications	10/1/2018
End of Construction	3/1/2019
End of Consent Order	3/1/2019

The above dates assume one full construction project with interim milestone dates. Suitable adjustments to the interim milestones dates may be needed based on the results of the final evaluation and with concurrence with the CITY and FDEP.

**Compensation**

Compensation for services shall be based on a lump sum contract amount of \$42,500. CONSULTANT will invoice the CITY monthly as a percent complete of the total contract amount including indirect costs.

## Attachment A - Project Schedule





Item Name	Duration	Start	Finish	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter
				Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul
1 Evaluation Schedule	58 days	Mon 5/11/15	Wed 7/29/15								
2 Notice-to-Proceed	0 days	Mon 5/11/15	Mon 5/11/15								
3 Data Request and Collection	12 days	Mon 5/11/15	Tue 5/26/15								
4 Site Visit	0 days	Tue 5/26/15	Tue 5/26/15								
5 Review Data	7 days	Wed 5/27/15	Thu 6/4/15								
6 Kickoff Workshop	0 days	Thu 6/4/15	Thu 6/4/15								
7 Develop Draft Evaluation TM	20 days	Fri 6/5/15	Thu 7/2/15								
8 Draft Evaluation TM	0 days	Thu 7/2/15	Thu 7/2/15								
9 City Review of Draft TM	7 days	Fri 7/3/15	Mon 7/13/15								
10 Review Workshop	0 days	Mon 7/13/15	Mon 7/13/15								
11 Final Evaluation TM	12 days	Tue 7/14/15	Wed 7/29/15								
12 Submit Final Evaluation TM	0 days	Wed 7/29/15	Wed 7/29/15								
13 Consent Order Schedule	784 days	Tue 3/1/16	Fri 3/1/19								
14 Start of Construction Activities	0 days	Tue 3/1/16	Tue 3/1/16								
15 Facility Construction	784 days	Tue 3/1/16	Fri 3/1/19								
16 Interim Facility Startup	0 days	Wed 8/1/18	Wed 8/1/18								
17 Modification Activities on Existing Facility	0 days	Mon 10/1/18	Mon 10/1/18								
18 End of Construction	0 days	Fri 3/1/19	Fri 3/1/19								
19 Consent Order End Date	0 days	Fri 3/1/19	Fri 3/1/19								

Note: Interim milestone completion dates for the Consent Order will be developed as part of the evaluation study.

Task Split Progress Milestone Summary Project Summary External Tasks External Milestone Deadline

Exhibit "D"



**FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**  
CENTRAL DISTRICT  
3319 MAGUIRE BOULEVARD, SUITE 232  
ORLANDO, FLORIDA 32803-3767

RICK SCOTT  
GOVERNOR

CARLOS LOPEZ-CANTERA  
LT. GOVERNOR

JONATHAN P. STEVERSON  
SECRETARY

April 30, 2015

Jean Jreij, P.E. Public Services Director  
City of Apopka  
120 East Main Street  
Apopka, FL 32703  
[JJreij@Apopka.net](mailto:JJreij@Apopka.net)

Re: City of Apopka WWTF  
DW Facility ID # FLA010818  
Orange County  
SPCD-CAP-15-4150

Dear Mr. Jreij:

Enclosed is a Consent Order ("Order") prepared by the Department for resolution of the referenced enforcement case. Please review this document and by May 15, 2015, either: 1) return a signed copy to the Department or 2) provide comments and suggested changes. Once fully executed, a copy of the final document will be forwarded to you.

Should you have any questions or comments, please contact Nathan Hess at 407-897-4140 or via e-mail at [Nathan.Hess@dep.state.fl.us](mailto:Nathan.Hess@dep.state.fl.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Prather".

Jeff Prather  
Director, Central District

Enclosure: Consent Order

cc: Glenn A. Irby, MPA, City Administrator ([girby@apopka.net](mailto:girby@apopka.net))



BEFORE THE STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

STATE OF FLORIDA DEPARTMENT )	IN THE OFFICE OF THE
OF ENVIRONMENTAL PROTECTION )	CENTRAL DISTRICT
)	
v. )	OGC FILE NO. 15-0033
)	
CITY OF APOPKA )	
_____ )	

CONSENT ORDER

This Consent Order ("Order") is entered into between the State of Florida Department of Environmental Protection ("Department") and City of Apopka ("Respondent") to reach settlement of certain matters at issue between the Department and Respondent.

The Department finds and Respondent admits the following:

1. The Department is the administrative agency of the State of Florida having the power and duty to protect Florida's air and water resources and to administer and enforce the provisions of Chapter 403, Florida Statutes ("F.S."), and the rules promulgated and authorized in Title 62, Florida Administrative Code ("F.A.C."). The Department has jurisdiction over the matters addressed in this Order.
2. Respondent is a person within the meaning of Section 403.031(5), F.S.
3. Respondent owns and operates the City of Apopka Water Reclamation Facility - Project Arrow, a 4.5 Million gallon per day (MGD) annual average daily flow (AADF) permitted capacity complete mix oxidation ditch secondary domestic wastewater treatment plant with a 0.470 MGD AADF permitted capacity slow-rate restricted public access reuse system which consists of a 51.6 acre sprayfield ("R-001") and a 19.40 MGD AADF permitted capacity slow-rate public access system consisting of three (3) reclaimed water storage tanks at the water reclamation facility, two (2) tanks with a capacity of 1 Million Gallon (MG) each and one tank with a capacity of 2 MG and a 18-acre, 83 MG storm water and reclaimed water reservoir storage system providing approximately 33 MG of wet-weather storage capacity and ("R-002") ("Facility"). The Facility is operated under Wastewater Permit No. FLA010818



("Permit"), which was issued on July 18, 2012 and will expire on July 17, 2017. This permit includes the Respondent's intent to expand the facility from a 4.5 MGD AADF plant to an 8.0 MGD AADF. The expanded facility will consist of a preliminary treatment structure with influent screening, grit removal, odor control, flow equalization, two individual activated sludge treatment trains (anoxic/aeration), with secondary clarification, chemical feed, filtration, and chlorination, with dewatering of biosolids. The Facility is located at 333 Snowden Road, Apopka, Orange County, Florida ("Property"). Respondent owns the Property on which the Facility is located.

4. The Department finds that the following violation(s) occurred:

a) From September 2013 through September 2014, the Facility exceeded the Permit's limit of 10.0 milligrams per liter ("mg/L") for maximum Total Nitrogen ("TN") annual average as reported on the Discharge Monitoring Reports (DMRs) for R-001 as 10.2 mg/L, 11.4 mg/L, 13.3 mg/L, 15.1 mg/L, 15.9 mg/L, 15.8 mg/L, 15.8 mg/L, 14.4 mg/L, 14.2 mg/L, 13.7 mg/L, 13.6 mg/L, 12.2 mg/L, and 10.6 mg/L, respectively, which are violation of Section 403.161(1)(b), F.S., Rule 62-600.550 and Rule 62-600.740(1)(b)2.b.

b) From March through July 2014 and September 2014, the Facility exceeded the Permit's limit of 10.0 milligrams per liter ("mg/L") for maximum Total Nitrogen ("TN") annual average as reported on the Discharge Monitoring Reports (DMRs) for R-002 as 10.15 mg/L, 10.33 mg/L, 10.30 mg/L, 10.30 mg/L, 10.07 mg/L, 10.20 mg/L and 10.1, respectively, which are violation of Section 403.161(1)(b), F.S., Rule 62-600.550 and Rule 62-600.740(1)(b)2.b.

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

**ORDERED:**

5. Respondent shall comply with the following corrective actions within the stated time periods:

a) By May 15, 2015, Respondent shall begin an evaluation of the existing City of Apopka Water Reclamation Facility (Project Arrow), the future expansion to the facility permitted in the July 18, 2012 permit renewal, and the proposed 4.0 MGD Biological Removal



Facility, to determine a course of action to address the TN effluent violations listed in paragraph 4.a., above, and overall facility capacity needs.

b) By August 1, 2015, Respondent shall complete the evaluation discussed in paragraph 5.a., above.

c) By September 1, 2015, Respondent shall meet with Department and submit a plan of action to address the TN effluent violations listed in paragraph 4.a., above and determine if any permits or permit modifications are necessary.

d) By November 1, 2015, Respondent shall submit any permit applications, permit modifications, and plans agreed to in paragraph 5.c., above, along with any required application fees, to the Department.

e) The Department shall review any application(s) submitted pursuant to paragraph 5.c., above. In the event additional information, modifications or specifications are necessary to process the application, the Department shall issue a written request for additional information ("RAI") to Respondent for such information. Respondent shall accordingly submit the requested information in writing to the Department within 15 days of receipt of the request. Respondent shall provide all information requested in any additional RAIs issued by the Department within 15 days of receipt of each request.

f) By March 1, 2016, Respondent shall begin the construction of the modifications in 5.c., to address the violations identified in paragraph 4.a., above.

g) By August 1, 2018, Respondent shall complete construction and submit a Certification of Completion prepared and sealed by a professional engineer registered in the State of Florida that states the Facility expansion has been constructed in accordance with the Permit and Phase I Improvements. Within 30 days of the Department's approval of the Certification of Completion, Respondent shall place the Facility expansion into service.

h) By March 1, 2019, Respondent shall complete improvements and submit a Certification of Completion prepared and sealed by a professional engineer registered in the State of Florida that states the Facility expansion has been constructed in accordance with the Permit and Phase I Improvements. Within 30 days of the Department's approval of the



Certification of Completion, Respondent shall place the Facility expansion into service.

6. The effluent discharged from the Facility to R-001 and R-002 shall comply with the TN interim limits (“Interim Limits”) in Table 1, below. All of the other parameter limits in the Permit remain the same for R-001 and R-002 and shall be complied with by Respondent. The Interim Limits shall become effective upon the first day of the month following the effective date of this Order. The Interim Limits shall remain in effect until March 1, 2019. The analysis and reporting of the Interim Limits shall be in accordance with the Permit. The Interim Limits shall be reported on the DMR attached to the Permit, as modified in Exhibit A hereto. These reports shall either (1) be mailed to the Compliance Assurance Program, Department of Environmental Protection Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767 once each month and must be received by the Department no later than the 28<sup>th</sup> day following the end of the reporting period (e.g., the August report would be due no later than September 28<sup>th</sup>) or (2) submitted via the electronic discharge monitoring report system (“EZDMR”). The Interim Limits do not act as State of Florida Department of Environmental Protection Wastewater Permit effluent limitations or modified Permit limitations, nor does it authorize or otherwise justify violation of the Florida Air and Water Pollution Control Act, Part I, Chapter 403, F.S., during the pendency of this Order.

Table 1: Interim Limits for Discharge to R-001 (Sprayfield) and R-002 (Public Access Reuse)

Effluent Limitations					Monitoring Requirements		
Parameter	Units	Max/Min	Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number
Nitrogen, Total (TN)	mg/L	Max Max	16.0 Report	Annual Average Monthly Average	Weekly	24-hr FPC	R-001/EFA-1 Sprayfield
Nitrogen, Total (TN)	mg/L	Max Max	11.0 Report	Annual Average Monthly Average	Weekly	24-hr FPC	R-002/EFA-2 Public Access Reuse



7. Every calendar quarter after the effective date of this Order, Respondent shall submit in writing to the Department a report containing information concerning the status and progress of projects being completed under this Order, information as to compliance or noncompliance with the applicable requirements of this Order including construction requirements and effluent limitations, and any reasons for noncompliance. These reports shall also include a projection of the work to be performed pursuant to this Order during the 12-month period which will follow the report. These reports shall be submitted to the Department within 30 days following the end of the quarter.

8. Notwithstanding the time periods described in the paragraphs above, Respondent shall complete all corrective actions required by paragraphs 5 by March 1, 2019 and be in full compliance with Rules 62-4.030, 62-620.300(5), 62-620.610(16), and 62-610.810(5), F.A.C., regardless of any intervening events or alternative time frames imposed in this Order, other than those excused delays agreed to by the Department, as described in paragraph 16.

9. Within 60 days of the effective date of this Order, Respondent shall submit a written estimate of the total cost of the corrective actions required by this Order to the Department. The written estimate shall identify the information the Respondent relied upon to provide the estimate.

10. Within 30 days of the effective date of this Order, Respondent shall pay the Department \$3,000.00 in settlement of the regulatory matters addressed in this Order. This amount includes \$2,000.00 for civil penalties and \$1,000.00 for costs and expenses incurred by the Department during the investigation of this matter and the preparation and tracking of this Order. The civil penalty in this case includes one violation that warrants a penalty of \$2,000.00 or more.

11. Respondent agrees to pay the Department stipulated penalties in the amount of \$500.00 per day for each and every day Respondent fails to timely comply with any of the requirements of paragraph(s) 5(a)-(i), 6, 7, 8, 9 and 25 of this Order. The Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department's issuance of written demand for



payment, and shall do so as further described in paragraph 12, below. Nothing in this paragraph shall prevent the Department from filing suit to specifically enforce any terms of this Order. Any stipulated penalties assessed under this paragraph shall be in addition to the civil penalties agreed to in paragraph 10 of this Order.

12. Respondent shall make all payments required by this Order by cashier's check, money order or on-line payment. Cashier's check or money order shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number assigned to this Order and the notation "Ecosystem Management and Restoration Trust Fund." Online payments can be made by going to the DEP Business Portal at:

<http://www.fldepportal.com/go/pay/>

13. Except as otherwise provided, all submittals and payments required by this Order shall be sent to Nathan Hess, Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767.

14. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

15. In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied, Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility. The sale or conveyance of the Facility or the Property does not relieve Respondent of the obligations imposed in this Order.

16. If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent



and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines shall be considered circumstances beyond the control of Respondent (unless the cause of the contractor's late performance was also beyond the contractor's control). Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next working day and shall, within seven calendar days notify the Department in writing of (a) the anticipated length and cause of the delay, (b) the measures taken or to be taken to prevent or minimize the delay, and (c) the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must identify the provision or provisions extended, the new compliance date or dates, and the additional measures Respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice requirements of this paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances.

17. The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for the violations described above up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order.

18. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this



Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

19. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or rules administered by the Department that are not specifically resolved by this Order.

20. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$10,000.00 per day per violation, and criminal penalties.

21. Respondent acknowledges and waives its right to an administrative hearing pursuant to sections 120.569 and 120.57, F.S., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to section 120.68, F.S.

22. Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals. No modifications of the terms of this Order will be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

23. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to sections 120.69 and 403.121, F.S. Failure to comply with the terms of this Order constitutes a violation of section 403.161(1)(b), F.S.

24. This Consent Order is a final order of the Department pursuant to section 120.52(7), F.S., and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, F.S. Upon the timely filing of a petition, this Consent Order will not be effective until further order of the Department.

25. Respondent shall publish the following notice in a newspaper of daily circulation in Orange County, Florida. The notice shall be published one time only within 14 days of the effective date of the Order. Respondent shall provide a certified copy of the published notice to the Department within 10 days of publication.



STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
NOTICE OF CONSENT ORDER

The Department of Environmental Protection (“Department”) gives notice of agency action of entering into a Consent Order with City of Apopka Public Services pursuant to section 120.57(4), Florida Statutes. The Consent Order addresses the addresses the exceedances for Total Nitrogen permit limits for discharges to R-001 (a 0.470 MGD AADF permitted capacity restricted public access reuse system) and to R-002 (a 19.40 MGD AADF permitted capacity slow-rate public access system), at 333 Snowden Road, Apopka, Orange County, Florida (“Property”). The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767.

Persons who are not parties to this Consent Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under sections 120.569 and 120.57, Florida Statutes. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Consent Order means that the Department’s final action may be different from the position it has taken in the Consent Order.

The petition for administrative hearing must contain all of the following information:

- a) The OGC Number assigned to this Consent Order;
- b) The name, address, and telephone number of each petitioner; the name, address, and telephone number of the petitioner’s representative, if any, which shall be the address for service purposes during the course of the proceeding;
- c) An explanation of how the petitioner’s substantial interests will be affected by the Consent Order;
- d) A statement of when and how the petitioner received notice of the Consent Order;
- e) Either a statement of all material facts disputed by the petitioner or a statement that the petitioner does not dispute any material facts;



- f) A statement of the specific facts the petitioner contends warrant reversal or modification of the Consent Order;
- g) A statement of the rules or statutes the petitioner contends require reversal or modification of the Consent Order; and
- h) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the Department to take with respect to the Consent Order.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 within 21 days of receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office Department of Environmental Protection, Central District Office, 3319 Maguire Boulevard, Suite 232, Orlando, Florida 32803-3767. Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this proceeding under sections 120.569 and 120.57, Florida Statutes. Before the deadline for filing a petition, a person whose substantial interests are affected by this Consent Order may choose to pursue mediation as an alternative remedy under section 120.573, Florida Statutes. Choosing mediation will not adversely affect such person's right to request an administrative hearing if mediation does not result in a settlement. Additional information about mediation is provided in section 120.573, Florida Statutes and Rule 62-110.106(12), Florida Administrative Code.

26. Rules referenced in this Order are available at <http://www.dep.state.fl.us/legal/Rules/rulelist.htm>

FOR THE RESPONDENT:

\_\_\_\_\_  
Jean Jreij, P. E.  
Public Service Director

\_\_\_\_\_  
Date

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, 2015, in Orange County, Florida.

STATE OF FLORIDA DEPARTMENT  
OF ENVIRONMENTAL PROTECTION

\_\_\_\_\_  
Jeff Prather  
District Director  
Central District

Filed, on this date, pursuant to section 120.52, F.S., with the designated Department Clerk,  
receipt of which is hereby acknowledged.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

Copies furnished to:

Lea Crandall, Agency Clerk  
Mail Station 35

DW\_CO (REV. 06/09)



**Backup material for agenda item:**

5. Approve the Disbursement Report for the month of April, 2015.

**CITY OF AOPKA**  
**Disbursements Report**

By Account Number, Paid 3/27/15 thru 4/30/15

Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
4/08/15	140844	124466		P & A GROUP, THE	166442	4/16/15	001-115.0004	250.00
Subtotal for 001-115.0004								250.00
3/02/15	139942	123770		MANSFIELD OIL, CO.	166188	4/02/15	001-141.1200	19,022.14
3/19/15	140407	124121		PETROLEUM TRADERS CORP.	166310	4/09/15	001-141.1200	18,471.87
3/26/15	140541	124225		PETROLEUM TRADERS CORP.	166695	4/30/15	001-141.1200	17,541.19
4/07/15	140794	124423		PETROLEUM TRADERS CORP.	166695	4/30/15	001-141.1200	19,474.50
Subtotal for 001-141.1200								74,509.70
2/13/15	139575	123553		LAKE AOPKA NATURAL GAS DISTRICT	166183	4/02/15	001-141.1201	4,612.40
3/09/15	140066	123860		LAKE AOPKA NATURAL GAS DISTRICT	166295	4/09/15	001-141.1201	3,610.32
Subtotal for 001-141.1201								8,222.72
3/25/15	140511	124206		ASCENT AVIATION GROUP INC	166105	4/02/15	001-141.1203	25,713.62
4/10/15	140895	124490		ASCENT AVIATION GROUP INC	166493	4/23/15	001-141.1203	25,894.27
Subtotal for 001-141.1203								51,607.89
4/02/15	140723			U.S. POSTAL SERVICE/ACCT.36070175	166229	4/02/15	001-141.1300	2,000.00
Subtotal for 001-141.1300								2,000.00
2/25/15	139884	123724		ACTION GATOR TIRE	166089	4/02/15	001-141.1400	2,367.06
3/09/15	140065	123859		TAMPA CRANE & BODY, INC.	166222	4/02/15	001-141.1400	369.67
3/09/15	140080	123874		WELDON PARTS-ORLANDO	166237	4/02/15	001-141.1400	966.60
3/17/15	140318	124066		FINGER LAKES CASTLE	166155	4/02/15	001-141.1400	489.60
3/18/15	140342	124088		PRIDE ENTERPRISES	166315	4/09/15	001-141.1400	830.64
3/18/15	140336	124082		MILLIKAN BATTERY & ELECTRIC	166304	4/09/15	001-141.1400	202.00
4/01/15	140652	124308		AMERICAN WIRE & TERMINAL	166246	4/09/15	001-141.1400	272.00
2/25/15	139890	123730		TPH ACQUISITION LLLP	166339	4/09/15	001-141.1400	652.41
3/18/15	140338	124084		O'REILLY AUTO PARTS	166309	4/09/15	001-141.1400	18.15
3/18/15	140332	124078		ADVANCE AUTO PARTS	166358	4/16/15	001-141.1400	100.00
4/02/15	140685	124349		ORLANDO FREIGHTLINER, INC.	166576	4/23/15	001-141.1400	553.00
3/26/15	140529	124222		WELDON PARTS-ORLANDO	166612	4/23/15	001-141.1400	521.06
4/01/15	140638	124294		LAW ENFORCEMENT SUPPLY	166554	4/23/15	001-141.1400	74.06
3/19/15	140417	124128		SUNTRUST BANK	166599	4/23/15	001-141.1400	217.59
3/17/15	140322	124069		ACTION GATOR TIRE	166480	4/23/15	001-141.1400	1,769.19
4/16/15	141035	124600		ADVANCE AUTO PARTS	166620	4/30/15	001-141.1400	55.02
3/26/15	140528	124221		TPH ACQUISITION LLLP	166723	4/30/15	001-141.1400	480.88
4/24/15	141216	124740		NEXTRAN TRUCK CENTER - ORLANDO	166689	4/30/15	001-141.1400	208.92
Subtotal for 001-141.1400								10,147.85
2/11/15	139534	123750		ONE BEACON INSURANCE GROUP	166440	4/16/15	001-155.0001	29,935.20
Subtotal for 001-155.0001								29,935.20
4/13/15	140941	124523		PREFERRED GOVERNMENTAL INS. TRU	166445	4/16/15	001-155.0002	59,169.28
Subtotal for 001-155.0002								59,169.28
3/26/15	140553	124230		FUNKE, KRISTI	166161	4/02/15	001-155.0004	699.13
4/02/15	140710			BLUE CROSS AND BLUE SHIELD OF FL	166109	4/02/15	001-155.0004	19,936.25
4/16/15	141010			SYMETRA LIFE INSURANCE	166467	4/16/15	001-155.0004	21,997.27
4/16/15	140998			LINA	166430	4/16/15	001-155.0004	2,861.04
4/20/15	141082	124637		YOHAM, JODI	166615	4/23/15	001-155.0004	579.08
4/23/15	141180			P & A GROUP, THE	166579	4/23/15	001-155.0004	351.00
4/28/15	141284	124797		VOISELLE, BRYAN	166737	4/30/15	001-155.0004	686.73
4/30/15	141325			BLUE CROSS AND BLUE SHIELD OF FL	166632	4/30/15	001-155.0004	19,936.25
4/30/15	141329			NEW DIRECTIONS	166688	4/30/15	001-155.0004	1,796.26
Subtotal for 001-155.0004								68,843.01
4/07/15	140789	124418		PSS WORLD MEDICAL, INC.	166447	4/16/15	001-155.0006	523.05
4/22/15	141164			CENTURYLINK	166508	4/23/15	001-155.0006	330.34
4/14/15	140974	124551		CARE HERE	166506	4/23/15	001-155.0006	34,318.89



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4/29/15	141304			DUKE ENERGY	166655	4/30/15	001-155.0006	197.11
4/15/15	140988	124564		JANI- KING OF ORLANDO	166676	4/30/15	001-155.0006	186.00
Subtotal for 001-155.0006								35,555.39
4/02/15	140713			BAIRD, MARISSA	166107	4/02/15	001-208.0021	83.00
Subtotal for 001-208.0021								83.00
4/02/15	140728			LUCAS, AMEE	166185	4/02/15	001-217.1100	3.90
4/02/15	140729			COSMARK, CHARLES	166125	4/02/15	001-217.1100	3.90
Subtotal for 001-217.1100								7.80
4/30/15	141327			DEPT. OF BUSINESS & PROF. REGULAT	166644	4/30/15	001-217.1111	9,235.52
Subtotal for 001-217.1111								9,235.52
4/02/15	140710			BLUE CROSS AND BLUE SHIELD OF FL	166109	4/02/15	001-218.1600	1,057.45
4/16/15	141010			SYMETRA LIFE INSURANCE	166467	4/16/15	001-218.1600	1,478.18
4/30/15	141325			BLUE CROSS AND BLUE SHIELD OF FL	166632	4/30/15	001-218.1600	951.54
Subtotal for 001-218.1600								3,487.17
4/16/15	141026			VISION SERVICE PLAN - (IC)	166471	4/16/15	001-218.1603	2,368.40
Subtotal for 001-218.1603								2,368.40
4/16/15	140998			LINA	166430	4/16/15	001-218.1610	5,617.66
Subtotal for 001-218.1610								5,617.66
4/16/15	140998			LINA	166430	4/16/15	001-218.1615	3,407.24
Subtotal for 001-218.1615								3,407.24
4/23/15	141179			ALLSTATE	166484	4/23/15	001-218.1620	16,454.69
Subtotal for 001-218.1620								16,454.69
4/09/15	140845			TRUSTMARK VOLUNTARY BENEFIT SOL	166342	4/09/15	001-218.1621	10,524.88
4/09/15	140846			TRUSTMARK VOLUNTARY BENEFIT SOL	166343	4/09/15	001-218.1621	10,524.88
4/30/15	141340			TRUSTMARK VOLUNTARY BENEFIT SOL	166727	4/30/15	001-218.1621	10,329.23
Subtotal for 001-218.1621								31,378.99
4/09/15	140858			YOURIDGUARD, INC.	166355	4/09/15	001-218.1622	1,221.10
4/30/15	141341			YOURIDGUARD, INC.	166744	4/30/15	001-218.1622	1,221.10
Subtotal for 001-218.1622								2,442.20
4/02/15	140717			FLORIDA COMBINED LIFE	166156	4/02/15	001-218.1630	19,995.51
Subtotal for 001-218.1630								19,995.51
4/02/15	140705			UNITED WAY-HEART OF FLORIDA	166231	4/02/15	001-218.1650	30.00
4/29/15	141308			UNITED WAY-HEART OF FLORIDA	166731	4/30/15	001-218.1650	30.00
Subtotal for 001-218.1650								60.00
4/02/15	140708			STEPHENS, MARTI	166219	4/02/15	001-218.1750	98.08
4/09/15	140876			STEPHENS, MARTI	166332	4/09/15	001-218.1750	98.08
4/16/15	141007			STEPHENS, MARTI	166463	4/16/15	001-218.1750	98.08
4/22/15	141159			STEPHENS, MARTI	166595	4/23/15	001-218.1750	98.08
4/29/15	141312			STEPHENS, MARTI	166715	4/30/15	001-218.1750	98.08
Subtotal for 001-218.1750								490.40
4/02/15	140706			U.S. DEPARTMENT OF EDUCATION	166228	4/02/15	001-218.1760	205.96
4/09/15	140877			U.S. DEPARTMENT OF EDUCATION	166347	4/09/15	001-218.1760	144.10
4/16/15	141008			U.S. DEPARTMENT OF EDUCATION	166470	4/16/15	001-218.1760	144.10
4/22/15	141160			U.S. DEPARTMENT OF EDUCATION	166607	4/23/15	001-218.1760	211.02
4/29/15	141310			U.S. DEPARTMENT OF EDUCATION	166729	4/30/15	001-218.1760	144.10
Subtotal for 001-218.1760								849.28
4/02/15	140707			INTERNAL REVENUE SERVICE	166174	4/02/15	001-218.1770	11.54
4/09/15	140878			INTERNAL REVENUE SERVICE	166289	4/09/15	001-218.1770	11.54
4/16/15	141009			INTERNAL REVENUE SERVICE	166422	4/16/15	001-218.1770	11.54
4/22/15	141161			INTERNAL REVENUE SERVICE	166550	4/23/15	001-218.1770	11.54
4/29/15	141309			INTERNAL REVENUE SERVICE	166675	4/30/15	001-218.1770	11.54

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Subtotal for 001-218.1770								57.70
4/02/15	140731			KOLLER, SAMARIE	166181	4/02/15	001-220.0004	200.00
4/30/15	141323			LIZARDO, WANDA	166682	4/30/15	001-220.0004	200.00
4/30/15	141324			COLLIER, SHERRI	166640	4/30/15	001-220.0004	200.00
4/09/15	140850			BELL, CARTLEY	166630	4/30/15	001-220.0004	200.00
Subtotal for 001-220.0004								800.00
4/09/15	140875			NEW INNOVATIVE DESIGN SOLUTIONS,	166307	4/09/15	001-316.0000	6.10
4/16/15	141012			FLORIDA HOSPITAL MEDICAL GROUP	166404	4/16/15	001-316.0000	121.00
Subtotal for 001-316.0000								127.10
4/30/15	141327			DEPT. OF BUSINESS & PROF. REGULAT	166644	4/30/15	001-341.8705	-923.55
Subtotal for 001-341.8705								-923.55
4/09/15	140879			MEDICARE PART B	166302	4/09/15	001-342.6000	277.96
4/09/15	140880			HUMANA HEALTH CARE PLANS	166287	4/09/15	001-342.6000	212.35
Subtotal for 001-342.6000								490.31
4/02/15	140725			CELELLA, ANGELA	166119	4/02/15	001-347.2100	50.00
4/02/15	140726			HUTCHINSON, CORBETT	166172	4/02/15	001-347.2100	50.00
4/02/15	140724			EDWARDS, JENN	166146	4/02/15	001-347.2100	50.00
4/02/15	140728			LUCAS, AMEE	166185	4/02/15	001-347.2100	60.00
4/02/15	140727			STEINER, SUSAN	166218	4/02/15	001-347.2100	50.00
4/02/15	140729			COSMARK, CHARLES	166125	4/02/15	001-347.2100	60.00
4/02/15	140730			RAMOS, ISAURA	166208	4/02/15	001-347.2100	80.00
4/02/15	140732			DAVIS, ERICA L.	166132	4/02/15	001-347.2100	80.00
4/09/15	140851			BENNETT, NADINE	166252	4/09/15	001-347.2100	28.00
4/09/15	140852			MCKENZIE, GARNET	166301	4/09/15	001-347.2100	56.00
4/09/15	140853			RUSSELL, VALRIE	166321	4/09/15	001-347.2100	28.00
4/09/15	140854			WALLS, MARTHA	166352	4/09/15	001-347.2100	28.00
4/09/15	140855			GEORGE, FLORENCE	166279	4/09/15	001-347.2100	28.00
4/09/15	140856			THOMAS, JULIETTE	166337	4/09/15	001-347.2100	75.00
4/29/15	141307			LATORRE, DANAI	166679	4/30/15	001-347.2100	80.00
4/09/15	140857			LEWIS, SHIRLEY	166681	4/30/15	001-347.2100	25.00
Subtotal for 001-347.2100								828.00
4/09/15	140848			RIVERA, JECARA	166320	4/09/15	001-354.0020	52.00
Subtotal for 001-354.0020								52.00
4/02/15	140713			BAIRD, MARISSA	166107	4/02/15	001-354.0021	75.00
Subtotal for 001-354.0021								75.00
4/16/15	140999			BERRY, JASON RYAN	166372	4/16/15	001-369.9000	100.00
Subtotal for 001-369.9000								100.00
4/22/15	141158			WILLIAMS, ALONZO	166613	4/23/15	001-1010-512.1200	237.50
Subtotal for 001-1010-512.1200								237.50
4/16/15	141006			SHEPARD, SMITH & CASSADY, P.A.	166454	4/16/15	001-1010-512.3150	300.00
Subtotal for 001-1010-512.3150								300.00
4/02/15	140718			RUTH, SAM	166212	4/02/15	001-1010-512.4000	306.28
4/02/15	140719			VELAZQUEZ, DIANE	166235	4/02/15	001-1010-512.4000	311.62
4/16/15	141002			KILSHEIMER, JOSEPH E.	166428	4/16/15	001-1010-512.4000	309.84
3/19/15	140410	124122		SUNTRUST BANK	166599	4/23/15	001-1010-512.4000	432.00
3/19/15	140412	124124		SUNTRUST BANK	166599	4/23/15	001-1010-512.4000	219.00
3/19/15	140413	124125		SUNTRUST BANK	166599	4/23/15	001-1010-512.4000	428.00
Subtotal for 001-1010-512.4000								2,006.74
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-1010-512.4100	73.23
Subtotal for 001-1010-512.4100								73.23
12/10/14	138333	122666		COPIER CONNECTION LLC	166511	4/23/15	001-1010-512.4600	74.40



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Subtotal for 001-1010-512.4600								74.40
4/22/15	141125	124677		PRINTERS, THE	166698	4/30/15	001-1010-512.4900	86.00
Subtotal for 001-1010-512.4900								86.00
3/04/15	139994	123815		CAPITAL OFFICE PRODUCTS	166115	4/02/15	001-1010-512.5200	77.58
4/02/15	140700	124362		MISS FLORIDA SCHOLARSHIP PAGEAN	166239	4/06/15	001-1010-512.5200	375.00
3/30/15	140570	124243		KON STUDIO OF PHOTOGRAPHY, INC.	166293	4/09/15	001-1010-512.5200	350.00
4/02/15	140701	124363		APOPKA PLAQUE AND TROPHY	166250	4/09/15	001-1010-512.5200	45.00
4/03/15	140747	124379		APOPKA CHRISTIAN MINISTERIAL ALLIA	166249	4/09/15	001-1010-512.5200	600.00
4/03/15	140743	124375		SARGENT, ROBERT	166324	4/09/15	001-1010-512.5200	285.75
3/04/15	139991	123812		ID WHOLESALER	166420	4/16/15	001-1010-512.5200	71.20
4/16/15	141014	124582		APOPKA AREA CHAMBER OF COMMERCE	166474	4/20/15	001-1010-512.5200	500.00
4/16/15	141048	124608		APOPKA AREA CHAMBER OF COMMERCE	166475	4/20/15	001-1010-512.5200	315.00
4/03/15	140744	124376		SUNTRUST BANK	166599	4/23/15	001-1010-512.5200	59.98
Subtotal for 001-1010-512.5200								2,679.51
4/27/15	141245	124763		ORLANDO SENTINEL	166693	4/30/15	001-1010-512.5400	243.36
Subtotal for 001-1010-512.5400								243.36
4/20/15	141091	124648		FLORIDA DEPARTMENT OF LAW ENFOF	166660	4/30/15	001-1020-512.3100	38.75
Subtotal for 001-1020-512.3100								38.75
1/30/15	139281	123332		VERIZON WIRELESS	166350	4/09/15	001-1020-512.4100	92.56
Subtotal for 001-1020-512.4100								92.56
4/13/15	140939	124521		PITNEY BOWES GLOBAL FINANCIAL SE	166443	4/16/15	001-1020-512.4600	876.00
Subtotal for 001-1020-512.4600								876.00
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-1020-512.4650	6.34
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-1020-512.4650	354.77
Subtotal for 001-1020-512.4650								361.11
3/05/15	140024	123837		CAPITAL OFFICE PRODUCTS	166115	4/02/15	001-1020-512.5100	381.41
3/20/15	140438	124141		CAPITAL OFFICE PRODUCTS	166115	4/02/15	001-1020-512.5100	20.50
3/23/15	140466	124165		CAPITAL OFFICE PRODUCTS	166115	4/02/15	001-1020-512.5100	59.95
Subtotal for 001-1020-512.5100								461.86
3/11/15	140177	123963		CAPITAL OFFICE PRODUCTS	166505	4/23/15	001-1020-512.5200	137.09
4/07/15	140814	124441		OFFICE DEPOT	166573	4/23/15	001-1020-512.5200	4.45
3/24/15	140480	124178		SUNTRUST BANK	166599	4/23/15	001-1020-512.5200	1,291.84
Subtotal for 001-1020-512.5200								1,433.38
4/02/15	140712			CENTURYLINK	166121	4/02/15	001-1022-519.4100	35.00
4/22/15	141166			CENTURYLINK	166508	4/23/15	001-1022-519.4100	62.94
Subtotal for 001-1022-519.4100								97.94
4/02/15	140737			DUKE ENERGY	166144	4/02/15	001-1022-519.4300	440.01
4/09/15	140883			LAKE APOPKA NATURAL GAS DISTRICT	166295	4/09/15	001-1022-519.4300	630.61
4/16/15	141047			DUKE ENERGY	166393	4/16/15	001-1022-519.4300	10,216.98
4/23/15	141170			DUKE ENERGY	166523	4/23/15	001-1022-519.4300	25.26
4/29/15	141305			DUKE ENERGY	166655	4/30/15	001-1022-519.4300	204.15
Subtotal for 001-1022-519.4300								11,517.01
3/10/15	140114	123913		APOPKA PLUMBING	166103	4/02/15	001-1022-519.4600	350.57
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	001-1022-519.4600	692.98
3/25/15	140518	124210		TYCO INTEGRATED SECURITY	166227	4/02/15	001-1022-519.4600	760.76
3/20/15	140440	124143		FERRAN SERVICES & CONTRACTING, IN	166153	4/02/15	001-1022-519.4600	119.00
10/31/14	137621	122112		GEMAIRE DISTRIBUTORS LLC	166162	4/02/15	001-1022-519.4600	188.90
3/04/15	139992	123813		CONSOLIDATED ELECTRICAL DIST.	166124	4/02/15	001-1022-519.4600	56.00
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-1022-519.4600	8.77
3/25/15	140512	124208		STRAIGHT UP FENCE INC	166464	4/16/15	001-1022-519.4600	650.00
2/05/15	139383	123406		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-1022-519.4600	133.95

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3/10/15	140151	123943		FLORIDA SAFETY SYSTEMS, LLC	166405	4/16/15	001-1022-519.4600	60.00
3/31/15	140624	124288		JOKINEN, NORM	166424	4/16/15	001-1022-519.4600	2,450.00
12/10/14	138339	122669		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-1022-519.4600	5.88
4/01/15	140660	124312		FLORIDA SAFETY SYSTEMS, LLC	166405	4/16/15	001-1022-519.4600	877.20
4/08/15	140838	124462		GEMBECKI MECHANICAL SERVICES, INC	166412	4/16/15	001-1022-519.4600	183.75
4/09/15	140874	124479		AOPKA PLUMBING	166367	4/16/15	001-1022-519.4600	90.00
4/09/15	140892	124484		FERRAN SERVICES & CONTRACTING, INC	166399	4/16/15	001-1022-519.4600	474.00
4/09/15	140890	124482		FERRAN SERVICES & CONTRACTING, INC	166399	4/16/15	001-1022-519.4600	215.00
4/02/15	140704	124365		GOVCONNECTION, INC.	166542	4/23/15	001-1022-519.4600	176.50
10/31/14	137621	122112		GEMAIRE DISTRIBUTORS LLC	166537	4/23/15	001-1022-519.4600	55.41
4/09/15	140869	124476		GEMBECKI MECHANICAL SERVICES, INC	166538	4/23/15	001-1022-519.4600	1,060.00
4/10/15	140901	124495		FLORIDA SAFETY SYSTEMS, LLC	166534	4/23/15	001-1022-519.4600	336.00
4/10/15	140903	124497		FLORIDA SAFETY SYSTEMS, LLC	166534	4/23/15	001-1022-519.4600	184.00
4/15/15	140981	124558		THYSSENKRUPP ELEVATOR	166602	4/23/15	001-1022-519.4600	506.60
4/15/15	140988	124564		JANI- KING OF ORLANDO	166676	4/30/15	001-1022-519.4600	3,018.00
Subtotal for 001-1022-519.4600								12,653.27
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-1022-519.4650	69.82
Subtotal for 001-1022-519.4650								69.82
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-1022-519.5200	19.94
3/13/15	140245	123995		FLORIDA MULCH, INC.	166276	4/09/15	001-1022-519.5200	925.00
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	001-1022-519.5200	39.92
3/17/15	140324	124070		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-1022-519.5200	192.17
1/29/15	139257	123308		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-1022-519.5200	104.81
4/09/15	140870	124477		A-ABRA-KEY-DABRA LOCKSMITH SERV.	166356	4/16/15	001-1022-519.5200	29.40
3/11/15	140183	123968		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-1022-519.5200	82.95
3/18/15	140340	124086		NEXTRAN TRUCK CENTER - ORLANDO	166568	4/23/15	001-1022-519.5200	33.08
3/31/15	140628	124292		RYAN BROTHERS, INC.	166709	4/30/15	001-1022-519.5200	269.35
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	001-1022-519.5200	3.98
Subtotal for 001-1022-519.5200								1,700.60
10/15/14	137159	121826		FL.DEPT.OF STATE, R.A. GRAY BLDG.,	166530	4/23/15	001-1030-512.3400	36.60
Subtotal for 001-1030-512.3400								36.60
10/10/14	137031	121717		CROWN SHREDDING, LLC	166128	4/02/15	001-1030-512.4600	125.00
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-1030-512.4600	1,526.70
10/10/14	137031	121717		CROWN SHREDDING, LLC	166642	4/30/15	001-1030-512.4600	125.00
Subtotal for 001-1030-512.4600								1,776.70
10/10/14	137039	121722		OFFICE DEPOT	166439	4/16/15	001-1030-512.5100	73.75
Subtotal for 001-1030-512.5100								73.75
10/10/14	137039	121722		OFFICE DEPOT	166439	4/16/15	001-1030-512.5200	55.32
Subtotal for 001-1030-512.5200								55.32
3/31/15	140631	124293		FACC	166269	4/09/15	001-1030-512.5400	50.00
Subtotal for 001-1030-512.5400								50.00
4/03/15	140753	124384		FACC	166269	4/09/15	001-1030-512.5500	50.00
Subtotal for 001-1030-512.5500								50.00
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	001-1120-513.3200	8,225.00
Subtotal for 001-1120-513.3200								8,225.00
4/01/15	140656	124385		FEDEX	166270	4/09/15	001-1120-513.4200	54.82
Subtotal for 001-1120-513.4200								54.82
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-1120-513.4600	2,040.15
Subtotal for 001-1120-513.4600								2,040.15
10/02/14	136699	121472		STAPLES ADVANTAGE	166331	4/09/15	001-1120-513.5100	5.00
4/23/15	141188	124719		OFFICE DEPOT	166691	4/30/15	001-1120-513.5100	14.83



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Subtotal for 001-1120-513.5100								19.83
4/13/15	140926	124513		DEPARTMENT OF HWY SAFETY AND MC	166386	4/16/15	001-1170-513.3100	130.00
4/14/15	140956	124537		DEPARTMENT OF HWY SAFETY AND MC	166517	4/23/15	001-1170-513.3100	30.00
Subtotal for 001-1170-513.3100								160.00
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-1170-513.4600	828.45
4/08/15	140818	124445		EMPOWER SOFTWARE SOLUTIONS, IN	166395	4/16/15	001-1170-513.4600	1,228.21
4/21/15	141099	124656		RICOH USA, INC.	166708	4/30/15	001-1170-513.4600	6.77
Subtotal for 001-1170-513.4600								2,063.43
3/11/15	140177	123963		CAPITAL OFFICE PRODUCTS	166505	4/23/15	001-1170-513.5100	76.04
Subtotal for 001-1170-513.5100								76.04
3/23/15	140474	124172		CAPITAL OFFICE PRODUCTS	166115	4/02/15	001-1170-513.5200	82.99
4/14/15	140955	124536		GARCIA, DANIEL	166410	4/16/15	001-1170-513.5200	69.99
3/11/15	140177	123963		CAPITAL OFFICE PRODUCTS	166505	4/23/15	001-1170-513.5200	261.87
4/21/15	141110	124666		ORLANDO SENTINEL	166692	4/30/15	001-1170-513.5200	166.25
Subtotal for 001-1170-513.5200								581.10
4/08/15	140843	124465		SOCIETY FOR HUMAN RESOURCE MNG	166456	4/16/15	001-1170-513.5400	190.00
Subtotal for 001-1170-513.5400								190.00
3/31/15	140636	124333		FLORIDA DEPARTMENT OF LAW ENFOF	166275	4/09/15	001-2110-522.3100	38.75
12/18/14	138577	122784		FORD & HARRISON LLP	166408	4/16/15	001-2110-522.3100	2,867.10
4/21/15	141109	124665		FORD & HARRISON LLP	166664	4/30/15	001-2110-522.3100	1,925.30
Subtotal for 001-2110-522.3100								4,831.15
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-2110-522.4100	9.51
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2110-522.4100	108.21
10/07/14	136910	121692		SWIFTREACH NETWORKS, INC.	166466	4/16/15	001-2110-522.4100	140.00
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-2110-522.4100	10.81
Subtotal for 001-2110-522.4100								268.53
4/02/15	140735			DUKE ENERGY	166144	4/02/15	001-2110-522.4300	657.02
4/09/15	140873			DUKE ENERGY	166266	4/09/15	001-2110-522.4300	570.26
4/09/15	140883			LAKE AOPKA NATURAL GAS DISTRICT	166295	4/09/15	001-2110-522.4300	58.42
4/09/15	140884			LAKE AOPKA NATURAL GAS DISTRICT	166295	4/09/15	001-2110-522.4300	14.58
4/16/15	141044			DUKE ENERGY	166393	4/16/15	001-2110-522.4300	6,323.31
4/23/15	141168			DUKE ENERGY	166523	4/23/15	001-2110-522.4300	671.93
4/29/15	141304			DUKE ENERGY	166655	4/30/15	001-2110-522.4300	1,082.02
Subtotal for 001-2110-522.4300								9,377.54
3/20/15	140441	124151		RICOH USA, INC.	166319	4/09/15	001-2110-522.4600	159.34
Subtotal for 001-2110-522.4600								159.34
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	001-2110-522.4650	128.04
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	001-2110-522.4650	32.62
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-2110-522.4650	33.40
Subtotal for 001-2110-522.4650								194.06
3/27/15	140565	124237		GOVCONNECTION, INC.	166281	4/09/15	001-2110-522.5200	730.00
4/08/15	140817	124444		AOPKA FLORIST	166366	4/16/15	001-2110-522.5200	59.95
2/27/15	139935	123762		HOME DEPOT CREDIT SERVICES	166548	4/23/15	001-2110-522.5200	163.42
Subtotal for 001-2110-522.5200								953.37
4/14/15	140959	124540		SHEPARD, SMITH & CASSADY, P.A.	166453	4/16/15	001-2120-522.3100	3,231.00
4/10/15	140916	124505		NABORS GIBLIN & NICKERSON	166436	4/16/15	001-2120-522.3100	4,375.00
4/27/15	141241	124759		PUBLIC FINANCIAL MANAGEMENT, INC	166699	4/30/15	001-2120-522.3100	5,061.41
Subtotal for 001-2120-522.3100								12,667.41
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-2120-522.4100	449.60
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2120-522.4100	504.18
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-2120-522.4100	510.47

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Subtotal for 001-2120-522.4100								1,464.25
3/18/15	140364	124105		UNITED PARCEL SERVICE	166230	4/02/15	001-2120-522.4200	15.05
Subtotal for 001-2120-522.4200								15.05
3/16/15	140365	124106		DRAGER SERVICE	166138	4/02/15	001-2120-522.4600	154.81
3/26/15	140543	124227		GOVCONNECTION, INC.	166281	4/09/15	001-2120-522.4600	333.80
1/27/15	139187	123260		FLORIDA DOOR SOLUTIONS INC.	166403	4/16/15	001-2120-522.4600	1,540.00
3/23/15	140472	124170		HOME DEPOT CREDIT SERVICES	166548	4/23/15	001-2120-522.4600	420.00
4/20/15	141080	124641		MUNICIPAL EQUIPMENT COMPANY	166686	4/30/15	001-2120-522.4600	175.00
4/21/15	141120	124672		CHANNEL INNOVATIONS CORP.	166639	4/30/15	001-2120-522.4600	830.00
2/02/15	139315	123443		MUNICIPAL EQUIPMENT COMPANY	166686	4/30/15	001-2120-522.4600	2,368.25
Subtotal for 001-2120-522.4600								5,821.86
3/12/15	140209	123980		WHELEN ENGINEERING CO.,INC.	166238	4/02/15	001-2120-522.4650	175.00
2/20/15	139808	123655		FASTENAL COMPANY	166150	4/02/15	001-2120-522.4650	57.83
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-2120-522.4650	94.58
2/20/15	139805	123652		A.O.K. TIRE MART	166242	4/09/15	001-2120-522.4650	931.70
2/27/15	139928	123756		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	001-2120-522.4650	205.00
3/09/15	140071	123865		A.O.K. TIRE MART	166242	4/09/15	001-2120-522.4650	2,492.56
3/26/15	140520	124213		A.O.K. TIRE MART	166357	4/16/15	001-2120-522.4650	851.00
3/09/15	140075	123869		FASTENAL COMPANY	166527	4/23/15	001-2120-522.4650	17.65
3/18/15	140339	124085		ORLANDO FREIGHTLINER, INC.	166576	4/23/15	001-2120-522.4650	11.16
4/02/15	140674	124338		A.O.K. TIRE MART	166479	4/23/15	001-2120-522.4650	358.86
4/08/15	140829	124454		REID'S BUY, SELL & TRADE	166585	4/23/15	001-2120-522.4650	97.28
4/03/15	140748	124380		MUNICIPAL EQUIPMENT COMPANY	166565	4/23/15	001-2120-522.4650	52.00
4/20/15	141065	124622		MUNICIPAL EQUIPMENT COMPANY	166686	4/30/15	001-2120-522.4650	172.00
4/14/15	140957	124538		HALL-MARK FIRE APPARATUS	166671	4/30/15	001-2120-522.4650	130.71
4/14/15	140969	124548		LAW ENFORCEMENT SUPPLY	166680	4/30/15	001-2120-522.4650	123.50
Subtotal for 001-2120-522.4650								5,770.83
3/16/15	140296	124049		VST CHEMICAL CORP.	166236	4/02/15	001-2120-522.5200	1,695.00
12/03/14	138171	122559		U S SURPLUS SALES, INC.	166346	4/09/15	001-2120-522.5200	165.00
4/09/15	140885			FIRE DEPARTMENT PETTY CASH FUND	166272	4/09/15	001-2120-522.5200	65.43
2/02/15	139314	123442		AMERICAN SOLUTIONS FOR BUSINESS	166361	4/16/15	001-2120-522.5200	375.36
2/24/15	139864	123707		MUNICIPAL EQUIPMENT COMPANY	166435	4/16/15	001-2120-522.5200	314.25
1/13/15	138912	123042		SPECIAL PRODUCTS GROUP	166461	4/16/15	001-2120-522.5200	10,103.88
4/06/15	140756	124407		AMERICAN SOLUTIONS FOR BUSINESS	166361	4/16/15	001-2120-522.5200	37.50
4/07/15	140799	124427		PUBLIX SUPER MARKETS, INC.	166583	4/23/15	001-2120-522.5200	138.77
3/26/15	140557	124239		CAPITAL OFFICE PRODUCTS	166505	4/23/15	001-2120-522.5200	307.91
4/13/15	140927	124528		BRAVERY BADGE, LLC	166502	4/23/15	001-2120-522.5200	372.79
4/24/15	141207	124732		FIRE SMART PROMOTIONS	166658	4/30/15	001-2120-522.5200	234.00
4/09/15	140862	124470		W. S. DARLEY & COMPANY	166738	4/30/15	001-2120-522.5200	2,219.39
Subtotal for 001-2120-522.5200								16,029.28
4/01/15	140641	124297		FIREFIGHTERS BOOKSTORE	166401	4/16/15	001-2120-522.5400	1,072.28
4/08/15	140842	124464		BNI BUILDING NEWS	166373	4/16/15	001-2120-522.5400	478.40
Subtotal for 001-2120-522.5400								1,550.68
3/31/15	140615	124281		EXISTING STRUCTURES ENGINEERING	166526	4/23/15	001-2120-522.5500	2,391.00
4/22/15	141151	124701		HORNETT, BARRY	166674	4/30/15	001-2120-522.5500	320.00
Subtotal for 001-2120-522.5500								2,711.00
10/14/14	137131	121799		GOVCONNECTION, INC.	166164	4/02/15	001-2120-522.6400	45.00
3/19/15	140411	124123		GOVCONNECTION, INC.	166164	4/02/15	001-2120-522.6400	344.10
3/30/15	140608	124276		ENCORE RC LLC	166396	4/16/15	001-2120-522.6400	2,450.00
4/02/15	140736	124369		DELL MARKETING L.P.	166516	4/23/15	001-2120-522.6400	7,091.84
4/02/15	140740	124372		GOVCONNECTION, INC.	166542	4/23/15	001-2120-522.6400	391.94
Subtotal for 001-2120-522.6400								10,322.88



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10/06/14	136809	121573		VERIZON WIRELESS	166350	4/09/15	001-2130-526.4100	75.14
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2130-526.4100	252.49
4/07/15	140791	124420		SPRINT	166462	4/16/15	001-2130-526.4100	81.99
Subtotal for 001-2130-526.4100								409.62
3/18/15	140364	124105		UNITED PARCEL SERVICE	166230	4/02/15	001-2130-526.4200	31.31
Subtotal for 001-2130-526.4200								31.31
4/22/15	141131	124682		AIR LIQUIDE HEALTHCARE AMERICA	166622	4/30/15	001-2130-526.4400	510.05
4/22/15	141134	124685		STERICYCLE INC.	166716	4/30/15	001-2130-526.4400	2,773.67
Subtotal for 001-2130-526.4400								3,283.72
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	001-2130-526.4650	43.41
1/21/15	139046	123152		GRAINGER	166165	4/02/15	001-2130-526.4650	6.72
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-2130-526.4650	214.10
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-2130-526.4650	16.99
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	001-2130-526.4650	7.98
3/25/15	140510	124202		SUNTRUST BANK	166599	4/23/15	001-2130-526.4650	210.87
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-2130-526.4650	37.69
4/02/15	140674	124338		A.O.K. TIRE MART	166479	4/23/15	001-2130-526.4650	1,244.88
4/03/15	140749	124381		SUNTRUST BANK	166599	4/23/15	001-2130-526.4650	70.29
4/03/15	140751	124383		A.O.K. TIRE MART	166618	4/30/15	001-2130-526.4650	618.14
4/17/15	141062	124619		WHELEN ENGINEERING CO.,INC.	166743	4/30/15	001-2130-526.4650	83.25
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-2130-526.4650	30.45
Subtotal for 001-2130-526.4650								2,584.77
4/07/15	140793	124422		NEB GROUP, INC.	166437	4/16/15	001-2130-526.4950	4,012.39
Subtotal for 001-2130-526.4950								4,012.39
4/02/15	140687	124351		TAYLORS PHARMACY	166335	4/09/15	001-2130-526.5200	75.00
4/02/15	140690	124354		QUADMED, INC.	166316	4/09/15	001-2130-526.5200	1,332.64
4/02/15	140693	124357		BOUND TREE MEDICAL, LLC.	166253	4/09/15	001-2130-526.5200	836.48
4/07/15	140795	124424		BOUND TREE MEDICAL, LLC.	166374	4/16/15	001-2130-526.5200	2,001.97
4/13/15	140940	124522		CENTRA CARE	166379	4/16/15	001-2130-526.5200	749.00
4/22/15	141130	124681		TAYLORS PHARMACY	166721	4/30/15	001-2130-526.5200	1,186.85
4/22/15	141133	124684		QUADMED, INC.	166701	4/30/15	001-2130-526.5200	628.00
4/22/15	141136	124687		BOUND TREE MEDICAL, LLC.	166634	4/30/15	001-2130-526.5200	1,550.48
4/22/15	141138	124689		FLORIDA STATE FIRE EQUIPMENT, INC.	166662	4/30/15	001-2130-526.5200	27.90
Subtotal for 001-2130-526.5200								8,388.32
4/22/15	141162			AOPKA CITGO	166491	4/23/15	001-2130-526.5250	38.71
Subtotal for 001-2130-526.5250								38.71
3/30/15	140610	124277		CHANNING BETE COMPANY, INC.	166257	4/09/15	001-2130-526.5500	2,492.94
4/02/15	140683	124347		CHANNING BETE COMPANY, INC.	166257	4/09/15	001-2130-526.5500	501.95
Subtotal for 001-2130-526.5500								2,994.89
3/11/15	140206	124033		DEAF TALK LLC	166133	4/02/15	001-2210-521.3100	300.00
3/06/15	140055	123887		ORANGE COUNTY COMPTRROLLER	166441	4/16/15	001-2210-521.3100	55.50
10/30/14	137560	122139		CLERK OF THE COURT, ORANGE CO	166509	4/23/15	001-2210-521.3100	10.00
Subtotal for 001-2210-521.3100								365.50
12/08/14	138274	122614		AMERICAN TRAFFIC SOLUTIONS, INC.	166362	4/16/15	001-2210-521.3400	99,990.00
Subtotal for 001-2210-521.3400								99,990.00
10/06/14	136807	121594		VERIZON WIRELESS	166350	4/09/15	001-2210-521.4100	187.85
Subtotal for 001-2210-521.4100								187.85
11/04/14	137672	122515		FEDEX	166270	4/09/15	001-2210-521.4200	36.36
Subtotal for 001-2210-521.4200								36.36
4/02/15	140737			DUKE ENERGY	166144	4/02/15	001-2210-521.4300	112.27
4/09/15	140873			DUKE ENERGY	166266	4/09/15	001-2210-521.4300	19.59

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Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
4/09/15	140884			LAKE AOPKA NATURAL GAS DISTRICT	166295	4/09/15	001-2210-521.4300	14.57
4/16/15	141044			DUKE ENERGY	166393	4/16/15	001-2210-521.4300	404.75
4/23/15	141168			DUKE ENERGY	166523	4/23/15	001-2210-521.4300	107.26
4/29/15	141306			DUKE ENERGY	166655	4/30/15	001-2210-521.4300	250.33
Subtotal for 001-2210-521.4300								908.77
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	001-2210-521.4650	57.18
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-2210-521.4650	156.95
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-2210-521.4650	453.22
Subtotal for 001-2210-521.4650								667.35
10/07/14	136872	121682		AOPKA CHIEF	166100	4/02/15	001-2210-521.4902	39.00
Subtotal for 001-2210-521.4902								39.00
12/16/14	138523	122760		CARTRIDGE CENTER INC	166117	4/02/15	001-2210-521.5100	64.83
3/18/15	140345	124323		MAC PAPERS	166300	4/09/15	001-2210-521.5100	50.00
3/31/15	140634	124331		STAPLES ADVANTAGE	166331	4/09/15	001-2210-521.5100	102.55
Subtotal for 001-2210-521.5100								217.38
12/05/14	138267	122609		U S SURPLUS SALES, INC.	166346	4/09/15	001-2210-521.5200	174.54
4/08/15	140817	124444		AOPKA FLORIST	166366	4/16/15	001-2210-521.5200	54.95
10/02/14	136761	121533		WALMART COMMUNITY/RFCSELLC	166739	4/30/15	001-2210-521.5200	6.38
Subtotal for 001-2210-521.5200								235.87
4/14/15	140959	124540		SHEPARD, SMITH & CASSADY, P.A.	166453	4/16/15	001-2220-521.3100	1,569.00
4/10/15	140916	124505		NABORS GIBLIN & NICKERSON	166436	4/16/15	001-2220-521.3100	2,125.00
4/27/15	141241	124759		PUBLIC FINANCIAL MANAGEMENT, INC	166699	4/30/15	001-2220-521.3100	2,458.14
Subtotal for 001-2220-521.3100								6,152.14
4/21/15	141100	124657		MACDONALD, CLIFFORD	166684	4/30/15	001-2220-521.4000	330.00
4/21/15	141101	124658		WALSH, ROBERT	166740	4/30/15	001-2220-521.4000	330.00
2/18/15	139742	123677		SUNTRUST BANK	166719	4/30/15	001-2220-521.4000	831.60
Subtotal for 001-2220-521.4000								1,491.60
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-2220-521.4100	207.21
10/02/14	136764	121536		TRANSUNION RISK AND ALTERNATIVE C	166341	4/09/15	001-2220-521.4100	400.25
10/06/14	136807	121594		VERIZON WIRELESS	166350	4/09/15	001-2220-521.4100	3,191.15
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2220-521.4100	72.14
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-2220-521.4100	235.26
Subtotal for 001-2220-521.4100								4,106.01
10/21/14	137354	122133		CANON SOLUTIONS AMERICA, INC	166377	4/16/15	001-2220-521.4600	267.77
4/20/15	141081	124636		A-ABRA-KEY-DABRA LOCKSMITH SERV.	166476	4/23/15	001-2220-521.4600	364.00
10/21/14	137354	122133		CANON SOLUTIONS AMERICA, INC	166504	4/23/15	001-2220-521.4600	20.53
3/31/15	140619	124329		RESPONSE TECHNOLOGIES, LTD	166706	4/30/15	001-2220-521.4600	115.00
Subtotal for 001-2220-521.4600								767.30
3/10/15	140144	123936		ELECTRONICS DEPOT	166147	4/02/15	001-2220-521.4650	180.00
3/20/15	140442	124144		ADVANCE DRIVELINE	166091	4/02/15	001-2220-521.4650	28.08
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	001-2220-521.4650	875.87
1/05/15	138708	122882		AUTONATION CHEVROLET WEST COLO	166106	4/02/15	001-2220-521.4650	767.11
3/18/15	140381	124112		GRAPHIC SOURCE OF CENTRAL FLORII	166166	4/02/15	001-2220-521.4650	87.79
3/12/15	140209	123980		WHELEN ENGINEERING CO.,INC.	166238	4/02/15	001-2220-521.4650	369.75
3/09/15	140067	123861		PRO TREE KUSTOMS AND AUTO COLLIK	166204	4/02/15	001-2220-521.4650	1,488.03
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-2220-521.4650	291.01
3/30/15	140598	124266		DANA SAFETY SUPPLY, INC.	166259	4/09/15	001-2220-521.4650	590.99
2/27/15	139928	123756		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	001-2220-521.4650	1,845.00
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	001-2220-521.4650	304.16
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-2220-521.4650	78.44
4/02/15	140672	124336		A.O.K. TIRE MART	166479	4/23/15	001-2220-521.4650	1,106.77



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Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
4/14/15	140954	124535		ORANGE COUNTY ELECTRONICS	166574	4/23/15	001-2220-521.4650	249.00
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	001-2220-521.4650	182.00
4/03/15	140751	124383		A.O.K. TIRE MART	166618	4/30/15	001-2220-521.4650	272.00
3/26/15	140521	124214		AUTONATION CHEVROLET WEST COLO	166628	4/30/15	001-2220-521.4650	561.08
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-2220-521.4650	259.63
Subtotal for 001-2220-521.4650								9,536.71
1/09/15	138852	123060		TRADEMARK PRESS SOLUTIONS INC.	166223	4/02/15	001-2220-521.4700	442.50
10/09/14	137017	121761		TRADEMARK PRESS SOLUTIONS INC.	166724	4/30/15	001-2220-521.4700	94.95
Subtotal for 001-2220-521.4700								537.45
12/16/14	138523	122760		CARTRIDGE CENTER INC	166117	4/02/15	001-2220-521.5100	129.67
3/31/15	140634	124331		STAPLES ADVANTAGE	166331	4/09/15	001-2220-521.5100	205.11
3/18/15	140345	124323		MAC PAPERS	166300	4/09/15	001-2220-521.5100	213.80
Subtotal for 001-2220-521.5100								548.58
2/20/15	139839	123689		BATTERY BANK, THE	166108	4/02/15	001-2220-521.5200	75.51
10/03/14	136790	121550		AOPKA PLAQUE AND TROPHY	166102	4/02/15	001-2220-521.5200	4.00
3/17/15	140306	124073		GOVCONNECTION, INC.	166164	4/02/15	001-2220-521.5200	311.57
4/02/15	140714			BROWN, BEATRICE	166113	4/02/15	001-2220-521.5200	83.00
10/30/14	137573	122141		PIEDMONT ANIMAL HOSPITAL	166202	4/02/15	001-2220-521.5200	126.00
3/31/15	140635	124332		TYCO INTEGRATED SECURITY	166344	4/09/15	001-2220-521.5200	692.00
3/31/15	140633	124330		PIEDMONT ANIMAL HOSPITAL	166311	4/09/15	001-2220-521.5200	1,500.60
12/05/14	138267	122609		U S SURPLUS SALES, INC.	166346	4/09/15	001-2220-521.5200	1,190.04
1/23/15	139121	123280		SRT SUPPLY INC.	166330	4/09/15	001-2220-521.5200	2,835.00
3/17/15	140316	124322		TASER INTERNATIONAL, INC.	166334	4/09/15	001-2220-521.5200	496.21
3/19/15	140393	124324		CENTURYLINK	166255	4/09/15	001-2220-521.5200	85.00
4/13/15	140940	124522		CENTRA CARE	166379	4/16/15	001-2220-521.5200	999.00
3/23/15	140463	124162		GRAINGER	166414	4/16/15	001-2220-521.5200	68.14
1/09/15	138847	123057		GOLD NUGGET DBA	166541	4/23/15	001-2220-521.5200	33.47
4/01/15	140655	124335		SUNTRUST BANK	166599	4/23/15	001-2220-521.5200	107.08
3/31/15	140637	124334		GALLS, AN ARAMARK CO., LLC	166536	4/23/15	001-2220-521.5200	840.00
1/06/15	138773	122934		BATTERY BANK, THE	166498	4/23/15	001-2220-521.5200	49.00
4/03/15	140752	124388		GOVCONNECTION, INC.	166542	4/23/15	001-2220-521.5200	311.57
10/30/14	137573	122141		PIEDMONT ANIMAL HOSPITAL	166581	4/23/15	001-2220-521.5200	162.90
3/18/15	140367	124108		BATTERY BANK, THE	166498	4/23/15	001-2220-521.5200	49.00
4/02/15	140697	124360		ENFORCEMENT ELECTRONICS SERVIC	166524	4/23/15	001-2220-521.5200	117.00
10/30/14	137592	122145		U S SURPLUS SALES, INC.	166606	4/23/15	001-2220-521.5200	32.20
3/17/15	140315	124321		TASER INTERNATIONAL, INC.	166601	4/23/15	001-2220-521.5200	650.72
4/02/15	140741	124373		SUNTRUST BANK	166599	4/23/15	001-2220-521.5200	63.19
11/21/14	138000	122530		FLORIDA BULLET	166532	4/23/15	001-2220-521.5200	189.19
10/02/14	136761	121533		WALMART COMMUNITY/RFCSLLC	166739	4/30/15	001-2220-521.5200	25.51
10/17/14	137249	121928		FLORIDA BULLET	166659	4/30/15	001-2220-521.5200	5,798.00
Subtotal for 001-2220-521.5200								16,894.90
10/07/14	136881	121689		LOGSON, ALEXANDRIA	166298	4/09/15	001-2220-521.5225	457.88
10/07/14	136879	121688		REYES, FERNANDO	166317	4/09/15	001-2220-521.5225	43.29
10/07/14	136878	121687		REHN, PAUL	166584	4/23/15	001-2220-521.5225	44.10
10/07/14	136881	121689		LOGSON, ALEXANDRIA	166558	4/23/15	001-2220-521.5225	72.00
4/09/15	140888	124575		LOGSON, ALEXANDRIA	166558	4/23/15	001-2220-521.5225	861.60
10/07/14	136879	121688		REYES, FERNANDO	166707	4/30/15	001-2220-521.5225	220.49
Subtotal for 001-2220-521.5225								1,699.36
4/22/15	141155			AOPKA CITGO	166491	4/23/15	001-2220-521.5250	258.09
4/22/15	141162			AOPKA CITGO	166491	4/23/15	001-2220-521.5250	444.72
Subtotal for 001-2220-521.5250								702.81
1/06/15	138772	122949		RESIDENCE INN TALLAHASSEE NORTH	166210	4/02/15	001-2220-521.5450	368.00

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1/06/15	138771	122948		MILLER, JEROME	166191	4/02/15	001-2220-521.5450	125.00
Subtotal for 001-2220-521.5450								493.00
1/23/15	139121	123280		SRT SUPPLY INC.	166330	4/09/15	001-2220-521.6400	16,929.00
3/17/15	140315	124321		TASER INTERNATIONAL, INC.	166601	4/23/15	001-2220-521.6400	2,059.90
4/07/15	140798	124426		HARRIS COMPUTER CORP DBA	166547	4/23/15	001-2220-521.6400	11,000.00
Subtotal for 001-2220-521.6400								29,988.90
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-2230-521.4100	29.57
10/07/14	136882	121690		LIVEVIEW GPS, INC	166297	4/09/15	001-2230-521.4100	184.60
10/06/14	136807	121594		VERIZON WIRELESS	166350	4/09/15	001-2230-521.4100	397.02
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2230-521.4100	252.49
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-2230-521.4100	33.57
10/10/14	137063	121766		SPRINT	166593	4/23/15	001-2230-521.4100	295.07
Subtotal for 001-2230-521.4100								1,192.32
2/18/15	139736	123676		NAVSURFWARCENDIV	166567	4/23/15	001-2230-521.4400	4,200.00
Subtotal for 001-2230-521.4400								4,200.00
4/08/15	140815	124442		WEBQA, INC	166611	4/23/15	001-2230-521.4600	3,840.00
Subtotal for 001-2230-521.4600								3,840.00
1/30/15	139267	123318		ADVANCE AUTO PARTS	166090	4/02/15	001-2230-521.4650	31.98
1/30/15	139269	123320		MILLIKAN BATTERY & ELECTRIC	166192	4/02/15	001-2230-521.4650	110.00
3/30/15	140573	124246		A-ABRA-KEY-DABRA LOCKSMITH SERV.	166241	4/09/15	001-2230-521.4650	45.00
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-2230-521.4650	161.17
11/10/14	137771	122228		DAVID MAUS CHEVROLET	166260	4/09/15	001-2230-521.4650	73.48
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-2230-521.4650	7.18
3/18/15	140354	124097		ELECTRONICS DEPOT	166394	4/16/15	001-2230-521.4650	140.00
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-2230-521.4650	15.39
3/09/15	140073	123867		ORLANDO DODGE INC.	166575	4/23/15	001-2230-521.4650	130.73
2/20/15	139815	123661		PEP BOYS - MANNY, MOE & JACK, THE	166580	4/23/15	001-2230-521.4650	209.98
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	001-2230-521.4650	98.71
3/20/15	140445	124147		MILLIKAN BATTERY & ELECTRIC	166685	4/30/15	001-2230-521.4650	183.00
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	001-2230-521.4650	119.22
Subtotal for 001-2230-521.4650								1,325.84
12/16/14	138523	122760		CARTRIDGE CENTER INC	166117	4/02/15	001-2230-521.5100	64.83
3/31/15	140634	124331		STAPLES ADVANTAGE	166331	4/09/15	001-2230-521.5100	256.39
3/18/15	140345	124323		MAC PAPERS	166300	4/09/15	001-2230-521.5100	100.00
Subtotal for 001-2230-521.5100								421.22
4/02/15	140716			FTE-LGBS	166160	4/02/15	001-2230-521.5200	25.63
10/03/14	136790	121550		AOPKA PLAQUE AND TROPHY	166102	4/02/15	001-2230-521.5200	4.00
12/05/14	138267	122609		U S SURPLUS SALES, INC.	166346	4/09/15	001-2230-521.5200	476.02
4/23/15	141193			SUNTRUST BANK	166599	4/23/15	001-2230-521.5200	1.00
11/21/14	138000	122530		FLORIDA BULLET	166532	4/23/15	001-2230-521.5200	210.81
4/06/15	140768	124408		GOVCONNECTION, INC.	166542	4/23/15	001-2230-521.5200	144.00
10/02/14	136761	121533		WALMART COMMUNITY/RFCSELLC	166739	4/30/15	001-2230-521.5200	6.38
Subtotal for 001-2230-521.5200								867.84
10/21/14	137349	122132		DIRECTTV	166135	4/02/15	001-2250-519.4100	139.98
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-2250-519.4100	93.83
10/07/14	136874	121684		NETWORK INNOVATIONS INC.	166306	4/09/15	001-2250-519.4100	73.73
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-2250-519.4100	36.07
10/07/14	136910	121692		SWIFTREACH NETWORKS, INC.	166466	4/16/15	001-2250-519.4100	140.00
10/21/14	137349	122132		DIRECTTV	166518	4/23/15	001-2250-519.4100	134.98
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-2250-519.4100	106.53
10/10/14	137051	121790		RAPID SYSTEMS	166703	4/30/15	001-2250-519.4100	2,698.75



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Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
Subtotal for 001-2250-519.4100								3,423.87
4/02/15	140735			DUKE ENERGY	166144	4/02/15	001-2250-519.4300	28.49
4/09/15	140873			DUKE ENERGY	166266	4/09/15	001-2250-519.4300	864.15
4/23/15	141170			DUKE ENERGY	166523	4/23/15	001-2250-519.4300	288.63
4/29/15	141305			DUKE ENERGY	166655	4/30/15	001-2250-519.4300	910.17
Subtotal for 001-2250-519.4300								2,091.44
10/30/14	137572	122140		MOTOROLA SOLUTIONS, INC.	166305	4/09/15	001-2250-519.4600	44,417.78
10/30/14	137572	122140		MOTOROLA SOLUTIONS, INC.	166563	4/23/15	001-2250-519.4600	44,417.78
Subtotal for 001-2250-519.4600								88,835.56
12/16/14	138523	122760		CARTRIDGE CENTER INC	166117	4/02/15	001-2250-519.5100	129.67
3/31/15	140634	124331		STAPLES ADVANTAGE	166331	4/09/15	001-2250-519.5100	205.11
3/18/15	140345	124323		MAC PAPERS	166300	4/09/15	001-2250-519.5100	200.00
Subtotal for 001-2250-519.5100								534.78
10/02/14	136761	121533		WALMART COMMUNITY/RFCSLLC	166739	4/30/15	001-2250-519.5200	9.57
Subtotal for 001-2250-519.5200								9.57
4/02/15	140733	124367		CDW GOVERNMENT, INC.	166507	4/23/15	001-2250-519.6400	3,750.00
4/02/15	140738	124370		AUDIO IMAGE SOLUTIONS	166495	4/23/15	001-2250-519.6400	7,785.00
4/08/15	140821	124447		HARRIS COMPUTER CORP DBA	166547	4/23/15	001-2250-519.6400	11,081.25
4/08/15	140824	124449		HARRIS COMPUTER CORP DBA	166547	4/23/15	001-2250-519.6400	11,081.25
4/08/15	140827	124452		GOVCONNECTION, INC.	166542	4/23/15	001-2250-519.6400	3,650.22
4/08/15	140827	124452		GOVCONNECTION, INC.	166667	4/30/15	001-2250-519.6400	1,335.88
4/02/15	140742	124374		BLACK BOX NETWORK SERVICES	166631	4/30/15	001-2250-519.6400	5,261.50
Subtotal for 001-2250-519.6400								43,945.10
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3310-519.4000	12.65
4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3310-519.4000	6.90
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	001-3310-519.4000	14.38
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	001-3310-519.4000	32.20
Subtotal for 001-3310-519.4000								66.13
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-3310-519.4100	9.53
10/07/14	136860	121633		VERIZON WIRELESS	166350	4/09/15	001-3310-519.4100	37.57
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-3310-519.4100	10.82
Subtotal for 001-3310-519.4100								57.92
3/24/15	140481	124179		SUNTRUST BANK	166599	4/23/15	001-3310-519.4200	482.65
Subtotal for 001-3310-519.4200								482.65
4/23/15	141172			DUKE ENERGY	166523	4/23/15	001-3310-519.4300	182.14
4/29/15	141304			DUKE ENERGY	166655	4/30/15	001-3310-519.4300	280.40
Subtotal for 001-3310-519.4300								462.54
4/14/15	140964	124544		AIRGAS USA, LLC	166482	4/23/15	001-3310-519.4400	149.29
Subtotal for 001-3310-519.4400								149.29
1/21/15	139046	123152		GRAINGER	166165	4/02/15	001-3310-519.4600	15.14
3/13/15	140253	124001		MR. B's PRO SERVICES LLC	166193	4/02/15	001-3310-519.4600	475.00
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	001-3310-519.4600	100.25
1/05/15	138728	122903		ASCENT AVIATION GROUP INC	166105	4/02/15	001-3310-519.4600	1,280.59
3/24/15	140477	124175		GRAPHIC SOURCE OF CENTRAL FLORII	166166	4/02/15	001-3310-519.4600	54.56
3/24/15	140478	124176		DON WOOD, INC.	166137	4/02/15	001-3310-519.4600	126.62
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-3310-519.4600	749.70
3/23/15	140454	124156		DON WOOD, INC.	166387	4/16/15	001-3310-519.4600	1,104.63
Subtotal for 001-3310-519.4600								3,906.49
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-3310-519.4650	4.99
2/27/15	139929	123757		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	001-3310-519.4650	202.50
3/18/15	140346	124090		ELECTRONICS DEPOT	166394	4/16/15	001-3310-519.4650	140.00

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4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-3310-519.4650	4.61
3/20/15	140443	124145		AOPKA AUTO UPHOLSTERY	166626	4/30/15	001-3310-519.4650	95.00
Subtotal for 001-3310-519.4650								447.10
3/20/15	140448	124149		OFFICE DEPOT	166199	4/02/15	001-3310-519.5100	125.00
Subtotal for 001-3310-519.5100								125.00
1/30/15	139267	123318		ADVANCE AUTO PARTS	166090	4/02/15	001-3310-519.5200	125.00
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3310-519.5200	25.48
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-3310-519.5200	15.96
2/20/15	139822	123668		HELM, INC.	166285	4/09/15	001-3310-519.5200	450.00
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	001-3310-519.5200	250.54
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	001-3310-519.5200	17.50
3/26/15	140544	124228		GOVCONNECTION, INC.	166542	4/23/15	001-3310-519.5200	140.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	001-3310-519.5200	566.25
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	001-3310-519.5200	65.00
Subtotal for 001-3310-519.5200								1,655.73
4/02/15	140735			DUKE ENERGY	166144	4/02/15	001-3512-539.4300	14.03
4/29/15	141306			DUKE ENERGY	166655	4/30/15	001-3512-539.4300	14.03
Subtotal for 001-3512-539.4300								28.06
2/26/15	139915	123749		MALTBYS TREE SERVICE INC.	166187	4/02/15	001-3512-539.4600	2,450.00
Subtotal for 001-3512-539.4600								2,450.00
3/31/15	140612	124279		TRAIL SAW & MOWER SERVICE, INC.	166340	4/09/15	001-3512-539.5200	741.23
3/05/15	140010	123832		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-3512-539.5200	134.60
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	001-3512-539.5200	36.15
Subtotal for 001-3512-539.5200								911.98
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-3513-572.4100	9.53
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-3513-572.4100	10.82
Subtotal for 001-3513-572.4100								20.35
4/02/15	140735			DUKE ENERGY	166144	4/02/15	001-3513-572.4300	67.30
4/09/15	140873			DUKE ENERGY	166266	4/09/15	001-3513-572.4300	95.91
4/23/15	141170			DUKE ENERGY	166523	4/23/15	001-3513-572.4300	13.13
4/29/15	141305			DUKE ENERGY	166655	4/30/15	001-3513-572.4300	159.16
Subtotal for 001-3513-572.4300								335.50
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	001-3513-572.4600	25.26
3/13/15	140260	124007		SUNRISE LANDSCAPE SUPPLY, INC.	166220	4/02/15	001-3513-572.4600	1,270.00
3/23/15	140468	124167		MAHONEY ICE EQUIPMENT	166186	4/02/15	001-3513-572.4600	185.00
Subtotal for 001-3513-572.4600								1,480.26
3/27/15	140559	124234		RYAN BROTHERS, INC.	166322	4/09/15	001-3513-572.4650	354.64
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-3513-572.4650	9.23
3/09/15	140075	123869		FASTENAL COMPANY	166527	4/23/15	001-3513-572.4650	39.14
3/26/15	140524	124217		GLENN JOINER & SON, INC.	166540	4/23/15	001-3513-572.4650	10.94
4/02/15	140674	124338		A.O.K. TIRE MART	166479	4/23/15	001-3513-572.4650	120.00
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	001-3513-572.4650	6.39
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	001-3513-572.4650	99.76
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	001-3513-572.4650	208.61
Subtotal for 001-3513-572.4650								848.71
3/31/15	140622	124287		WASTE MANAGEMENT OF VISTA LANDF	166353	4/09/15	001-3513-572.4900	77.00
4/08/15	140832	124457		WASTE MANAGEMENT OF VISTA LANDF	166610	4/23/15	001-3513-572.4900	1,653.08
4/23/15	141202	124728		WASTE MANAGEMENT OF VISTA LANDF	166741	4/30/15	001-3513-572.4900	738.54
Subtotal for 001-3513-572.4900								2,468.62
3/12/15	140233	123988		TREMEMENDOUS QUALITY GROWERS	166225	4/02/15	001-3513-572.5200	1,446.40
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3513-572.5200	10.48



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4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3513-572.5200	12.15
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	001-3513-572.5200	53.98
3/10/15	140141	123933		HOME DEPOT CREDIT SERVICES	166419	4/16/15	001-3513-572.5200	91.71
3/30/15	140584	124257		JOHN DEERE LANDSCAPES, INC.	166423	4/16/15	001-3513-572.5200	227.57
4/23/15	141185			PUBLIC SERVICES PETTY CASH	166582	4/23/15	001-3513-572.5200	7.37
4/15/15	140976	124553		GREEN MASTERS, INC.	166543	4/23/15	001-3513-572.5200	144.00
4/02/15	140739	124371		A.M. LEONARD INC.	166478	4/23/15	001-3513-572.5200	35.96
4/13/15	140918	124507		BWI-AOPKA	166503	4/23/15	001-3513-572.5200	161.64
4/13/15	140919	124508		SUNRISE LANDSCAPE SUPPLY, INC.	166597	4/23/15	001-3513-572.5200	105.00
4/13/15	140931	124515		JOHN DEERE LANDSCAPES	166551	4/23/15	001-3513-572.5200	1,823.67
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	001-3513-572.5200	271.69
4/15/15	140978	124555		SPRING HILL NURSERY, INC	166592	4/23/15	001-3513-572.5200	130.50
4/22/15	141149	124699		OFFICE DEPOT	166691	4/30/15	001-3513-572.5200	24.15
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	001-3513-572.5200	0.99
Subtotal for 001-3513-572.5200								4,547.26
4/20/15	141091	124648		FLORIDA DEPARTMENT OF LAW ENFOF	166660	4/30/15	001-3514-572.3100	116.25
Subtotal for 001-3514-572.3100								116.25
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	001-3514-572.4200	3.94
Subtotal for 001-3514-572.4200								3.94
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	001-3514-572.4600	40.00
3/30/15	140596	124265		SPRAYER PARTS DEPOT	166329	4/09/15	001-3514-572.4600	39.21
4/10/15	140902	124496		A. EDWARDS DBA AOPKA APPLIANCE	166477	4/23/15	001-3514-572.4600	79.99
Subtotal for 001-3514-572.4600								159.20
1/30/15	139268	123319		CAR STORE OF WEST ORANGE, INC.	166116	4/02/15	001-3514-572.4650	699.50
1/30/15	139275	123326		JACOBSEN, A DIVISION OF TEXTRON	166175	4/02/15	001-3514-572.4650	160.96
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	001-3514-572.4650	221.95
2/24/15	139873	123715		FIELDS EQUIPMENT COMPANY, INC.	166154	4/02/15	001-3514-572.4650	267.01
3/09/15	140072	123866		D&M TRACTOR PARTS	166129	4/02/15	001-3514-572.4650	0.00
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-3514-572.4650	77.57
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	001-3514-572.4650	12.70
2/20/15	139805	123652		A.O.K. TIRE MART	166242	4/09/15	001-3514-572.4650	55.38
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-3514-572.4650	7.69
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	001-3514-572.4650	249.98
2/20/15	139815	123661		PEP BOYS - MANNY, MOE & JACK, THE	166580	4/23/15	001-3514-572.4650	54.99
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	001-3514-572.4650	332.96
3/30/15	140593	124263		WESCO TURF , INC.	166742	4/30/15	001-3514-572.4650	2,471.93
3/20/15	140445	124147		MILLIKAN BATTERY & ELECTRIC	166685	4/30/15	001-3514-572.4650	95.00
4/10/15	140912	124503		WESCO TURF , INC.	166742	4/30/15	001-3514-572.4650	1,730.35
4/15/15	140984	124561		BLUETARP FINANCIAL INC	166633	4/30/15	001-3514-572.4650	138.39
Subtotal for 001-3514-572.4650								6,576.36
3/25/15	140496	124189		BWI-AOPKA	166254	4/09/15	001-3514-572.5200	2,262.67
3/30/15	140588	124260		TRAIL SAW & MOWER SERVICE, INC.	166340	4/09/15	001-3514-572.5200	221.20
3/30/15	140595	124264		JOHN DEERE LANDSCAPES	166290	4/09/15	001-3514-572.5200	1,720.22
3/31/15	140622	124287		WASTE MANAGEMENT OF VISTA LANDF	166353	4/09/15	001-3514-572.5200	956.12
3/11/15	140180	123965		PIONEER MANUFACTURING CO.	166312	4/09/15	001-3514-572.5200	580.00
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	001-3514-572.5200	163.20
3/19/15	140400	124120		SPORT SUPPLY GROUP, INC.	166328	4/09/15	001-3514-572.5200	878.86
3/03/15	139977	123801		GOLF SPECIALTIES , INC	166280	4/09/15	001-3514-572.5200	1,974.00
3/23/15	140464	124163		BWI-AOPKA	166254	4/09/15	001-3514-572.5200	2,400.00
12/09/14	138330	122663		TRUGREEN	166468	4/16/15	001-3514-572.5200	7,395.00
3/24/15	140483	124181		BEACON ATHLETICS	166371	4/16/15	001-3514-572.5200	883.92
4/06/15	140764	124396		BWI-AOPKA	166376	4/16/15	001-3514-572.5200	963.40

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4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	001-3514-572.5200	15.56
4/08/15	140819	124446		WESCO TURF , INC.	166473	4/16/15	001-3514-572.5200	221.71
3/03/15	139979	123802		TWC DISTRIBUTORS	166469	4/16/15	001-3514-572.5200	356.39
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	001-3514-572.5200	141.60
3/11/15	140181	123966		LAKE JEM FARMS INC.	166553	4/23/15	001-3514-572.5200	2,449.00
3/20/15	140449	124152		TWC DISTRIBUTORS	166605	4/23/15	001-3514-572.5200	413.03
4/16/15	141015	124583		BWI-AOPKA	166636	4/30/15	001-3514-572.5200	383.63
4/21/15	141106	124663		A-ABRA-KEY-DABRA LOCKSMITH SERV.	166616	4/30/15	001-3514-572.5200	98.00
4/30/15	141330			RECREATION DEPT. PETTY CASH	166704	4/30/15	001-3514-572.5200	18.86
3/18/15	140360	124131		WESCO TURF , INC.	166742	4/30/15	001-3514-572.5200	2,114.83
3/16/15	140286	124039		BRANTLEY NURSERIES	166635	4/30/15	001-3514-572.5200	261.15
3/16/15	140287	124040		NATIONAL ARBOR DAY FOUNDATION, TI	166687	4/30/15	001-3514-572.5200	134.85
3/20/15	140444	124146		GRASS ROOTS NURSERIES, INC.	166669	4/30/15	001-3514-572.5200	540.00
12/09/14	138330	122663		TRUGREEN	166726	4/30/15	001-3514-572.5200	9,035.00
Subtotal for 001-3514-572.5200								36,582.20
4/06/15	140771	124400		DON WOOD, INC.	166387	4/16/15	001-3514-572.5250	701.81
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	001-3514-572.5250	11.36
3/13/15	140270	124013		PETROLEUM TRADERS CORP.	166695	4/30/15	001-3514-572.5250	1,616.50
Subtotal for 001-3514-572.5250								2,329.67
1/29/15	139250	123304		ARBOR DAY FOUNDATION	166104	4/02/15	001-3514-572.5400	50.00
4/06/15	140765	124397		FRPA 2010/FRPA CONFERENCE REGIS'	166409	4/16/15	001-3514-572.5400	160.00
Subtotal for 001-3514-572.5400								210.00
3/30/15	140597	124271		FVMA-FLORIDA VEGETATIVE MNGMT AS	166278	4/09/15	001-3514-572.5500	135.00
4/27/15	141250	124768		FRPA	166666	4/30/15	001-3514-572.5500	250.00
Subtotal for 001-3514-572.5500								385.00
3/31/15	140636	124333		FLORIDA DEPARTMENT OF LAW ENFOF	166275	4/09/15	001-3612-572.3100	3,177.50
Subtotal for 001-3612-572.3100								3,177.50
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-3612-572.4100	14.42
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-3612-572.4100	16.37
Subtotal for 001-3612-572.4100								30.79
4/02/15	140737			DUKE ENERGY	166144	4/02/15	001-3612-572.4300	257.03
4/16/15	141047			DUKE ENERGY	166393	4/16/15	001-3612-572.4300	1,949.61
4/23/15	141170			DUKE ENERGY	166523	4/23/15	001-3612-572.4300	9,894.94
4/29/15	141305			DUKE ENERGY	166655	4/30/15	001-3612-572.4300	174.75
Subtotal for 001-3612-572.4300								12,276.33
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	001-3612-572.4600	92.00
10/17/14	137240	121853		RICOH USA, INC.	166211	4/02/15	001-3612-572.4600	5.25
3/27/15	140562	124235		ODOM ELECTRICAL SERVICES INC.	166198	4/02/15	001-3612-572.4600	200.00
10/17/14	137254	121865		RICOH USA, INC.	166211	4/02/15	001-3612-572.4600	128.39
3/05/15	140042	123847		CONSOLIDATED ELECTRICAL DIST.	166124	4/02/15	001-3612-572.4600	878.00
10/17/14	137238	121851		RICOH USA, INC.	166318	4/09/15	001-3612-572.4600	133.40
10/17/14	137240	121853		RICOH USA, INC.	166318	4/09/15	001-3612-572.4600	83.87
3/27/15	140558	124233		CONSOLIDATED ELECTRICAL DIST.	166382	4/16/15	001-3612-572.4600	720.12
12/02/14	138120	122494		ODOM ELECTRICAL SERVICES INC.	166572	4/23/15	001-3612-572.4600	150.00
10/17/14	137254	121865		RICOH USA, INC.	166708	4/30/15	001-3612-572.4600	134.30
12/02/14	138120	122494		ODOM ELECTRICAL SERVICES INC.	166690	4/30/15	001-3612-572.4600	100.00
10/17/14	137240	121853		RICOH USA, INC.	166708	4/30/15	001-3612-572.4600	83.87
10/17/14	137238	121851		RICOH USA, INC.	166708	4/30/15	001-3612-572.4600	133.40
Subtotal for 001-3612-572.4600								2,842.60
2/20/15	139806	123653		AOPKA AUTO UPHOLSTERY	166099	4/02/15	001-3612-572.4650	325.00
2/20/15	139808	123655		FASTENAL COMPANY	166150	4/02/15	001-3612-572.4650	47.14
1/30/15	139269	123320		MILLIKAN BATTERY & ELECTRIC	166192	4/02/15	001-3612-572.4650	293.00



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Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
2/23/15	139852	123702		AOPKA ACE HARDWARE & LUMBER IN	166098	4/02/15	001-3612-572.4650	3.59
2/24/15	139873	123715		FIELDS EQUIPMENT COMPANY, INC.	166154	4/02/15	001-3612-572.4650	239.02
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	001-3612-572.4650	89.94
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	001-3612-572.4650	3.08
Subtotal for 001-3612-572.4650								1,000.77
3/18/15	140359	124101		AOPKA PLAQUE AND TROPHY	166102	4/02/15	001-3612-572.5200	2,415.00
3/13/15	140265	124010		AOPKA PLAQUE AND TROPHY	166250	4/09/15	001-3612-572.5200	960.00
3/13/15	140264	124009		AOPKA PLAQUE AND TROPHY	166250	4/09/15	001-3612-572.5200	228.00
3/20/15	140451	124154		SPORT SUPPLY GROUP, INC.	166328	4/09/15	001-3612-572.5200	1,935.13
3/18/15	140349	124092		SOCCER CITY ORLANDO, INC.	166455	4/16/15	001-3612-572.5200	210.00
4/09/15	140863	124471		AOPKA ACE HARDWARE & LUMBER IN	166364	4/16/15	001-3612-572.5200	175.22
4/07/15	140786	124415		CFM DISTRIBUTING CO., INC.	166380	4/16/15	001-3612-572.5200	1,166.50
4/13/15	140942	124524		CFM DISTRIBUTING CO., INC.	166380	4/16/15	001-3612-572.5200	374.51
4/16/15	141018	124585		CFM DISTRIBUTING CO., INC.	166638	4/30/15	001-3612-572.5200	700.18
4/16/15	141016	124584		SPORT SUPPLY GROUP, INC.	166714	4/30/15	001-3612-572.5200	1,377.54
4/21/15	141107	124664		CFM DISTRIBUTING CO., INC.	166638	4/30/15	001-3612-572.5200	208.96
4/27/15	141249	124767		AOPKA PLAQUE AND TROPHY	166627	4/30/15	001-3612-572.5200	2,344.00
4/16/15	141020	124587		A.D.STARR	166617	4/30/15	001-3612-572.5200	1,678.00
4/30/15	141330			RECREATION DEPT. PETTY CASH	166704	4/30/15	001-3612-572.5200	127.06
Subtotal for 001-3612-572.5200								13,900.10
3/30/15	140605	124274		DANNY L. DULGAR, INC.	166643	4/30/15	001-3612-572.6100	1,600.00
Subtotal for 001-3612-572.6100								1,600.00
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	001-3613-572.5200	3.45
3/03/15	139975	123799		FIFTH THIRD BANK	166400	4/16/15	001-3613-572.5200	241.65
3/03/15	139967	123792		FIFTH THIRD BANK	166400	4/16/15	001-3613-572.5200	616.96
3/03/15	139966	123791		FIFTH THIRD BANK	166400	4/16/15	001-3613-572.5200	320.65
3/03/15	139969	123794		FIFTH THIRD BANK	166400	4/16/15	001-3613-572.5200	140.86
4/07/15	140810	124437		TRAPLINE WILDLIFE SERVICES, INC.	166604	4/23/15	001-3613-572.5200	250.00
3/03/15	139972	123797		ABSOLUTE IMAGE	166619	4/30/15	001-3613-572.5200	875.00
4/20/15	141091	124648		FLORIDA DEPARTMENT OF LAW ENFOF	166660	4/30/15	001-3613-572.5200	658.75
3/03/15	139973	123798		WALMART COMMUNITY/RFCSELLC	166739	4/30/15	001-3613-572.5200	598.21
Subtotal for 001-3613-572.5200								3,705.53
3/16/15	140301	124054		SUNTRUST BANK	166087	3/30/15	001-3613-572.5201	49.00
4/02/15	140715			BOY SCOUTS OF AMERICA	166112	4/02/15	001-3613-572.5201	4,097.90
3/20/15	140437	124140		DADE PAPER & BAG CO.	166130	4/02/15	001-3613-572.5201	225.60
3/23/15	140460	124159		BOVE JR., RALPH S	166111	4/02/15	001-3613-572.5201	500.00
4/06/15	140759	124391		DJ'S UNLIMITED OF FLORIDA	166263	4/09/15	001-3613-572.5201	200.00
3/03/15	139986	123807		GRAND RENTAL STATION	166283	4/09/15	001-3613-572.5201	1,250.00
4/10/15	140910	124501		PORT-A-PIT BAR-B-QUE OF ORLANDO	166444	4/16/15	001-3613-572.5201	2,850.00
4/07/15	140787	124416		MACHOVINA, SCOTT	166431	4/16/15	001-3613-572.5201	224.98
4/07/15	140806	124434		FLORIDA UTILITY TRAILERS, INC.	166406	4/16/15	001-3613-572.5201	200.00
4/02/15	140741	124373		SUNTRUST BANK	166599	4/23/15	001-3613-572.5201	-54.52
3/23/15	140470	124168		SUNTRUST BANK	166599	4/23/15	001-3613-572.5201	19.50
4/06/15	140772	124401		SUNBELT RENTALS, INC.	166596	4/23/15	001-3613-572.5201	669.50
3/17/15	140308	124059		WALMART COMMUNITY/RFCSELLC	166739	4/30/15	001-3613-572.5201	242.06
Subtotal for 001-3613-572.5201								10,474.02
4/02/15	140721			RANDALL A. SOMERS	166209	4/02/15	001-4020-515.3100	1,000.00
4/08/15	140841			ANDERSON, RICHARD	166247	4/09/15	001-4020-515.3100	22,000.00
4/16/15	141000			RANDALL A. SOMERS	166451	4/16/15	001-4020-515.3100	1,000.00
4/30/15	141326			RANDALL A. SOMERS	166702	4/30/15	001-4020-515.3100	1,000.00
Subtotal for 001-4020-515.3100								25,000.00
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-4020-515.4100	36.07

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Subtotal for 001-4020-515.4100								36.07
3/30/15	140600	124268		FEDEX	166151	4/02/15	001-4020-515.4600	50.65
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-4020-515.4600	574.80
Subtotal for 001-4020-515.4600								625.45
3/24/15	140487	124183		AOPKA CHIEF, THE	166101	4/02/15	001-4020-515.4902	274.50
3/30/15	140599	124267		AOPKA CHIEF, THE	166101	4/02/15	001-4020-515.4902	306.00
4/07/15	140778	124404		AOPKA CHIEF, THE	166248	4/09/15	001-4020-515.4902	378.00
4/13/15	140945	124526		AOPKA CHIEF, THE	166365	4/16/15	001-4020-515.4902	148.50
Subtotal for 001-4020-515.4902								1,107.00
3/10/15	140113	123912		STAPLES ADVANTAGE	166217	4/02/15	001-4020-515.5100	124.99
4/07/15	140813	124440		CAPITAL OFFICE PRODUCTS	166378	4/16/15	001-4020-515.5100	30.62
4/07/15	140812	124439		OFFICE DEPOT	166573	4/23/15	001-4020-515.5100	376.35
Subtotal for 001-4020-515.5100								531.96
4/07/15	140777	124403		RICOH USA, INC.	166319	4/09/15	001-4020-515.5200	88.49
3/31/15	140620	124285		GOVCONNECTION, INC.	166542	4/23/15	001-4020-515.5200	667.86
Subtotal for 001-4020-515.5200								756.35
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	001-4021-524.4600	1,246.35
4/07/15	140777	124403		RICOH USA, INC.	166319	4/09/15	001-4021-524.4600	88.48
Subtotal for 001-4021-524.4600								1,334.83
3/17/15	140307	124058		OFFICE DEPOT, INC.	166200	4/02/15	001-4021-524.5100	8.22
4/07/15	140813	124440		CAPITAL OFFICE PRODUCTS	166378	4/16/15	001-4021-524.5100	28.90
4/07/15	140812	124439		OFFICE DEPOT	166573	4/23/15	001-4021-524.5100	21.47
Subtotal for 001-4021-524.5100								58.59
4/14/15	140960	124541		BOAF	166501	4/23/15	001-4021-524.5500	399.00
Subtotal for 001-4021-524.5500								399.00
4/07/15	140775	124409		ATLANTIC.NET	166494	4/23/15	001-5110-519.3400	251.18
4/08/15	140815	124442		WEBQA, INC	166611	4/23/15	001-5110-519.3400	11,460.00
4/21/15	141096	124653		FIBERLINK COMMUNIC. CORP.	166657	4/30/15	001-5110-519.3400	3,360.00
10/02/14	136736	121506		AGENDAPAL CORPORATION	166621	4/30/15	001-5110-519.3400	1,383.48
Subtotal for 001-5110-519.3400								16,454.66
4/02/15	140720			TW TELECOM	166226	4/02/15	001-5110-519.4100	2,395.54
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	001-5110-519.4100	33.23
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	001-5110-519.4100	650.14
4/09/15	140849			CENTURYLINK	166256	4/09/15	001-5110-519.4100	175.78
10/29/14	137542	122108		DEPT OF MGMT SERVICES - STATE OF	166261	4/09/15	001-5110-519.4100	1,984.57
10/07/14	136860	121633		VERIZON WIRELESS	166350	4/09/15	001-5110-519.4100	72.14
4/22/15	141166			CENTURYLINK	166508	4/23/15	001-5110-519.4100	66.85
4/22/15	141164			CENTURYLINK	166508	4/23/15	001-5110-519.4100	619.00
4/22/15	141165			CENTURYLINK	166508	4/23/15	001-5110-519.4100	244.58
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	001-5110-519.4100	37.73
4/30/15	141328			TW TELECOM	166728	4/30/15	001-5110-519.4100	2,396.49
Subtotal for 001-5110-519.4100								8,676.05
10/02/14	136741	121508		UNITED PARCEL SERVICE	166730	4/30/15	001-5110-519.4200	18.90
Subtotal for 001-5110-519.4200								18.90
3/23/15	140457	124158		CANON SOLUTIONS AMERICA, INC.	166114	4/02/15	001-5110-519.4600	880.13
3/17/15	140303	124056		KNOWBE4, LLC	166180	4/02/15	001-5110-519.4600	4,809.38
10/31/14	137623	122114		TECHNOLOGY ASSURANCE LABS	166336	4/09/15	001-5110-519.4600	7,800.00
3/23/15	140462	124161		XEROX CORPORATION	166354	4/09/15	001-5110-519.4600	219.00
4/09/15	140865	124472		CDW GOVERNMENT, INC.	166507	4/23/15	001-5110-519.4600	8,950.00
4/08/15	140825	124450		DIGITAL DATA TECHNOLOGIES, INC.	166645	4/30/15	001-5110-519.4600	4,038.48
4/03/15	140754	124389		PATTON ELECTRONICS CO.	166694	4/30/15	001-5110-519.4600	217.00



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4/21/15	141095	124652		VIABLE SOLUTIONS INC.	166735	4/30/15	001-5110-519.4600	2,400.00
Subtotal for 001-5110-519.4600								29,313.99
10/02/14	136744	121510		OFFICE DEPOT	166691	4/30/15	001-5110-519.5100	121.40
Subtotal for 001-5110-519.5100								121.40
3/13/15	140284	124037		GOVCONNECTION, INC.	166164	4/02/15	001-5110-519.5200	111.99
3/18/15	140361	124102		CDW GOVERNMENT, INC.	166118	4/02/15	001-5110-519.5200	232.00
3/18/15	140363	124104		SHI INTERNATIONAL CORP.	166327	4/09/15	001-5110-519.5200	788.02
3/13/15	140267	124011		GOVCONNECTION, INC.	166281	4/09/15	001-5110-519.5200	4,167.79
10/14/14	137131	121799		GOVCONNECTION, INC.	166542	4/23/15	001-5110-519.5200	47.38
2/23/15	139859	123737		BATTERY BANK, THE	166498	4/23/15	001-5110-519.5200	119.48
10/02/14	136747	121512		SUNTRUST BANK	166599	4/23/15	001-5110-519.5200	59.00
3/11/15	140201	123991		PHOTOSOUND OF ORLANDO,INC.	166696	4/30/15	001-5110-519.5200	499.00
Subtotal for 001-5110-519.5200								6,024.66
4/09/15	140866	124473		GOVCONNECTION, INC.	166542	4/23/15	001-5110-519.6400	4,642.98
Subtotal for 001-5110-519.6400								4,642.98
Subtotal for Fund 001 GENERAL FUND								1,119,232.32
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	101-3412-541.3200	1,800.00
Subtotal for 101-3412-541.3200								1,800.00
4/02/15	140720			TW TELECOM	166226	4/02/15	101-3412-541.4100	18.03
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	101-3412-541.4100	23.70
10/29/14	137542	122108		DEPT OF MGMT SERVICES - STATE OF	166261	4/09/15	101-3412-541.4100	23.08
10/07/14	136860	121633		VERIZON WIRELESS	166350	4/09/15	101-3412-541.4100	37.57
4/09/15	140849			CENTURYLINK	166256	4/09/15	101-3412-541.4100	84.03
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	101-3412-541.4100	26.91
4/22/15	141166			CENTURYLINK	166508	4/23/15	101-3412-541.4100	52.85
4/30/15	141328			TW TELECOM	166728	4/30/15	101-3412-541.4100	18.05
Subtotal for 101-3412-541.4100								284.22
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	101-3412-541.4200	29.77
Subtotal for 101-3412-541.4200								29.77
4/02/15	140735			DUKE ENERGY	166144	4/02/15	101-3412-541.4300	474.90
4/16/15	141047			DUKE ENERGY	166393	4/16/15	101-3412-541.4300	1,501.70
4/23/15	141170			DUKE ENERGY	166523	4/23/15	101-3412-541.4300	2,142.27
4/29/15	141305			DUKE ENERGY	166655	4/30/15	101-3412-541.4300	765.06
Subtotal for 101-3412-541.4300								4,883.93
4/02/15	140735			DUKE ENERGY	166144	4/02/15	101-3412-541.4310	5,728.78
4/09/15	140873			DUKE ENERGY	166266	4/09/15	101-3412-541.4310	28,045.85
4/16/15	141044			DUKE ENERGY	166393	4/16/15	101-3412-541.4310	4,526.45
4/23/15	141168			DUKE ENERGY	166523	4/23/15	101-3412-541.4310	54,059.24
4/29/15	141304			DUKE ENERGY	166655	4/30/15	101-3412-541.4310	12,838.07
Subtotal for 101-3412-541.4310								105,198.39
2/18/15	139759	123633		EBERLE DESIGN, INC	166145	4/02/15	101-3412-541.4600	155.00
2/03/15	139347	123383		STRAIGHT LINE LOOPS LLC	166717	4/30/15	101-3412-541.4600	1,600.00
Subtotal for 101-3412-541.4600								1,755.00
12/09/14	138309	122640	20150003	SOUTHEASTERN SURVEYING	166591	4/23/15	101-3412-541.4607	8,852.50
Subtotal for 101-3412-541.4607								8,852.50
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	101-3412-541.4650	18.30
2/20/15	139811	123657		GLENN JOINER & SON, INC.	166163	4/02/15	101-3412-541.4650	-21.23
3/18/15	140370	124110		ENVIRONMENTAL PRODUCTS OF FLOR	166148	4/02/15	101-3412-541.4650	1,274.43
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	101-3412-541.4650	20.97
2/20/15	139820	123666		ENVIRONMENTAL PRODUCTS OF FLOR	166267	4/09/15	101-3412-541.4650	366.04
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	101-3412-541.4650	120.22

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2/25/15	139882	123722		WALKER MILLER EQUIPMENT CO. INC.	166351	4/09/15	101-3412-541.4650	656.89
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	101-3412-541.4650	11.75
3/19/15	140392	124117		KEMNER, ANDREW L	166427	4/16/15	101-3412-541.4650	1,200.00
3/26/15	140524	124217		GLENN JOINER & SON, INC.	166540	4/23/15	101-3412-541.4650	79.76
3/13/15	140246	123996		O'REILLY AUTO PARTS	166570	4/23/15	101-3412-541.4650	393.26
4/02/15	140674	124338		A.O.K. TIRE MART	166479	4/23/15	101-3412-541.4650	697.86
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	101-3412-541.4650	379.99
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	101-3412-541.4650	6.16
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	101-3412-541.4650	14.96
2/06/15	139441	123452		PIRTEK ALTAMONTE SPRINGS	166697	4/30/15	101-3412-541.4650	276.61
3/20/15	140445	124147		MILLIKAN BATTERY & ELECTRIC	166685	4/30/15	101-3412-541.4650	95.00
4/03/15	140751	124383		A.O.K. TIRE MART	166618	4/30/15	101-3412-541.4650	841.00
4/16/15	141038	124602		ENVIRONMENTAL PRODUCTS OF FLOR	166656	4/30/15	101-3412-541.4650	196.74
Subtotal for 101-3412-541.4650								6,628.71
3/31/15	140622	124287		WASTE MANAGEMENT OF VISTA LANDF	166353	4/09/15	101-3412-541.4900	61.60
4/08/15	140832	124457		WASTE MANAGEMENT OF VISTA LANDF	166610	4/23/15	101-3412-541.4900	938.52
4/23/15	141202	124728		WASTE MANAGEMENT OF VISTA LANDF	166741	4/30/15	101-3412-541.4900	503.58
Subtotal for 101-3412-541.4900								1,503.70
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	101-3412-541.5100	150.04
Subtotal for 101-3412-541.5100								150.04
3/18/15	140343	124089		GRAINGER	166165	4/02/15	101-3412-541.5200	1,355.54
2/25/15	139878	123719		LOWE'S	166299	4/09/15	101-3412-541.5200	87.80
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	101-3412-541.5200	10.30
4/23/15	141185			PUBLIC SERVICES PETTY CASH	166582	4/23/15	101-3412-541.5200	27.90
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	101-3412-541.5200	112.35
3/25/15	140515	124211		SOUTHERN COMPUTER WAREHOUSE, I	166713	4/30/15	101-3412-541.5200	99.68
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	101-3412-541.5200	26.27
Subtotal for 101-3412-541.5200								1,719.84
3/30/15	140584	124257		JOHN DEERE LANDSCAPES, INC.	166423	4/16/15	101-3412-541.5201	1,098.81
Subtotal for 101-3412-541.5201								1,098.81
4/06/15	140769	124399		BRADFORD PROFESSIONAL CONCRETI	166375	4/16/15	101-3412-541.5203	4,500.00
Subtotal for 101-3412-541.5203								4,500.00
2/06/15	139455	123461		NATIONAL TRAFFIC SIGNS, INC.	166566	4/23/15	101-3412-541.5204	635.20
Subtotal for 101-3412-541.5204								635.20
2/26/15	139909	123744		ORLANDO PAVING CO	166201	4/02/15	101-3412-541.5300	270.18
3/11/15	140175	123962		LOWE'S	166299	4/09/15	101-3412-541.5300	836.64
Subtotal for 101-3412-541.5300								1,106.82
3/18/15	140376	124111		DAVIDS TRAILERS INC.	166131	4/02/15	101-3414-541.4650	138.95
2/20/15	139811	123657		GLENN JOINER & SON, INC.	166163	4/02/15	101-3414-541.4650	41.99
3/23/15	140461	124160		TRAIL SAW & MOWER SERVICE, INC.	166224	4/02/15	101-3414-541.4650	79.24
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	101-3414-541.4650	261.70
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	101-3414-541.4650	12.31
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	101-3414-541.4650	17.42
Subtotal for 101-3414-541.4650								551.61
Subtotal for Fund 101 STREETS IMPROVEMENT FUND								140,698.54
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	102-3413-541.3200	1,800.00
Subtotal for 102-3413-541.3200								1,800.00
Subtotal for Fund 102 TRANSPORTATION IMPACT FEES								1,800.00
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	104-3614-572.3200	1,025.00
Subtotal for 104-3614-572.3200								1,025.00
Subtotal for Fund 104 RECREATION IMPACT FEES								1,025.00

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4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	120-3151-538.3200	1,025.00
Subtotal for 120-3151-538.3200								1,025.00
3/26/15	140538	124224		SOUTHERN AQUATIC MANAGEMENT, INC.	166457	4/16/15	120-3151-538.3400	685.00
Subtotal for 120-3151-538.3400								685.00
Subtotal for Fund 120 STORMWATER SPECIAL REVENUE FUND								1,710.00
1/14/15	138952	123275		SRT SUPPLY INC.	166330	4/09/15	150-2210-521.6400	3,361.00
Subtotal for 150-2210-521.6400								3,361.00
Subtotal for Fund 150 GRANT FUND								3,361.00
3/31/15	140613	124280	20150001	SEMINOLE MASONRY INC.	166325	4/09/15	170-205.0002	-22,237.54
3/31/15	140613	124280	20150001	SEMINOLE MASONRY INC.	166710	4/30/15	170-205.0002	-3,919.06
Subtotal for 170-205.0002								-26,156.60
3/31/15	140613	124280	20150001	SEMINOLE MASONRY INC.	166325	4/09/15	170-6170-539.6300	222,375.45
3/31/15	140613	124280	20150001	SEMINOLE MASONRY INC.	166710	4/30/15	170-6170-539.6300	39,190.55
Subtotal for 170-6170-539.6300								261,566.00
4/16/15	141028	124593		SHERWIN WILLIAMS	166712	4/30/15	170-6171-539.4600	181.61
Subtotal for 170-6171-539.4600								181.61
Subtotal for Fund 170 SPECIAL ASSESSMENTS								235,591.01
4/23/15	141181			MJ ALTMAN COMPANIES, INC.	166562	4/23/15	401-117.0000	1,250.31
Subtotal for 401-117.0000								1,250.31
3/24/15	140488	124184		SAFETY PRODUCTS INC	166213	4/02/15	401-141.1120	1,033.12
3/11/15	140168	123955		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	1,554.00
3/04/15	140002	123820		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	18,680.10
3/23/15	140471	124169		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	640.00
3/13/15	140249	123998		PRO-CHEM, INC.	166205	4/02/15	401-141.1120	1,320.00
3/12/15	140236	123990		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	11,799.82
3/18/15	140385	124115		IDVILLE	166173	4/02/15	401-141.1120	548.62
3/12/15	140241	123992		AMSOIL INC./ACCOUNTS RECEIVABLE	166097	4/02/15	401-141.1120	502.56
3/17/15	140312	124063		BLUETARP FINANCIAL INC	166110	4/02/15	401-141.1120	199.52
3/17/15	140313	124064		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	15,324.80
2/17/15	139726	123612		SOUTHERN LOCK AND SUPPLY CO	166216	4/02/15	401-141.1120	350.80
3/17/15	140310	124061		GRAINGER	166165	4/02/15	401-141.1120	560.28
3/17/15	140320	124068		DESERT DIAMOND INDUSTRIES, LLC	166134	4/02/15	401-141.1120	1,703.00
3/11/15	140166	123953		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	274.60
3/20/15	140425	124132		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-141.1120	1,149.00
3/24/15	140479	124177		CERTIFIED SLINGS, INC.	166122	4/02/15	401-141.1120	409.05
3/24/15	140494	124187		H D SUPPLY WATER WORKS, LTD.	166284	4/09/15	401-141.1120	3,717.83
3/30/15	140566	124240		H D SUPPLY WATER WORKS, LTD.	166284	4/09/15	401-141.1120	480.00
3/23/15	140473	124171		FERGUSON ENTERPRISES, INC.	166271	4/09/15	401-141.1120	1,035.99
3/30/15	140603	124272		PREMIERE JANITORIAL SUPPLY	166446	4/16/15	401-141.1120	565.80
3/30/15	140604	124273		GRAINGER	166414	4/16/15	401-141.1120	765.78
3/11/15	140167	123954		H D SUPPLY WATER WORKS, LTD.	166416	4/16/15	401-141.1120	15,148.00
4/07/15	140774	124402		AMERICAN WIRE & TERMINAL	166363	4/16/15	401-141.1120	677.24
4/06/15	140761	124393		H D SUPPLY WATER WORKS, LTD.	166544	4/23/15	401-141.1120	5,763.60
3/09/15	140087	123889		SAFETY PRODUCTS INC	166587	4/23/15	401-141.1120	1,161.86
3/30/15	140580	124253		FERGUSON ENTERPRISES, INC.	166528	4/23/15	401-141.1120	1,498.50
4/02/15	140739	124371		A.M. LEONARD INC.	166478	4/23/15	401-141.1120	1,815.09
4/10/15	140896	124491		SAFETY PRODUCTS INC	166587	4/23/15	401-141.1120	851.16
Subtotal for 401-141.1120								89,530.12
4/07/15	140775	124409		ATLANTIC.NET	166494	4/23/15	401-3010-539.3400	251.17
10/02/14	136736	121506		AGENDAPAL CORPORATION	166621	4/30/15	401-3010-539.3400	263.52
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	401-3010-539.3400	540.00



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Subtotal for 401-3010-539.3400								1,054.69
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3010-539.4100	9.77
4/02/15	140720			TW TELECOM	166226	4/02/15	401-3010-539.4100	328.27
10/29/14	137542	122108		DEPT OF MGMT SERVICES - STATE OF	166261	4/09/15	401-3010-539.4100	276.92
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3010-539.4100	11.10
4/30/15	141328			TW TELECOM	166728	4/30/15	401-3010-539.4100	328.58
Subtotal for 401-3010-539.4100								954.64
4/23/15	141170			DUKE ENERGY	166523	4/23/15	401-3010-539.4300	390.91
4/23/15	141172			DUKE ENERGY	166523	4/23/15	401-3010-539.4300	60.71
Subtotal for 401-3010-539.4300								451.62
3/13/15	140272	124015		A-PLUS MOLD DETECTIVES	166088	4/02/15	401-3010-539.4600	375.00
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	401-3010-539.4600	178.78
10/28/14	137508	122057		RICOH USA, INC.	166211	4/02/15	401-3010-539.4600	342.73
10/30/14	137572	122140		MOTOROLA SOLUTIONS, INC.	166305	4/09/15	401-3010-539.4600	12,600.00
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	401-3010-539.4600	544.50
12/17/14	138545	122779		COPIER CONNECTION LLC	166383	4/16/15	401-3010-539.4600	81.87
10/30/14	137572	122140		MOTOROLA SOLUTIONS, INC.	166563	4/23/15	401-3010-539.4600	12,600.00
4/13/15	140933	124516		STANLEY STEEMER	166594	4/23/15	401-3010-539.4600	80.00
Subtotal for 401-3010-539.4600								26,802.88
3/20/15	140448	124149		OFFICE DEPOT	166199	4/02/15	401-3010-539.5100	204.00
3/04/15	139994	123815		CAPITAL OFFICE PRODUCTS	166115	4/02/15	401-3010-539.5100	3.44
3/20/15	140438	124141		CAPITAL OFFICE PRODUCTS	166115	4/02/15	401-3010-539.5100	64.71
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	401-3010-539.5100	43.56
Subtotal for 401-3010-539.5100								315.71
3/17/15	140312	124063		BLUETARP FINANCIAL INC	166110	4/02/15	401-3010-539.5200	79.96
3/30/15	140604	124273		GRAINGER	166414	4/16/15	401-3010-539.5200	36.84
4/08/15	140817	124444		AOPKA FLORIST	166366	4/16/15	401-3010-539.5200	84.95
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3010-539.5200	54.40
3/26/15	140544	124228		GOVCONNECTION, INC.	166542	4/23/15	401-3010-539.5200	420.00
Subtotal for 401-3010-539.5200								676.15
4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3111-533.4000	24.72
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	401-3111-533.4000	24.72
Subtotal for 401-3111-533.4000								49.44
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3111-533.4100	14.42
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	401-3111-533.4100	72.14
10/07/14	136910	121692		SWIFTREACH NETWORKS, INC.	166466	4/16/15	401-3111-533.4100	270.21
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3111-533.4100	16.37
4/22/15	141164			CENTURYLINK	166508	4/23/15	401-3111-533.4100	150.00
Subtotal for 401-3111-533.4100								523.14
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	401-3111-533.4200	6.55
Subtotal for 401-3111-533.4200								6.55
4/02/15	140737			DUKE ENERGY	166144	4/02/15	401-3111-533.4300	1,866.38
4/09/15	140873			DUKE ENERGY	166266	4/09/15	401-3111-533.4300	2,184.75
4/16/15	141044			DUKE ENERGY	166393	4/16/15	401-3111-533.4300	21,633.20
4/23/15	141168			DUKE ENERGY	166523	4/23/15	401-3111-533.4300	16,542.26
Subtotal for 401-3111-533.4300								42,226.59
12/09/14	138314	122645		CROM CORPORATION, THE	166127	4/02/15	401-3111-533.4600	7,850.00
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	401-3111-533.4600	35.00
2/19/15	139793	123646		HOME DEPOT CREDIT SERVICES	166419	4/16/15	401-3111-533.4600	264.81
Subtotal for 401-3111-533.4600								8,149.81
3/09/15	140072	123866		D&M TRACTOR PARTS	166129	4/02/15	401-3111-533.4650	266.76

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3/17/15	140317	124065		D&M TRACTOR PARTS	166129	4/02/15	401-3111-533.4650	1,367.18
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	401-3111-533.4650	84.09
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	401-3111-533.4650	19.08
2/20/15	139805	123652		A.O.K. TIRE MART	166242	4/09/15	401-3111-533.4650	0.00
3/18/15	140329	124075		GRADY DUBOSE TRACTOR REPAIR SEF	166282	4/09/15	401-3111-533.4650	960.00
3/09/15	140076	123870		GRAINGER	166414	4/16/15	401-3111-533.4650	153.17
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	401-3111-533.4650	134.40
3/20/15	140445	124147		MILLIKAN BATTERY & ELECTRIC	166685	4/30/15	401-3111-533.4650	60.00
Subtotal for 401-3111-533.4650								3,044.68
4/15/15	140990	124566		FLORIDA DEPT. OF HEALTH,	166533	4/23/15	401-3111-533.4900	750.00
Subtotal for 401-3111-533.4900								750.00
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	401-3111-533.5100	208.72
Subtotal for 401-3111-533.5100								208.72
3/11/15	140163	123950		USA BLUE BOOK	166234	4/02/15	401-3111-533.5200	893.92
3/30/15	140583	124256		ALLIED UNIVERSAL CORPORATION	166093	4/02/15	401-3111-533.5200	1,267.84
3/10/15	140134	123929		CPI INTERNATIONAL	166126	4/02/15	401-3111-533.5200	504.76
4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3111-533.5200	2.99
3/20/15	140439	124142		ALLIED UNIVERSAL CORPORATION	166093	4/02/15	401-3111-533.5200	1,321.60
10/02/14	136735	121501		FLOWERS CHEMICAL LABORATORIES I	166158	4/02/15	401-3111-533.5200	265.00
3/06/15	140044	123849		CONSOLIDATED ELECTRICAL DIST.	166124	4/02/15	401-3111-533.5200	27.69
10/02/14	136731	121497		FISHER SCIENTIFIC	166273	4/09/15	401-3111-533.5200	196.87
4/01/15	140643	124299		ALLIED UNIVERSAL CORPORATION	166244	4/09/15	401-3111-533.5200	1,841.28
3/30/15	140576	124249		IDEXX DISTRIBUTION CORP.	166421	4/16/15	401-3111-533.5200	170.93
3/30/15	140577	124250		GREENWOOD PRODUCTS, INC.	166415	4/16/15	401-3111-533.5200	293.92
3/30/15	140581	124254		GORMAN AOPKA	166413	4/16/15	401-3111-533.5200	686.02
3/10/15	140134	123929		CPI INTERNATIONAL	166384	4/16/15	401-3111-533.5200	495.98
10/20/14	137298	121907		HOME DEPOT CREDIT SERVICES	166419	4/16/15	401-3111-533.5200	98.08
4/07/15	140780	124411		ALLIED UNIVERSAL CORPORATION	166359	4/16/15	401-3111-533.5200	1,255.04
4/13/15	140946	124527		ALLIED UNIVERSAL CORPORATION	166359	4/16/15	401-3111-533.5200	1,504.64
3/30/15	140578	124251		LaMOTTE COMPANY	166559	4/23/15	401-3111-533.5200	750.90
3/27/15	140561	124270		SAFETY SHOE DISTRIBUTORS, L.L.P.	166588	4/23/15	401-3111-533.5200	85.00
3/26/15	140544	124228		GOVCONNECTION, INC.	166542	4/23/15	401-3111-533.5200	140.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3111-533.5200	128.55
4/17/15	141049	124609		ALLIED UNIVERSAL CORPORATION	166483	4/23/15	401-3111-533.5200	1,457.28
10/02/14	136731	121497		FISHER SCIENTIFIC	166529	4/23/15	401-3111-533.5200	273.38
4/07/15	140811	124438		IN-SITU, INC.	166549	4/23/15	401-3111-533.5200	827.50
4/22/15	141129	124680		ALLIED UNIVERSAL CORPORATION	166623	4/30/15	401-3111-533.5200	1,032.96
4/24/15	141208	124733		CPI INTERNATIONAL	166641	4/30/15	401-3111-533.5200	241.00
Subtotal for 401-3111-533.5200								15,763.13
3/13/15	140279	124022		JOHN DEERE LANDSCAPES, INC.	166176	4/02/15	401-3111-533.5220	602.36
4/09/15	140847			KALLINI, JOSEPH	166291	4/09/15	401-3111-533.5220	97.74
4/16/15	141013			MICHETTI, SCOTT	166432	4/16/15	401-3111-533.5220	200.00
4/23/15	141183			HAMMOND, REBECCA	166546	4/23/15	401-3111-533.5220	150.00
4/23/15	141182			RIVERA JR., ELIAS	166586	4/23/15	401-3111-533.5220	93.50
Subtotal for 401-3111-533.5220								1,143.60
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	401-3121-535.3400	400.00
Subtotal for 401-3121-535.3400								400.00
4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3121-535.4000	6.90
4/23/15	141185			PUBLIC SERVICES PETTY CASH	166582	4/23/15	401-3121-535.4000	51.18
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	401-3121-535.4000	36.22
4/28/15	141269	124785		HOLIDAY INN HOTEL AND SUITES	166673	4/30/15	401-3121-535.4000	468.00
4/28/15	141273	124788		REED, SUSAN	166705	4/30/15	401-3121-535.4000	105.00

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Subtotal for 401-3121-535.4000								667.30
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3121-535.4100	19.06
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3121-535.4100	21.64
Subtotal for 401-3121-535.4100								40.70
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	401-3121-535.4200	4.01
4/01/15	140648	124304		FEDEX	166270	4/09/15	401-3121-535.4200	5.00
Subtotal for 401-3121-535.4200								9.01
4/02/15	140737			DUKE ENERGY	166144	4/02/15	401-3121-535.4300	5,178.95
4/09/15	140873			DUKE ENERGY	166266	4/09/15	401-3121-535.4300	1,823.31
4/16/15	141044			DUKE ENERGY	166393	4/16/15	401-3121-535.4300	49,666.07
4/23/15	141168			DUKE ENERGY	166523	4/23/15	401-3121-535.4300	7,981.10
4/29/15	141306			DUKE ENERGY	166655	4/30/15	401-3121-535.4300	3,624.90
4/29/15	141304			DUKE ENERGY	166655	4/30/15	401-3121-535.4300	3,582.33
Subtotal for 401-3121-535.4300								71,856.66
3/11/15	140198	123978		A-PLUS MOLD DETECTIVES	166088	4/02/15	401-3121-535.4600	1,495.00
3/24/15	140484	124182		MERCER PEST CONTROL, INC.	166189	4/02/15	401-3121-535.4600	46.88
3/30/15	140574	124247		T3 CUSTOM FABRICATION, INC.	166221	4/02/15	401-3121-535.4600	600.00
3/16/15	140292	124045		MILLER BEARINGS, INC.	166190	4/02/15	401-3121-535.4600	1,848.92
3/06/15	140043	123848		SEALING RESOURCES OF JACKSONVIL	166214	4/02/15	401-3121-535.4600	947.00
3/20/15	140430	124136		SEALING RESOURCES OF JACKSONVIL	166214	4/02/15	401-3121-535.4600	969.86
4/01/15	140667	124317		CONSOLIDATED ELECTRICAL DIST.	166382	4/16/15	401-3121-535.4600	115.07
2/19/15	139793	123646		HOME DEPOT CREDIT SERVICES	166419	4/16/15	401-3121-535.4600	264.81
1/06/15	138745	122918		SOUTHERN AQUATIC MANAGEMENT, INC.	166457	4/16/15	401-3121-535.4600	380.00
3/30/15	140587	124259		AWC INC.	166370	4/16/15	401-3121-535.4600	719.59
3/10/15	140130	123926		FLORIDA ARMATURE WORKS, INC.	166531	4/23/15	401-3121-535.4600	4,291.00
3/10/15	140131	123927		FLORIDA ARMATURE WORKS, INC.	166531	4/23/15	401-3121-535.4600	1,668.00
4/01/15	140647	124303		GENSET SERVICES INC.	166539	4/23/15	401-3121-535.4600	1,107.36
3/12/15	140242	123993		VISION CONVEYOR INC	166736	4/30/15	401-3121-535.4600	958.10
3/20/15	140431	124137		VISION CONVEYOR INC	166736	4/30/15	401-3121-535.4600	1,650.00
Subtotal for 401-3121-535.4600								17,061.59
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	401-3121-535.4650	4.99
3/18/15	140353	124096		BELL RENTALS & SALES, INC.	166499	4/23/15	401-3121-535.4650	954.27
4/02/15	140673	124337		D&M TRACTOR PARTS	166515	4/23/15	401-3121-535.4650	171.82
4/03/15	140751	124383		A.O.K. TIRE MART	166618	4/30/15	401-3121-535.4650	180.78
Subtotal for 401-3121-535.4650								1,311.86
3/05/15	140027	123840		PRIDE ENTERPRISES	166203	4/02/15	401-3121-535.4700	17.50
Subtotal for 401-3121-535.4700								17.50
3/30/15	140585	124258		SHELLEY'S SEPTIC TANKS	166215	4/02/15	401-3121-535.4900	4,875.00
3/20/15	140432	124138		SHELLEY'S SEPTIC TANKS	166215	4/02/15	401-3121-535.4900	6,500.00
4/01/15	140669	124319		SHELLEY'S SEPTIC TANKS	166326	4/09/15	401-3121-535.4900	3,250.00
4/09/15	140881	124480		SHELLEY'S SEPTIC TANKS	166452	4/16/15	401-3121-535.4900	3,250.00
4/15/15	140990	124566		FLORIDA DEPT. OF HEALTH,	166533	4/23/15	401-3121-535.4900	750.00
4/17/15	141058	124616		SHELLEY'S SEPTIC TANKS	166590	4/23/15	401-3121-535.4900	6,500.00
4/23/15	141186	124711		SHELLEY'S SEPTIC TANKS	166711	4/30/15	401-3121-535.4900	4,062.50
Subtotal for 401-3121-535.4900								29,187.50
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	401-3121-535.5100	228.72
Subtotal for 401-3121-535.5100								228.72
3/06/15	140044	123849		CONSOLIDATED ELECTRICAL DIST.	166124	4/02/15	401-3121-535.5200	27.70
3/05/15	140040	123846		HD SUPPLY POWER SOLUTIONS, LTD.	166170	4/02/15	401-3121-535.5200	265.00
3/30/15	140583	124256		ALLIED UNIVERSAL CORPORATION	166093	4/02/15	401-3121-535.5200	1,985.92
1/12/15	138883	123019		FLOWERS CHEMICAL LABORATORIES I	166158	4/02/15	401-3121-535.5200	165.00



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1/05/15	138727	122902		COMPRESSED GAS SOLUTIONS, INC.	166123	4/02/15	401-3121-535.5200	205.53
3/20/15	140439	124142		ALLIED UNIVERSAL CORPORATION	166093	4/02/15	401-3121-535.5200	1,693.44
3/12/15	140227	123984		HF SCIENTIFIC, INC.	166171	4/02/15	401-3121-535.5200	219.20
4/07/15	140782	124406		FLORIDA DEPT.OF ENVIRONMENTAL	166240	4/07/15	401-3121-535.5200	3,000.00
2/10/15	139501	123502		KAMAN INDUSTRIAL TECHNOLOGIES CO	166292	4/09/15	401-3121-535.5200	2,030.01
4/01/15	140643	124299		ALLIED UNIVERSAL CORPORATION	166244	4/09/15	401-3121-535.5200	1,414.40
12/05/14	138250	122588		FLORIDA BEARINGS, INC.	166274	4/09/15	401-3121-535.5200	956.35
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	401-3121-535.5200	237.19
1/05/15	138727	122902		COMPRESSED GAS SOLUTIONS, INC.	166258	4/09/15	401-3121-535.5200	228.73
2/19/15	139778	123638		KAMAN INDUSTRIAL TECHNOLOGIES CO	166292	4/09/15	401-3121-535.5200	424.68
2/26/15	139898	123742		ADVANCED ENVIRONMENTAL LABORAT	166243	4/09/15	401-3121-535.5200	1,605.00
1/12/15	138883	123019		FLOWERS CHEMICAL LABORATORIES I	166277	4/09/15	401-3121-535.5200	210.00
4/13/15	140946	124527		ALLIED UNIVERSAL CORPORATION	166359	4/16/15	401-3121-535.5200	655.36
4/01/15	140645	124301		AWC INC.	166370	4/16/15	401-3121-535.5200	49.02
3/30/15	140575	124248		ENVIRONMENTAL EXPRESS	166397	4/16/15	401-3121-535.5200	346.42
4/07/15	140780	124411		ALLIED UNIVERSAL CORPORATION	166359	4/16/15	401-3121-535.5200	1,990.40
2/10/15	139503	123504		HEYWARD FLORIDA INC.	166417	4/16/15	401-3121-535.5200	1,275.00
3/30/15	140572	124245		COMPRESSED GAS SOLUTIONS, INC.	166381	4/16/15	401-3121-535.5200	509.75
10/21/14	137347	121984		HOME DEPOT CREDIT SERVICES	166419	4/16/15	401-3121-535.5200	153.54
1/12/15	138883	123019		FLOWERS CHEMICAL LABORATORIES I	166407	4/16/15	401-3121-535.5200	150.00
3/13/15	140277	124020		AQUA PURE WATER & SEWAGE SERVIC	166368	4/16/15	401-3121-535.5200	160.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3121-535.5200	420.89
10/02/14	136732	121498		FISHER SCIENTIFIC	166529	4/23/15	401-3121-535.5200	190.84
1/12/15	138883	123019		FLOWERS CHEMICAL LABORATORIES I	166535	4/23/15	401-3121-535.5200	90.00
4/09/15	140867	124474		HACH COMPANY	166545	4/23/15	401-3121-535.5200	444.89
3/30/15	140572	124245		COMPRESSED GAS SOLUTIONS, INC.	166510	4/23/15	401-3121-535.5200	182.31
4/17/15	141049	124609		ALLIED UNIVERSAL CORPORATION	166483	4/23/15	401-3121-535.5200	1,665.92
3/12/15	140228	123985		FLORIDA ARMATURE WORKS, INC.	166531	4/23/15	401-3121-535.5200	1,131.50
4/01/15	140668	124318		MALTBYS TREE SERVICE INC.	166560	4/23/15	401-3121-535.5200	1,800.00
4/09/15	140891	124483		USA BLUE BOOK	166608	4/23/15	401-3121-535.5200	131.14
2/12/15	139567	123546		STRAIGHT UP FENCE INC	166718	4/30/15	401-3121-535.5200	10,075.00
4/16/15	141004	124580		GRAINGER	166668	4/30/15	401-3121-535.5200	553.19
4/22/15	141129	124680		ALLIED UNIVERSAL CORPORATION	166623	4/30/15	401-3121-535.5200	1,584.64
1/12/15	138883	123019		FLOWERS CHEMICAL LABORATORIES I	166663	4/30/15	401-3121-535.5200	210.00
Subtotal for 401-3121-535.5200								38,437.96
4/28/15	141272	124787		FLORIDA SOCIETY OF ENVIRON.ANALY:	166661	4/30/15	401-3121-535.5400	50.00
Subtotal for 401-3121-535.5400								50.00
4/28/15	141272	124787		FLORIDA SOCIETY OF ENVIRON.ANALY:	166661	4/30/15	401-3121-535.5500	300.00
Subtotal for 401-3121-535.5500								300.00
3/05/15	140022	123836		HF SCIENTIFIC, INC.	166171	4/02/15	401-3121-535.6400	2,095.00
Subtotal for 401-3121-535.6400								2,095.00
2/23/15	139856	123736		VERIZON WIRELESS	166350	4/09/15	401-3131-536.4100	59.87
Subtotal for 401-3131-536.4100								59.87
3/25/15	140516	124209		OCE MT DORA LLC	166196	4/02/15	401-3131-536.4300	58.50
4/23/15	141172			DUKE ENERGY	166523	4/23/15	401-3131-536.4300	91.07
Subtotal for 401-3131-536.4300								149.57
2/23/15	139852	123702		AOPKA ACE HARDWARE & LUMBER IN	166098	4/02/15	401-3131-536.4650	27.03
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	401-3131-536.4650	5.59
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	401-3131-536.4650	149.85
1/30/15	139276	123327		TRAIL SAW & MOWER SERVICE, INC.	166603	4/23/15	401-3131-536.4650	109.07
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	401-3131-536.4650	24.15
Subtotal for 401-3131-536.4650								315.69

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3/13/15	140250	123999		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-3131-536.5200	1,225.00
3/18/15	140344	124130		GRAINGER	166165	4/02/15	401-3131-536.5200	243.95
3/17/15	140310	124061		GRAINGER	166165	4/02/15	401-3131-536.5200	350.26
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	401-3131-536.5200	85.00
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	401-3131-536.5200	3.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3131-536.5200	170.60
Subtotal for 401-3131-536.5200								2,077.81
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	401-3141-533.3400	131.67
Subtotal for 401-3141-533.3400								131.67
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3141-533.4100	9.53
10/06/14	136816	121595		VERIZON WIRELESS	166350	4/09/15	401-3141-533.4100	36.07
10/07/14	136860	121633		VERIZON WIRELESS	166350	4/09/15	401-3141-533.4100	75.14
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3141-533.4100	10.82
Subtotal for 401-3141-533.4100								131.56
3/26/15	140554	124231		UNITED PARCEL SERVICE	166230	4/02/15	401-3141-533.4200	236.36
Subtotal for 401-3141-533.4200								236.36
4/16/15	141047			DUKE ENERGY	166393	4/16/15	401-3141-533.4300	336.25
4/23/15	141172			DUKE ENERGY	166523	4/23/15	401-3141-533.4300	91.06
4/29/15	141306			DUKE ENERGY	166655	4/30/15	401-3141-533.4300	47.33
Subtotal for 401-3141-533.4300								474.64
4/08/15	140826	124451		FLORIDA CENTRAL RAILROAD	166402	4/16/15	401-3141-533.4400	837.29
4/08/15	140822	124448		FLORIDA CENTRAL RAILROAD	166402	4/16/15	401-3141-533.4400	225.00
Subtotal for 401-3141-533.4400								1,062.29
3/09/15	140074	123868		DON REID FORD	166136	4/02/15	401-3141-533.4650	182.71
1/30/15	139267	123318		ADVANCE AUTO PARTS	166090	4/02/15	401-3141-533.4650	86.25
2/20/15	139806	123653		AOPKA AUTO UPHOLSTERY	166099	4/02/15	401-3141-533.4650	625.00
3/11/15	140191	123974		BLUETARP FINANCIAL INC	166110	4/02/15	401-3141-533.4650	817.92
2/20/15	139804	123651		AMAZON HOSE AND RUBBER CO	166245	4/09/15	401-3141-533.4650	393.21
2/27/15	139929	123757		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	401-3141-533.4650	405.00
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	401-3141-533.4650	21.98
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	401-3141-533.4650	140.91
3/26/15	140520	124213		A.O.K. TIRE MART	166357	4/16/15	401-3141-533.4650	1,550.00
3/26/15	140525	124218		O'REILLY AUTO PARTS	166438	4/16/15	401-3141-533.4650	43.32
2/20/15	139815	123661		PEP BOYS - MANNY, MOE & JACK, THE	166580	4/23/15	401-3141-533.4650	109.98
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	401-3141-533.4650	4.99
12/04/14	138209	122568		VERMEER SOUTHEAST SALES & SERV.I	166609	4/23/15	401-3141-533.4650	49.31
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	401-3141-533.4650	21.54
3/26/15	140524	124217		GLENN JOINER & SON, INC.	166540	4/23/15	401-3141-533.4650	14.49
2/20/15	139809	123656		MULLINAX FORD	166564	4/23/15	401-3141-533.4650	296.32
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	401-3141-533.4650	178.38
3/18/15	140335	124081		DON REID FORD	166646	4/30/15	401-3141-533.4650	137.45
Subtotal for 401-3141-533.4650								5,078.76
4/09/15	140882	124481		SUNSHINE STATE ONE CALL OF FL.INC.	166465	4/16/15	401-3141-533.4900	484.54
Subtotal for 401-3141-533.4900								484.54
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	401-3141-533.5100	12.96
4/22/15	141149	124699		OFFICE DEPOT	166691	4/30/15	401-3141-533.5100	82.71
Subtotal for 401-3141-533.5100								95.67
3/17/15	140310	124061		GRAINGER	166165	4/02/15	401-3141-533.5200	55.02
3/13/15	140258	124005		LAKE JEM FARMS INC.	166184	4/02/15	401-3141-533.5200	72.00
3/05/15	140027	123840		PRIDE ENTERPRISES	166203	4/02/15	401-3141-533.5200	35.00
3/17/15	140311	124062		USA BLUE BOOK	166234	4/02/15	401-3141-533.5200	192.75

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3/10/15	140153	123944		GRAINGER	166165	4/02/15	401-3141-533.5200	247.96
3/11/15	140192	123975		U CART IT CONCRETE, LLC	166345	4/09/15	401-3141-533.5200	335.00
3/13/15	140259	124006		LAKE JEM FARMS INC.	166429	4/16/15	401-3141-533.5200	260.00
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	401-3141-533.5200	11.98
4/13/15	140934	124517		SENSORS & SOFTWARE INC.	166589	4/23/15	401-3141-533.5200	645.00
3/30/15	140567	124241		B&H PHOTO VIDEO	166496	4/23/15	401-3141-533.5200	84.22
4/23/15	141185			PUBLIC SERVICES PETTY CASH	166582	4/23/15	401-3141-533.5200	7.99
3/30/15	140602	124269		H D SUPPLY WATER WORKS, LTD.	166544	4/23/15	401-3141-533.5200	60.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3141-533.5200	262.26
4/13/15	140923	124511		LAKE JEM FARMS INC.	166553	4/23/15	401-3141-533.5200	72.00
4/30/15	141332			PUBLIC SERVICES PETTY CASH	166700	4/30/15	401-3141-533.5200	4.99
Subtotal for 401-3141-533.5200								2,346.17
3/25/15	140495	124188		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-3141-533.5245	820.00
Subtotal for 401-3141-533.5245								820.00
3/06/15	140045	123850		UNIVERSITY OF FLORIDA, TREEO CENTI	166233	4/02/15	401-3141-533.5500	200.00
4/22/15	141147	124697		UNIVERSITY OF FLORIDA, THE	166733	4/30/15	401-3141-533.5500	595.00
4/22/15	141148	124698		UNIVERSITY OF FLORIDA, THE	166733	4/30/15	401-3141-533.5500	200.00
Subtotal for 401-3141-533.5500								995.00
3/31/15	140611	124278		H D SUPPLY WATER WORKS, LTD.	166284	4/09/15	401-3141-533.6300	1,185.00
3/24/15	140492	124185		H D SUPPLY WATER WORKS, LTD.	166416	4/16/15	401-3141-533.6300	3,458.00
4/06/15	140761	124393		H D SUPPLY WATER WORKS, LTD.	166544	4/23/15	401-3141-533.6300	636.00
Subtotal for 401-3141-533.6300								5,279.00
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	401-3161-533.3200	14,470.00
Subtotal for 401-3161-533.3200								14,470.00
2/13/15	139579	123825		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	3,144.82
2/09/15	139469	123484		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	2,338.28
2/20/15	139834	123829		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	1,139.74
10/02/14	136708	121481		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	163.80
2/20/15	139833	123828		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	3,097.29
2/27/15	139924	123830		FEDEX OFFICE	166398	4/16/15	401-3161-533.4200	1,489.60
Subtotal for 401-3161-533.4200								11,373.53
4/01/15	140657	124310		INFORMATION MANAGEMENT SERVICE	166288	4/09/15	401-3161-533.4600	1,242.00
Subtotal for 401-3161-533.4600								1,242.00
2/27/15	139924	123830		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	1,322.44
2/09/15	139469	123484		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	2,069.60
2/20/15	139834	123829		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	558.24
2/13/15	139579	123825		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	2,795.12
2/20/15	139833	123828		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	2,728.32
10/02/14	136708	121481		FEDEX OFFICE	166398	4/16/15	401-3161-533.4700	22.32
Subtotal for 401-3161-533.4700								9,496.04
10/02/14	136699	121472		STAPLES ADVANTAGE	166331	4/09/15	401-3161-533.5100	52.20
10/02/14	136702	121475		CAPITAL OFFICE PRODUCTS	166378	4/16/15	401-3161-533.5100	57.80
10/02/14	136701	121474		OFFICE DEPOT	166573	4/23/15	401-3161-533.5100	284.16
10/02/14	136700	121473		OFFICE DEPOT	166573	4/23/15	401-3161-533.5100	35.58
4/23/15	141188	124719		OFFICE DEPOT	166691	4/30/15	401-3161-533.5100	14.83
Subtotal for 401-3161-533.5100								444.57
10/02/14	136701	121474		OFFICE DEPOT	166199	4/02/15	401-3161-533.5200	37.40
10/02/14	136707	121480		SUNTRUST BANK	166599	4/23/15	401-3161-533.5200	249.75
Subtotal for 401-3161-533.5200								287.15
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	401-3171-535.3400	66.67
Subtotal for 401-3171-535.3400								66.67



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10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3171-535.4100	9.53
12/19/14	138605	122809		VERIZON WIRELESS	166350	4/09/15	401-3171-535.4100	37.57
2/23/15	139856	123736		VERIZON WIRELESS	166350	4/09/15	401-3171-535.4100	59.87
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3171-535.4100	10.82
Subtotal for 401-3171-535.4100								117.79
4/23/15	141172			DUKE ENERGY	166523	4/23/15	401-3171-535.4300	60.71
4/29/15	141306			DUKE ENERGY	166655	4/30/15	401-3171-535.4300	47.33
Subtotal for 401-3171-535.4300								108.04
2/18/15	139755	123629		CENTRAL FLORIDA LIFTSTATIONS, INC.	166120	4/02/15	401-3171-535.4600	2,280.00
2/18/15	139754	123628		FLUID CONTROL SPECIALTIES, INC.	166159	4/02/15	401-3171-535.4600	1,340.00
3/30/15	140585	124258		SHELLEY'S SEPTIC TANKS	166215	4/02/15	401-3171-535.4600	325.00
10/13/14	137072	121746		EVOQUA WATER TECHNOLOGIES LLC	166149	4/02/15	401-3171-535.4600	6,870.00
3/31/15	140618	124284		MICHIGAN ST. PUMP & ELECTRIC MOTC	166303	4/09/15	401-3171-535.4600	4,872.00
10/13/14	137072	121746		EVOQUA WATER TECHNOLOGIES LLC	166268	4/09/15	401-3171-535.4600	6,870.00
3/18/15	140357	124100		MICHIGAN ST. PUMP & ELECTRIC MOTC	166303	4/09/15	401-3171-535.4600	9,976.00
2/18/15	139752	123627		MICHIGAN ST. PUMP & ELECTRIC MOTC	166303	4/09/15	401-3171-535.4600	7,988.00
4/02/15	140696	124359		MICHIGAN ST. PUMP & ELECTRIC MOTC	166433	4/16/15	401-3171-535.4600	287.00
4/06/15	140760	124392		ALTERNATIVE POWER SOLUTIONS, INC	166360	4/16/15	401-3171-535.4600	434.00
10/13/14	137072	121746		EVOQUA WATER TECHNOLOGIES LLC	166525	4/23/15	401-3171-535.4600	6,870.00
11/12/14	137796	122254		LAYNE INLINER, LLC	166555	4/23/15	401-3171-535.4600	47,530.00
4/07/15	140790	124419		MICHIGAN ST. PUMP & ELECTRIC MOTC	166561	4/23/15	401-3171-535.4600	4,972.00
10/15/14	137147	121815		LAYNE INLINER, LLC	166555	4/23/15	401-3171-535.4600	41,628.00
4/01/15	140649	124305		BATTERIES PLUS	166497	4/23/15	401-3171-535.4600	743.45
3/18/15	140384	124114		UTILITY TECHNICIANS, INC.	166734	4/30/15	401-3171-535.4600	14,825.00
Subtotal for 401-3171-535.4600								157,810.45
1/30/15	139269	123320		MILLIKAN BATTERY & ELECTRIC	166192	4/02/15	401-3171-535.4650	173.00
2/23/15	139852	123702		AOPKA ACE HARDWARE & LUMBER IN	166098	4/02/15	401-3171-535.4650	28.04
2/27/15	139929	123757		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	401-3171-535.4650	202.50
4/07/15	140805	124433		LIBERTY TIRE RECYCLING, LLC	166556	4/23/15	401-3171-535.4650	6.15
4/01/15	140639	124295		CUES	166513	4/23/15	401-3171-535.4650	1,627.38
4/01/15	140640	124296		CUES	166513	4/23/15	401-3171-535.4650	1,324.09
Subtotal for 401-3171-535.4650								3,361.16
3/20/15	140448	124149		OFFICE DEPOT	166199	4/02/15	401-3171-535.5100	90.00
4/22/15	141152	124702		OFFICE DEPOT	166691	4/30/15	401-3171-535.5100	93.33
Subtotal for 401-3171-535.5100								183.33
3/17/15	140311	124062		USA BLUE BOOK	166234	4/02/15	401-3171-535.5200	277.85
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3171-535.5200	24.29
3/11/15	140171	123958		FERGUSON ENTERPRISES, INC.	166152	4/02/15	401-3171-535.5200	588.00
4/02/15	140711			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3171-535.5200	20.78
3/17/15	140319	124067		H D SUPPLY WATER WORKS, LTD.	166169	4/02/15	401-3171-535.5200	676.00
3/13/15	140255	124002		U CART IT CONCRETE, LLC	166345	4/09/15	401-3171-535.5200	555.00
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	401-3171-535.5200	80.00
4/02/15	140695	124358		DICKSON COMPANY	166262	4/09/15	401-3171-535.5200	655.00
4/01/15	140651	124307		GRAINGER	166414	4/16/15	401-3171-535.5200	633.68
3/31/15	140617	124283		EVOQUA WATER TECHNOLOGIES LLC	166525	4/23/15	401-3171-535.5200	8,482.50
3/30/15	140567	124241		B&H PHOTO VIDEO	166496	4/23/15	401-3171-535.5200	84.22
4/02/15	140670	124320		ORLANDO PAVING CO	166577	4/23/15	401-3171-535.5200	159.97
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3171-535.5200	154.45
3/10/15	140116	123915		AOPKA ACE HARDWARE & LUMBER IN	166488	4/23/15	401-3171-535.5200	398.55
4/06/15	140758	124390		AWC INC.	166629	4/30/15	401-3171-535.5200	1,302.75
1/29/15	139239	123244		HD SUPPLY POWER SOLUTIONS, LTD.	166672	4/30/15	401-3171-535.5200	2,372.77
Subtotal for 401-3171-535.5200								16,465.81

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4/09/15	140860	124468		H D SUPPLY WATER WORKS, LTD.	166544	4/23/15	401-3171-535.6300	4,415.00
Subtotal for 401-3171-535.6300								4,415.00
2/27/15	139929	123757		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	401-3181-536.4650	202.50
Subtotal for 401-3181-536.4650								202.50
3/17/15	140320	124068		DESERT DIAMOND INDUSTRIES, LLC	166134	4/02/15	401-3181-536.5200	748.00
10/15/14	137144	121814		SAFETY SHOE DISTRIBUTORS, L.L.P.	166323	4/09/15	401-3181-536.5200	165.00
3/27/15	140561	124270		SAFETY SHOE DISTRIBUTORS, L.L.P.	166588	4/23/15	401-3181-536.5200	85.00
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	401-3181-536.5200	66.55
Subtotal for 401-3181-536.5200								1,064.55
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	401-3410-539.4100	4.79
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	401-3410-539.4100	5.44
Subtotal for 401-3410-539.4100								10.23
4/23/15	141170			DUKE ENERGY	166523	4/23/15	401-3410-539.4300	390.91
4/23/15	141172			DUKE ENERGY	166523	4/23/15	401-3410-539.4300	30.36
Subtotal for 401-3410-539.4300								421.27
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	401-3410-539.4650	103.53
Subtotal for 401-3410-539.4650								103.53
3/20/15	140448	124149		OFFICE DEPOT	166199	4/02/15	401-3410-539.5100	155.43
4/09/15	140871	124478		CAPITAL OFFICE PRODUCTS	166378	4/16/15	401-3410-539.5100	316.25
4/22/15	141149	124699		OFFICE DEPOT	166691	4/30/15	401-3410-539.5100	8.57
Subtotal for 401-3410-539.5100								480.25
4/02/15	140709			PUBLIC SERVICES PETTY CASH	166207	4/02/15	401-3410-539.5200	4.00
4/02/15	140699	124361		AMERICAN PUBLIC WORKS ASSN	166487	4/23/15	401-3410-539.5200	1,384.00
Subtotal for 401-3410-539.5200								1,388.00
3/26/15	140542	124226		AMERICAN WATER WORKS ASSOC	166096	4/02/15	401-3410-539.5400	214.00
Subtotal for 401-3410-539.5400								214.00
Subtotal for Fund 401 WATER AND WASTEWATER OPERATING FUND								598,030.05
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	402-3210-534.3200	2,570.00
Subtotal for 402-3210-534.3200								2,570.00
4/22/15	141154	124703		CAPITAL CONTRACTORS INC.	166637	4/30/15	402-3210-534.3400	66.66
Subtotal for 402-3210-534.3400								66.66
4/02/15	140720			TW TELECOM	166226	4/02/15	402-3210-534.4100	27.36
10/13/14	137092	121771		AMERICAN MESSAGING	166095	4/02/15	402-3210-534.4100	14.42
10/29/14	137542	122108		DEPT OF MGMT SERVICES - STATE OF	166261	4/09/15	402-3210-534.4100	23.08
10/13/14	137092	121771		AMERICAN MESSAGING	166486	4/23/15	402-3210-534.4100	16.37
4/30/15	141328			TW TELECOM	166728	4/30/15	402-3210-534.4100	27.38
Subtotal for 402-3210-534.4100								108.61
3/24/15	140491	124205		OCU - SOLID WASTE DIVISION	166197	4/02/15	402-3210-534.4300	60,022.03
3/31/15	140622	124287		WASTE MANAGEMENT OF VISTA LANDF	166353	4/09/15	402-3210-534.4300	10,555.60
4/23/15	141172			DUKE ENERGY	166523	4/23/15	402-3210-534.4300	91.07
4/08/15	140833	124458		OCU - SOLID WASTE DIVISION	166571	4/23/15	402-3210-534.4300	70,331.26
4/08/15	140832	124457		WASTE MANAGEMENT OF VISTA LANDF	166610	4/23/15	402-3210-534.4300	15,172.30
4/23/15	141202	124728		WASTE MANAGEMENT OF VISTA LANDF	166741	4/30/15	402-3210-534.4300	9,991.30
Subtotal for 402-3210-534.4300								166,163.56
3/24/15	140490	124204		GREENLEAF COMPACTION, INC.	166167	4/02/15	402-3210-534.4400	210.00
4/23/15	141201	124727		GREENLEAF COMPACTION, INC.	166670	4/30/15	402-3210-534.4400	210.00
Subtotal for 402-3210-534.4400								420.00
3/18/15	140383	124113		FLORIDA POWERTRAIN & HYDRAULICS	166157	4/02/15	402-3210-534.4650	1,827.00
3/10/15	140147	123939		NEXTRAN TRUCK CENTER - ORLANDO	166195	4/02/15	402-3210-534.4650	1,189.14
1/30/15	139267	123318		ADVANCE AUTO PARTS	166090	4/02/15	402-3210-534.4650	167.37
1/26/15	139134	123210		AGILITY FUEL SYSTEMS, INC	166092	4/02/15	402-3210-534.4650	416.00

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3/20/15	140442	124144		ADVANCE DRIVELINE	166091	4/02/15	402-3210-534.4650	2,401.97
2/23/15	139852	123702		AOPKA ACE HARDWARE & LUMBER IN	166098	4/02/15	402-3210-534.4650	18.54
3/03/15	139960	123786		NEXTRAN TRUCK CENTER - ORLANDO	166195	4/02/15	402-3210-534.4650	2,206.66
3/10/15	140145	123937		AGILITY FUEL SYSTEMS, INC	166092	4/02/15	402-3210-534.4650	205.88
2/20/15	139808	123655		FASTENAL COMPANY	166150	4/02/15	402-3210-534.4650	4.00
3/19/15	140419	124129		JOSAM PRODUCTS, INC.	166177	4/02/15	402-3210-534.4650	2,473.34
1/30/15	139274	123325		TAMPA CRANE & BODY, INC.	166333	4/09/15	402-3210-534.4650	1,755.50
2/27/15	139929	123757		PRECISION ALTERNATIVE FUEL CONVE	166314	4/09/15	402-3210-534.4650	202.50
3/09/15	140069	123863		AMERICAN WIRE & TERMINAL	166246	4/09/15	402-3210-534.4650	119.02
3/18/15	140330	124076		HOLTZ INDUSTRIES, INC.	166286	4/09/15	402-3210-534.4650	1,420.83
2/25/15	139889	123729		TPH ACQUISITION LLLP	166339	4/09/15	402-3210-534.4650	457.66
2/10/15	139499	123500		HOLTZ INDUSTRIES, INC.	166286	4/09/15	402-3210-534.4650	1,420.83
2/20/15	139805	123652		A.O.K. TIRE MART	166242	4/09/15	402-3210-534.4650	844.66
3/18/15	140337	124083		O'REILLY AUTO PARTS	166309	4/09/15	402-3210-534.4650	120.75
2/13/15	139581	123558		CUMMINS POWER SOUTH	166385	4/16/15	402-3210-534.4650	2,657.08
3/26/15	140520	124213		A.O.K. TIRE MART	166357	4/16/15	402-3210-534.4650	80.00
4/07/15	140797	124425		CUMMINS POWER SOUTH	166514	4/23/15	402-3210-534.4650	2,459.04
3/18/15	140340	124086		NEXTRAN TRUCK CENTER - ORLANDO	166568	4/23/15	402-3210-534.4650	1,746.22
4/14/15	140958	124539		AGILITY FUEL SYSTEMS, INC	166481	4/23/15	402-3210-534.4650	30.00
3/03/15	139955	123781		TAMPA CRANE & BODY, INC.	166600	4/23/15	402-3210-534.4650	638.62
4/03/15	140750	124382		O'REILLY AUTO PARTS	166570	4/23/15	402-3210-534.4650	34.50
3/09/15	140075	123869		FASTENAL COMPANY	166527	4/23/15	402-3210-534.4650	14.64
3/18/15	140339	124085		ORLANDO FREIGHTLINER, INC.	166576	4/23/15	402-3210-534.4650	209.58
4/02/15	140674	124338		A.O.K. TIRE MART	166479	4/23/15	402-3210-534.4650	37.50
3/26/15	140527	124220		TPH ACQUISITION LLLP	166723	4/30/15	402-3210-534.4650	645.97
3/20/15	140443	124145		AOPKA AUTO UPHOLSTERY	166626	4/30/15	402-3210-534.4650	35.00
4/20/15	141089	124646		FORGE FASTENER & SUPPLY CO,	166665	4/30/15	402-3210-534.4650	140.60
4/17/15	141052	124612		K & K GLASS INC	166677	4/30/15	402-3210-534.4650	173.62
4/03/15	140751	124383		A.O.K. TIRE MART	166618	4/30/15	402-3210-534.4650	560.00
4/17/15	141061	124618		LOUIS E. SNYDER	166683	4/30/15	402-3210-534.4650	1,376.02
3/18/15	140333	124079		TRANSDIESEL OF CENTRAL FLORIDA	166725	4/30/15	402-3210-534.4650	814.71
3/09/15	140079	123873		TAMPA CRANE & BODY, INC.	166720	4/30/15	402-3210-534.4650	2,171.19
Subtotal for 402-3210-534.4650								31,075.94
3/24/15	140489	124203		LABOR READY SOUTHEAST, INC.	166182	4/02/15	402-3210-534.4903	1,438.20
3/31/15	140621	124286		LABOR READY SOUTHEAST, INC.	166294	4/09/15	402-3210-534.4903	2,237.20
4/08/15	140834	124487		LABOR READY SOUTHEAST, INC.	166552	4/23/15	402-3210-534.4903	1,438.20
4/10/15	140898	124492		LABOR READY SOUTHEAST, INC.	166552	4/23/15	402-3210-534.4903	1,598.00
4/23/15	141200	124726		LABOR READY SOUTHEAST, INC.	166678	4/30/15	402-3210-534.4903	1,757.80
Subtotal for 402-3210-534.4903								8,469.40
3/20/15	140448	124149		OFFICE DEPOT	166199	4/02/15	402-3210-534.5100	134.50
4/22/15	141149	124699		OFFICE DEPOT	166691	4/30/15	402-3210-534.5100	172.38
Subtotal for 402-3210-534.5100								306.88
4/16/15	141027			PUBLIC SERVICES PETTY CASH	166449	4/16/15	402-3210-534.5200	28.00
3/05/15	140020	123835		OTTO ENVIRONMENTAL SYSTEMS (NC),	166578	4/23/15	402-3210-534.5200	20,769.42
4/13/15	140949	124530		ARAMARK UNIFORM SERVICES, INC.	166492	4/23/15	402-3210-534.5200	366.74
4/17/15	141064	124621		GOVCONNECTION, INC.	166667	4/30/15	402-3210-534.5200	288.00
Subtotal for 402-3210-534.5200								21,452.16
2/16/15	139723	123673		NATURAL GAS VEHICLE INSTITUTE	166194	4/02/15	402-3210-534.5500	89.00
Subtotal for 402-3210-534.5500								89.00
Subtotal for Fund 402 SANITATION								230,722.21
3/10/15	140138	123951	20140006	GARNEY COMPANIES, INC	166411	4/16/15	403-205.0002	-28,635.92
3/10/15	140137	123932	20130003	VOGEL BROS. BUILDING CO	166472	4/16/15	403-205.0002	-96,500.00



**CITY OF AOPKA**  
**Disbursements Report**

By Account Number, Paid 3/27/15 thru 4/30/15

Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
3/10/15	140139	123952	20140008	CROM CORPORATION, THE	166512	4/23/15	403-205.0002	-7,125.00
Subtotal for 403-205.0002								-132,260.92
4/16/15	141001			K HOVNIANIAN CAMBRIDGE HOMES, LLC	166425	4/16/15	403-324.2103	41,774.27
Subtotal for 403-324.2103								41,774.27
1/07/15	138792	122959	20140006	UNIVERSAL ENGINEERING SCIENCES, I	166232	4/02/15	403-3115-535.6300	568.98
4/01/15	140650	124306	20140008	UNIVERSAL ENGINEERING SCIENCES, I	166348	4/09/15	403-3115-535.6300	400.00
12/08/14	138277	122615	20130003	ARDAMAN & ASSOCIATES, INC	166369	4/16/15	403-3115-535.6300	2,143.15
3/10/15	140137	123932	20130003	VOGEL BROS. BUILDING CO	166472	4/16/15	403-3115-535.6300	965,000.00
3/10/15	140138	123951	20140006	GARNEY COMPANIES, INC	166411	4/16/15	403-3115-535.6300	286,359.13
1/09/15	138820	122972	20130003	LINDSAY PRECAST, INC.	166557	4/23/15	403-3115-535.6300	530.00
3/10/15	140135	123930	20140011	WINTER PARK BLUEPRINT	166614	4/23/15	403-3115-535.6300	235.84
10/20/14	137312	121926	20130003	NORTHCOAST VALVE & GATE, INC	166569	4/23/15	403-3115-535.6300	19,328.00
3/10/15	140139	123952	20140008	CROM CORPORATION, THE	166512	4/23/15	403-3115-535.6300	71,250.00
3/10/15	140150	123942	20140011	ORLANDO SENTINEL	166692	4/30/15	403-3115-535.6300	613.84
10/28/14	137517	122058	20140006	AMERICAN CAST IRON PIPE COMPANY	166625	4/30/15	403-3115-535.6300	210,257.38
1/07/15	138792	122959	20140006	UNIVERSAL ENGINEERING SCIENCES, I	166732	4/30/15	403-3115-535.6300	1,403.92
Subtotal for 403-3115-535.6300								1,558,090.24
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	403-3133-536.3200	2,060.00
Subtotal for 403-3133-536.3200								2,060.00
Subtotal for Fund 403 WATER, WASTEWATER AND REUSE IMPACT FEES								1,469,663.59
4/10/15	140914	124504		MOORE STEPHENS LOVELACE, P.A.	166434	4/16/15	610-9950-515.3200	1,025.00
Subtotal for 610-9950-515.3200								1,025.00
Subtotal for Fund 610 COMMUNITY REDEVELOPMENT AGENCY								1,025.00
<b>Grand Total</b>								<b>3,802,858.72</b>

**Backup material for agenda item:**

1. Award the contract, in the amount of 1,587,000.00, to Collage Construction for construction of the NWRC Aquifer Recharge Storage Phase 4A; and additional funds for soil testing and a contingency fund, in the amount of \$100,000.00.



# CITY OF APOPKA CITY COUNCIL

CONSENT AGENDA  
 PUBLIC HEARING  
 SPECIAL REPORTS  
 OTHER: REGULAR AGENDA

MEETING OF: May 06, 2015  
FROM: Public Services  
EXHIBITS:

**SUBJECT: NORTHWESTRECREATIONCOMPLEX (NWRC) AQUIFER RECHARGE STORAGE PHASE 4A BID 2015-04.**

**Request: AUTHORIZE THE CONTRACT TO COLLAGE CONSTRUCTION IN THE AMOUNT OF \$1,587,000.00, TO PERFORM THE CONSTRUCTION OF THE NWRC AQUIFER RECHARGE STORAGE PHASE 4A.**

**SUMMARY:**

On April 15, 2014, staff received nine (9) sealed bids for the construction of NWRC Aquifer Recharge Storage Phase 4A Bid 2015-04. The Bids are as follows:

Cathcart Construction Company-Florida, LLC.	Total Price: \$2,312,729.25
Allstate Paving, Inc.	Total Price: \$1,998,630.00
Jordan Brothers Construction, LLC.	Total Price: \$1,817,288.40
Collage Construction Services, Inc.	Total Price: \$1,587,000.00
Phillips and Jordan, Inc.	Total Price: \$1,844,843.26
MASCI Corporation	Total Price: \$3,338,425.17
Watson Civil Contracting, Inc.	Total Price: \$2,479,197.50
Central Florida Environmental Corporation	Total Price: \$2,033,229.50
Southern Development & Construction, Inc.	Total Price: \$1,618,685.80

The project consist of one lined pond, approximately 4,600 linear feet of 24 feet of access roadway, Approximately 2,400 linear feet of sanitary sewer main and pump station, a drainage system as well as grading and grassing.

**FUNDING SOURCE:**

Reclaim Water Impact Fee Fund: Amendment will be necessary and will be included in the third quarter budget amendment.

**RECOMMENDATION ACTION:**

Award the contract to Collage Construction in the amount of \$1,587,000.00, to perform the construction of the NWRC Aquifer Recharge Storage Phase 4A; additionally approve funds for the soil testing and a contingency fund amount of \$100,000.00.

**DISTRIBUTION**

Mayor Kilsheimer	Finance Dir.	Public Services Director
Commissioners	HR Director	City Clerk
Administrator	IT Director	Fire Chief



Community Dev. Dir.

Police Chief

**Backup material for agenda item:**

1. ORDINANCE NO. 2388 – THIRD READING & ADOPTION - Amending the City of Apopka, Code of Ordinances, Part III, Land Development Code, Section III – Overlay Zones - To create a new Section 3.05 entitled “Designated Grow Area Overlay District.” [Ordinance No. 2388 meets the requirements for adoption having been advertised in The Apopka Chief on April 3, 2015.]



**CITY OF APOPKA  
CITY COUNCIL**

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<b>CONSENT AGENDA</b>	<b>MEETING OF:</b>	<b>May 6, 2015</b>
<b>X PUBLIC HEARING</b>	<b>FROM:</b>	<b>Community Development</b>
<b>SPECIAL REPORTS</b>	<b>EXHIBITS:</b>	<b>Ordinance No. 2388</b>
<b>X OTHER: Ordinance</b>		<b>Exhibit "A" FAQ</b>
		<b>Exhibit "B" News Coverage</b>
		<b>Exhibit "C" F.S. §381</b>
		<b>Exhibit "D" Amend 2 Ballot Information</b>

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**SUBJECT: ORDINANCE NO. 2388 – AMENDING THE CITY OF APOPKA, CODE OF ORDINANCES, PART III, LAND DEVELOPMENT CODE, SECTION III – OVERLAY ZONES - TO CREATE A NEW SECTION 3.05 TITLED “DESIGNATED GROW AREA OVERLAY DISTRICT.”**

**Request: THIRD READING & ADOPTION OF ORDINANCE NO. 2388 - AMENDING THE CITY OF APOPKA, CODE OF ORDINANCES, PART III, LAND DEVELOPMENT CODE, SECTION III – OVERLAY ZONES - TO CREATE A NEW SECTION 3.05 TITLED “DESIGNATED GROW AREA OVERLAY DISTRICT.”**

**SUMMARY:**

*The proposed ordinance includes changes to the ordinance that were approved by City Council at the second reading. More specifically, the definition of a Legacy Grow Site was added, the geographical boundaries of the Hermit Smith/Hogshead Designated Grow Area was expanded, and the minimum separation distance between a Dispensary, Cultivation or Processing site from a church, school, hospital or park was reduced from 1,000 linear feet to 500 feet.*

At its February 4, 2015 meeting, City Council took action to re-schedule and re-advertise public hearings for Ordinance No. 2388. The ordinance was delayed for 60 days by City Council on November 19, 2014 because the Florida Department of Health had not yet finalized and approved the administrative rules to govern the Compassionate Medical Cannabis Act of 2014.

In February 2015 the Department of Health (DOH) approved the administrative rules. Only one significant policy change was made by the DOH in the past three months that may concern local government zoning enforcement. Dispensing locations are now allowed to occur at multiple locations. Previously, a cannabis grower was limited to dispensing at the site where the cannabis was grown. The proposed ordinance limits the number of dispensing sites to no more than five within each of the two Designated Grow Areas.

On June 16, 2014, Governor Scott signed the Compassionate Medical Cannabis Act of 2014 into law, allowing for the cultivation, processing and dispensing of low THC cannabis beginning January 1, 2015. Administrative Rules have been established by the Florida Department of Health (FDH) to govern operation of low-THC marijuana businesses. The Act authorizes the FDH to limit dispensing operations to five organizations or licenses in Florida – one per each of five regional districts. However, legal battles have already commenced to challenge the license limitation. Costa Farms of South Florida, who acquired the Herman Engelmann nursery business in Apopka this past year, is referenced in reports from several news organizations that it intends to legally challenge the State’s limitation on the number of licenses that can be issued.

**DISTRIBUTION:**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
City Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Fire Chief  
Public Ser. Director  
City Clerk



On November 4, 2014, registered voters will have the opportunity to act on a Ballot Amendment 2, which addresses medical marijuana in general. The Compassionate Medical Cannabis Act of 2014 is unrelated and separate from the November ballot. While the Compassionate Medical Cannabis Act of 2014 allows only low-THC marijuana, the November ballot will allow for all levels of THC marijuana. Administrative rules have not yet been prepared by the FDH to address the November ballot marijuana.

Regardless of rules and requirements that the State has established for the Act of 2014 or may establish if the November ballot is adopted, legal challenges against the State could result in Court rulings that control weaken State control. As Florida Statutes delegates authority to local governments to address matters such as land use and zoning, in addition to other powers. The proposed medical marijuana ordinance limits the cultivation, processing and dispensing of medical marijuana to two geographical areas of the City. Each area, known as a “Designated Grow Area” comprises about 450 to 500 acres. Cultivation, processing, or dispensing of non-medical marijuana is prohibited in the City of Apopka, as proposed in the ordinance.

Information regarding the pros and cons of medical marijuana are provided with the support material. These documents include:

- Exhibit “A” - FAQs on Low THC-cannabis
- Exhibit “B” - News Coverage – Pros and Cons of Medical Marijuana and other information
- Exhibit “C” - Florida Statute 381
- Exhibit “D” - Florida Amendment 2 Ballot Language

**PUBLIC HEARING SCHEDULE:**

- Planning Commission - November 10, 2014 (5:01 pm)
- City Council – April 1, 2015 – 1st Reading (1:30 pm)
- City Council – April 15, 2015 – 2nd Reading (7:00 pm)
- City Council – May 6, 2015 – 3<sup>rd</sup> Reading (1:30 pm)

**DULY ADVERTISED:**

- March 13, 2015 - Public Hearing Notice
- April 3, 2015 – Ordinance Heading
- April 24, 2015 – Public Hearing Notice

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**RECOMMENDATION ACTION:**

The **Planning Commission**, at its meeting on November 10, 2014, recommended approval (5-0) of the amendment to the City Of Apopka, Code Of Ordinances, Part III, Land Development Code, Section III – “Overlay Zones” to create a new section 3.05 entitled “Designated Grow Area Overlay District.”, subject to staff researching a distance requirement between dispensaries prior to City Council’s adoption of Ordinance No. 2388.

The **City Council**, at its meeting on April 1, 2015, accepted the First Reading of Ordinance No. 2388 and held it over for Second Reading and Adoption on April 15, 2015.

The **City Council**, at its meeting on April 15, 2015, accepted the Second Reading of Ordinance No. 2388 and held it over for Third Reading and Adoption on May 6, 2015.

Adopt Ordinance No. 2388.

**ORDINANCE NO. 2388**

**AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, AFFECTING THE USE OF LAND IN THE CITY OF APOPKA, AMENDING ARTICLE III OF THE LAND DEVELOPMENT CODE TO INCLUDE A NEW SECTION 3.05 TITLED “DESIGNATED GROW AREA OVERLAY DISTRICT”, PROVIDING THAT CANNABIS CULTIVATION AND PROCESSING AND MARIJUANA DISPENSARIES/MEDICAL TREATMENT CENTERS ARE SPECIAL EXCEPTION USES WITHIN A “DESIGNATED GROW AREA OVERLAY DISTRICT” AND PROHIBITING SUCH USES WITHIN ANY OTHER ZONING DISTRICTS OR LOCATIONS WITHIN THE JURISDICTION OF APOPKA; PROVIDING ADDITIONAL STANDARDS AND CONSIDERATION FOR APPROVAL OF A SPECIAL EXCEPTION FOR CANNABIS CULTIVATION OR PROCESSING OR MARIJUANA DISPENSARY/MEDICAL MARIJUANA TREATMENT CENTER; PROVIDING DEFINITIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, CONDITIONS; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Florida is considering legalizing the cultivation and processing of cannabis and the dispensing of marijuana; and

**WHEREAS**, the purpose and intent of this Ordinance is to regulate the cultivation and processing of cannabis and the dispensing of non-medical\medical marijuana in order to promote the health, safety, and general welfare of the residents and businesses within the City.

**WHEREAS**, the City Council has determined that it is in the best interest of the citizenry and general public to regulate the location of cannabis cultivation and processing and marijuana dispensaries/medical marijuana treatment centers in the event the State of Florida legalizes said dispensaries, whether for medical use or non-medical use; and

**WHEREAS**, the City Council has the responsibility and authority to determine what uses are best suited to particular zoning categories as well as land use categories within the City; and

**WHEREAS**, the City Council has determined that given the potential impact on the surrounding area, cannabis cultivation and processing and marijuana dispensaries/medical marijuana treatment centers should only be permitted within a limited areas of the municipal limits, and non-medical marijuana sales should be prohibited within the municipal limits;

**WHEREAS**, the City Council has determined that it is advisable and in the public interest to set certain distance and other siting standards in regard to the location and operation of cannabis cultivation or processing or marijuana dispensaries/medical marijuana treatment centers; and

**WHEREAS**, the City Council of the City of Apopka finds that this ordinance promotes the general welfare and is consistent with the Comprehensive Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF APOPKA, FLORIDA, as follows:**

**SECTION 1. DEFINITIONS:**

- a. Agriculture: means the science and art of production of plant(s) and animals useful to humans, including to a variable extent the preparation of these products for human use and their disposal by marketing or otherwise, and includes aquaculture, horticulture, floriculture, viticulture, forestry, dairy, livestock, poultry, bees, and any and all forms of farm products and farm production, including hay or grass harvesting and bailing operation. For the purposes of marketing and promotional activities, seafood shall also be included in this definition.
- b. Cannabis: Any plant(s) or part of a plant(s) of the genus Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant(s); and every compound, manufacture, salt, derivative, mixture, or preparation of the plant(s) or its seeds or resin.
- c. Cannabis Cultivation: the planting, tending, improving, farming, drying or harvesting of cannabis plants from seed, juvenile stock, or grafting.
- d. Cannabis Processing: the preparation of the cannabis plant intended for use as medicine or medical purposes as prescribed by a licensed Florida physician.
- e. Designated Grow Area (DGA) Overlay District. The following areas are defined as a “Designated Grow Area” Overlay District:
  - 1) Keene\Clarcona DGA: All Agriculture or Industrial zoned property in the general area west of the S.R. 414 bridge at E. Keene Road, east of McQueen Road, and south of S.R. 414, as depicted in Map A: Keene\Clarcona Road DGA as delineated in Map A: Keene\Clarcona DGA.
  - 2) Hermit Smith\Hogshead DGA: All Agriculture or Industrial zoned property within the area west of S.R. 429, south of U.S. 441, and north of Lust Road, as delineated in Map B: Hermit Smith\Hogshead DGA.
- f. Fully enclosed and secure structure: A space within a building, greenhouse or other structure which has a complete roof enclosure supported by connecting walls extending from the ground to the roof, which is secure against unauthorized entry, provides complete visual screening, and which is accessible only through one or more lockable doors.
- g. Horticulture Nursery: an agriculture operation limited to the cultivation of fruits, vegetables, nuts, seeds, herbs, sprouts, mushrooms, algae, flowers, seaweeds and non-food crops such as grass and ornamental trees and plants.
- h. Legacy Grow Site: Property actively operated as a registered nursery within a Designated Grow Area for at least five continuous years preceding and measured from the effective date of this ordinance.
- i. Marijuana Dispensary: A facility that is operated by an organization or business holding all necessary licenses and permits from which marijuana, cannabis, cannabis-based products, or cannabis plant(s) are delivered, purchased, possessed, or dispensed for medical purposes and operated in accordance with all local and state laws.



- j. **Marijuana Treatment Center:** A medical marijuana dispensary where qualifying patients are administered medical marijuana by medical professional licensed by the State of Florida to patients in accordance with all local and state laws.
- k. **Medical Use:** The prescriptive use of any form of cannabis to treat a qualifying medical condition and the symptoms associated with that condition or to alleviate the side effects of a qualifying medical treatment, as identified by a physician licensed by the State of Florida.
- l. **Non-Medical Marijuana Sales.** The purchase, sale, transfer or delivery of marijuana, cannabis, cannabis-based products or cannabis plant(s) when such sale, transfer or delivery is not associated with any medical purpose or use, whether or not such purchase, sale, transfer or delivery is lawful under state law.

**SECTION 2. CANNABIS CULTIVATION AND PROCESSING PROHIBITED.**

Cultivation or processing of cannabis for non-medical marijuana purposes is prohibited within the City of Apopka. Excepting the Designated Grow Areas described in Sec. 3a., cultivation or processing of cannabis for medical use is prohibited in all other areas of the City of Apopka. It is hereby declared to be unlawful and a public nuisance for any person owning, leasing, occupying, or having charge or possession of any parcel in the City of Apopka to cause or allow such parcel to be used for the cultivation or processing of cannabis plants within a fully enclosed and secure structure on the parcel, except as outlined below in Section 3.

**SECTION 3. CANNABIS CULTIVATION AND PROCESSING.**

- a. Cultivation or processing of cannabis for medical marijuana is allowed as a Special Exception use approved by the Planning Commission within an Agriculture or Industrial I-1 district located within a DGA or Legacy Grow Site located within a DGA as delineated in Maps “A” and “B”. If a parcel, lot, or legal lot-of-record straddles the DGA boundary, no cultivation or processing can occur outside the DGA boundary.
- b. Horticulture Nursery Special Exception Prohibition. Cultivation or processing of cannabis for medical or non-medical use is prohibited as a special exception use for horticulture nursery operations. Any Special Exception approved by the City prior to the effective date of this ordinance is not allowed to cultivate or process cannabis.
- c. Enclosed Cultivation. Any cultivation of cannabis shall occur within a fully enclosed and secure structure. Outdoor cultivation is prohibited
- d. Enclosed Processing. All cannabis processing, laboratories, research activities and associated equipment occur within a fully enclosed and secured building that has been issued a building permit by the City of Apopka or Orange County.
- e. License. A valid license must be obtained from the State of Florida and remain in effect during the operation of the cannabis business. All cultivation and processing activities shall cease if a license has expired. At least seventy-two (72) hours before a cannabis cultivation or processing business terminates operation, the owner must notify the Police Chief of the City of Apopka.
- f. **Additional Special Exception Criteria:**
  - 1). Street Access. All cannabis cultivation and processing sites within the Keene\Clarcona DGA must directly access Keene Road or Clarcona Road. All cannabis cultivation and

processing sites within the Hermit Smith\Hogshead DGA must directly access Hermit Smith Road, Hogshead Road, Peterson Street, or Binion Road.

A stabilized surface acceptable to the city engineer shall be provided from the public street to any onsite processing buildings.

- 2) Utilities. All cannabis processing sites shall connect to a central water and sewer system unless otherwise temporarily waived by the City Administrator until a development agreement addresses a schedule for connecting the site to such services. Onsite wells and septic tanks may be allowed on a temporary basis through a development agreement that ensures connection to a central water and sewer systems within five years.
- 3) Employee Parking. All employee vehicle parking areas shall occur within a paved, lighted parking lot.
- 4) Distance Separation. Cultivation or processing buildings or structures shall be separated from other uses according to the following separation minimum standard:

Location of Cultivation or Processing Buildings or Structure	Affected Property (feet)			
	Vacant Parcel Assigned a Residential Zoning District	Church or Place of Worship, School, Hospital, County or Municipal Park, Day Care (F.S. 402.302)	Platted Residential Subdivision; Residential Parcel less than 5 acres	Occupied Residential Parcel Greater than 5 acres
Designated Grow Area	100	500	250	200

Distances shall be measured by drawing a straight line between the closest point of the cannabis cultivation or processing building or nursery structure to the closest property line or edge of leased space (whichever is closer) of the affected property.

- 5) Minimum Parcel Size. A minimum parcel size necessary for cultivation, processing, or combined operations within a DGA is two (2) compact and contiguous acres.
- 6) Parcel. Cannabis cultivation or processing shall occur on a separate parcel, lot, or legal lot-of-record than that on which a medical marijuana dispensaries/medical marijuana treatment centers is located.
- 7) Signage. No business identification sign (i.e., wall, monument, pole, directional) shall include the words “marijuana”, “cannabis”, or any similar related word, nor shall any graphic or illustration associated with such words appear in such signs for any business cultivation, processing or dispensing business. An electronic reader board or changeable copy sign is not allowed on any property where cannabis is cultivated, processed, sold, or dispensed.

- 8) Security and Safety Plan. A security and safety plan will be reviewed and approved by the chief of police or designee. The security and safety plan shall at minimum address but not be limited to, locking options, alarm systems, and video surveillance, and as otherwise determined necessary by the Police Chief. Any such documents or information for review shall be transmitted directly to the police chief's office for review and not attached to the permit as may be required by the Community Development Department. The police chief or designee will respond to the development review committee approval or denial of said plan. Any information, records, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems or other sensitive information gathered will be exempt from public records in accordance with FSS 119.071, "General exemptions from inspection or copying of public records."

**SECTION 4. MARIJUANA DISPENSARIES/MEDICAL MARIJUANA TREATMENT CENTERS.**

- a. *Applicable Zoning District*. Marijuana dispensaries/medical marijuana treatment centers for marijuana medical use are allowed as a Special Exception within a Commercial C-1, Industrial I-1 or Agriculture District located within a Designated Grow Area subject to compliance with the standards set forth below. No more than five (5) medical marijuana dispensary/medical marijuana treatment center establishments shall locate within each of the Designated Grow Areas.
- b. *Prohibited Locations*. Non-medical marijuana dispensaries/medical treatment centers or sales are prohibited within the jurisdictional area of the City of Apopka. Medical Marijuana dispensaries/medical marijuana treatment centers are prohibited in the City of Apopka except as allowed in Section 4.a. Zoning Districts where medical marijuana dispensaries/medical marijuana treatment centers are prohibited also include: the Downtown Development Overlay District, Community Redevelopment Area (CRA), Planned Unit Development, Mixed-EC, and Mixed-CC zoning categories.
- c. No other business shall be permitted to be conducted from the same address where the marijuana dispensary/medical marijuana treatment center is located. This requirement does not apply to licensed nursery businesses that were operating prior to the effective date of this ordinance.
- d. Any parking demand created by marijuana dispensary/medical marijuana treatment center shall not exceed the parking spaces located or allocated on site, as required by the city's parking regulations.
- e. *Controlled Substances*. The onsite sale, provision, or dispensing of marijuana is prohibited except as specifically authorized by state law.
- f. *Loitering*. A marijuana dispensary/medical marijuana treatment center shall provide adequate seating for its patients and business invitees. The marijuana dispensary/medical marijuana treatment center shall not direct or encourage any patient or business to stand, sit (including in a parked car), or gather or loiter outside of the building where the dispensary/center operates, including in any parking areas, sidewalks, rights-of-way, or neighboring properties for any period of time longer than reasonably required for patients to conduct their official business and depart. The marijuana dispensary/medical marijuana treatment center shall post conspicuous signs on at least three (3) sides of the building stating that no loitering is allowed on the property.



- g. *Queuing of Vehicles.* The marijuana dispensary/medical marijuana treatment center shall ensure that there is no queuing of vehicles in the rights-of-way. The marijuana dispensary/medical marijuana treatment center shall take all necessary and immediate steps to ensure compliance with this paragraph.
- h. *No Drive-Through Service.* No marijuana dispensary/medical marijuana treatment center shall have a drive-through or drive-in service aisle. All onsite dispensing, payment for and receipt of said marijuana shall occur from within or inside the marijuana dispensary/medical marijuana treatment center.
- i. *On-Site Consumption of Marijuana and/or Alcoholic Beverages.* No consumption of marijuana or alcoholic beverages shall be allowed on the premises, including in the parking areas, sidewalks or rights-of-way except for medical marijuana treatment centers. The marijuana dispensary/medical marijuana treatment center shall take all necessary and immediate steps to ensure compliance with this paragraph.
- j. *Signage.* No business identification sign (i.e., wall, monument, pole, directional, human) shall include the words “marijuana”, “cannabis”, or any similar related word, nor shall any graphic or illustration associated with such words appear in such signs or on any building or structure used a marijuana dispensing\marijuana treatment center. An electronic reader board or changeable copy sign is not allowed on any property where cannabis is cultivated, processed, sold, or dispensed
- k. *Hours of Operation.* Marijuana dispensaries/medical marijuana treatment centers shall only dispense or treat patrons between 7:00 A.M. and 8:00 P.M.
- l. *Customer Waiting Area.* All customer waiting areas shall occur within in an enclosed building. No customer waiting areas shall occur outdoors or within a porch area, whether covered or not.
- m. *Building Orientation and Design.* All customer building entrances shall be oriented to and visible from a public street. Color of any wall or roof of any marijuana dispensaries/medical marijuana treatment centers shall comply with the City’s Development Design Guidelines.
- n. *Distance Separation.* No marijuana dispensary/medical marijuana treatment center shall be located within five hundred (500) feet of any school or church, or within two hundred (200) feet of any residentially zoned property, as further defined by these regulations. Distances shall be measured by drawing a straight line between the closest point of the marijuana dispensary/medical marijuana treatment center structure (be it a building or leased space in a building) to the closest property line or edge of leased space (whichever is closer) of the school, church or residentially zoned property.
- o. *Compliance with Other Laws.* All marijuana dispensaries/medical marijuana treatment centers shall at all times be in compliance with all state regulations and the Apopka City Code of Ordinances and Land Development Code, as may be applicable and amended from time to time.
- p. *Security and Safety Plan.* Compliance with Section 3.f.8. of this ordinance is required.
- q. *Special Exception Standards.* When considering an application for marijuana dispensaries/medical marijuana treatment centers, the Planning Commission must consider the special exception criteria listed in paragraph d below, in addition to that criteria listed in subsection 2.02.B.5. The Planning Commission may deny the request, approve the request, or approve the request with conditions, based upon a review of these considerations. The Planning Commission may assign additional conditions and safeguards as deemed necessary:

- 1) Whether the request will cause damage, hazard, nuisance or other detriment to persons or property.
  - 2) No other business, aside or separate from the dispensing of marijuana shall be permitted to be conducted from the same address where the marijuana dispensary/medical marijuana treatment center is located.
  - 3) The parcel, lot, or lot-of-record shall access a collector or arterial road.
  - 4) Additional Hours of Operation Restrictions. Hours of operation can be further restricted based on proximity of residential development or to protect the character and environment of developed surrounding areas.
- r. Exemptions. Hospitals and pharmacies licensed by the State of Florida are exempt from Section 4.

**SECTION 5. GENERAL USE. PROHIBITION ON STREETS, SIDEWALKS, ALLEYS, ETC.**

- 1) Regulations applicable to the consumption of medical marijuana. No person shall smoke, ingest, or otherwise consume medical marijuana in the City of Apopka unless such smoking, ingesting or consumption occurs entirely within a private residence, or within a clinic, health care facility, residential care facility, or residential hospice licensed pursuant to applicable provisions of Florida Statutes.
- 2) It is unlawful for any person to purchase, use, smoke, ingest, offer for sale, possess, consume, or carry any non-medical\medical marijuana in any public park or governmental property or on the public right -of -way, inclusive of streets, sidewalks or alleys, within the Municipal Corporate Limits of the City of Apopka Florida.
- 3) It is unlawful for any person to purchase, use, smoke, ingest, offer for sale, possess, consume or carry non-medical\medical marijuana or carry in or upon any parking area open to public use or in or upon any private property without the consent of the owner, tenant or other person lawfully in possession of said property.
- 4) It is unlawful for any person to smoke, ingest, or otherwise consume or carry or use non-medical\medical marijuana while such person is in or on any vehicle which is located in or upon any parking area open to public use, or in or upon any private property without consent of the owner or in any public park or governmental property or on the public right -of -way, inclusive of streets, sidewalks or alley.
- 5) It is unlawful for any person to smoke, ingest or otherwise consume or use any non-medical\medical marijuana on the streets, sidewalks or alleys within the city, while such person is an operator or passenger in or on any vehicle, whether moving or stopped, and such consumption is open to public view.

**SECTION 6.** Notwithstanding any other provision, it is unlawful for any person to utilize medical marijuana in any public park or governmental property or on the public right-of-way, inclusive of streets, sidewalks or alleys, within the city; in or upon any parking area open to public use, or in or upon any private property without the consent of the owner, tenant or other person lawfully in possession of said property; or when such person is in or on any vehicle which is located in or upon any parking area open to public use, or

in or upon any private property or in any public park or governmental property or on the public right-of-way, inclusive of streets, sidewalks or alleys.

**SECTION 7.** It is unlawful for any vendor, or for any agent, servant or employee of such vendor, to permit the use of medical marijuana in or upon any parking or other area outside of the vendor's building or room if such parking or other area is adjacent to the building or premises in which the business licensed is operated, when such parking or other area is owned, rented, leased, regulated, controlled or provided, directly or indirectly, by such licensed vendor or any agent, servant or employee of such licensed vendor. A licensed vendor may post and maintain a legible painted or printed sign in at least two separate prominent places on such parking or other area, with sufficient light directed thereon to be visible during the hours of darkness while such place of business is open, in letters not less than three inches in height, stating the following: "WARNING: Utilization of medical marijuana on this Lot Prohibited—\$500.00 Fine and/or 60 days in Jail—City Ordinance." Posting of such signs shall constitute prima facie evidence that such vendor is not operating in violation of subsection (a) of this section. If any licensed vendor mentioned in this section is a corporation, then the officers of such corporation shall be regarded as the owners thereof for the purposes of enforcement of this section.

**SECTION 8. PENALTIES.** Any person violating any of the provisions of this article shall be prosecuted in the same manner as misdemeanors are prosecuted. Such violations shall be prosecuted in the name of the State of Florida in a court having jurisdiction of misdemeanors by the prosecuting attorney thereof and, upon conviction, shall be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail not to exceed 60 days or by both fine and imprisonment as provided in F.S. § 162.22, (1997). Each incident or separate occurrence of any act that violates this article shall be deemed a separate offense. In addition to the penalties provided under this section, violators of this article shall be subject to any other appropriate civil or criminal action provided by law in a court of competent jurisdiction, including, but not limited to, injunctive relief.

**SECTION 9. CONFLICTS.** Any ordinance, resolution, or part thereof, in conflict with this Ordinance, or any part hereof, is hereby repealed to the extent of such conflict.

**SECTION 10. SEVERABILITY.** If any portion of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holding shall not affect the remaining portions of this Ordinance. If this Ordinance or any provision thereof shall be held to be inapplicable to any person, property or circumstances, such holding shall not affect its applicability to any other person, property or circumstances.

**SECTION 11. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon passage and adoption by the City Council as to the acceptable siting locations for marijuana dispensaries/medical marijuana treatment centers, however the designation of a marijuana dispensary/medical marijuana treatment center and the selling of marijuana products as defined by the Florida Constitution or Florida Law shall occur only upon and after the official date in which the sale and distribution of marijuana has been deemed legal by the State of Florida.

**SECTION 12. REPEALER.** Any and all ordinances and regulations in conflict herewith are hereby repealed to the extent of any conflict. This ordinance specifically repeals and replaces the following ordinance(s) and regulation(s): Land Development Code, Chapter III, Article 3, Section 3-11, Subsection E, Paragraph 15 titles "Pain Management Clinics.



**SECTION 13. INCLUSION INTO THE LAND DEVELOPMENT CODE.** It is the intent of the City Council that the provisions of this ordinance shall become and be made a part of the City of Apopka Land Development Code, re-arranged to meet existing codification, and that the sections of this ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such intentions.

Passed on the first reading on the 6<sup>th</sup> day of May, 2015.

FIRST READING: April 1, 2015

SECOND READING: April 15, 2015

THIRD READING  
AND ADOPTION: May 6, 2015

\_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

Attorney signature recommended for this ordinance.

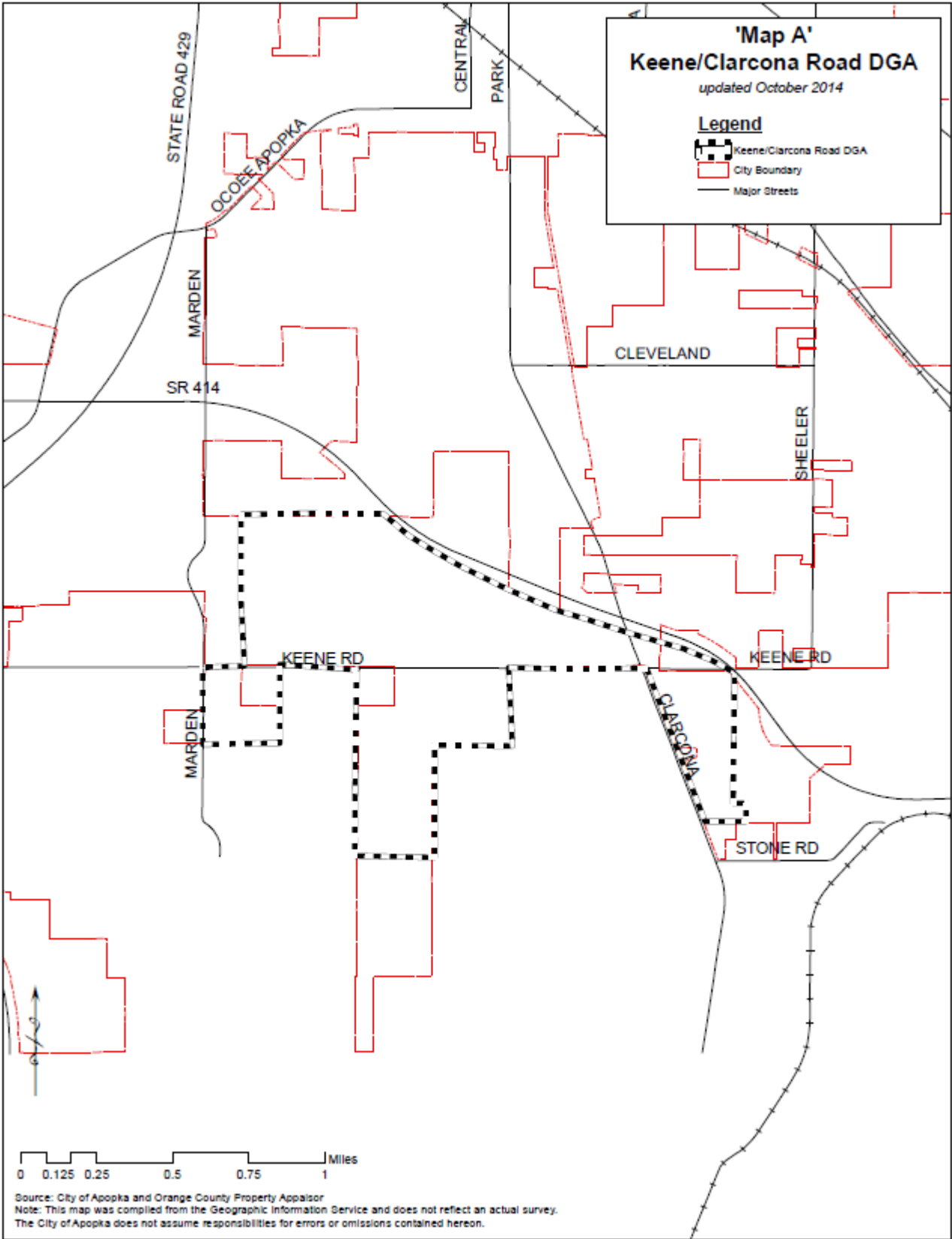
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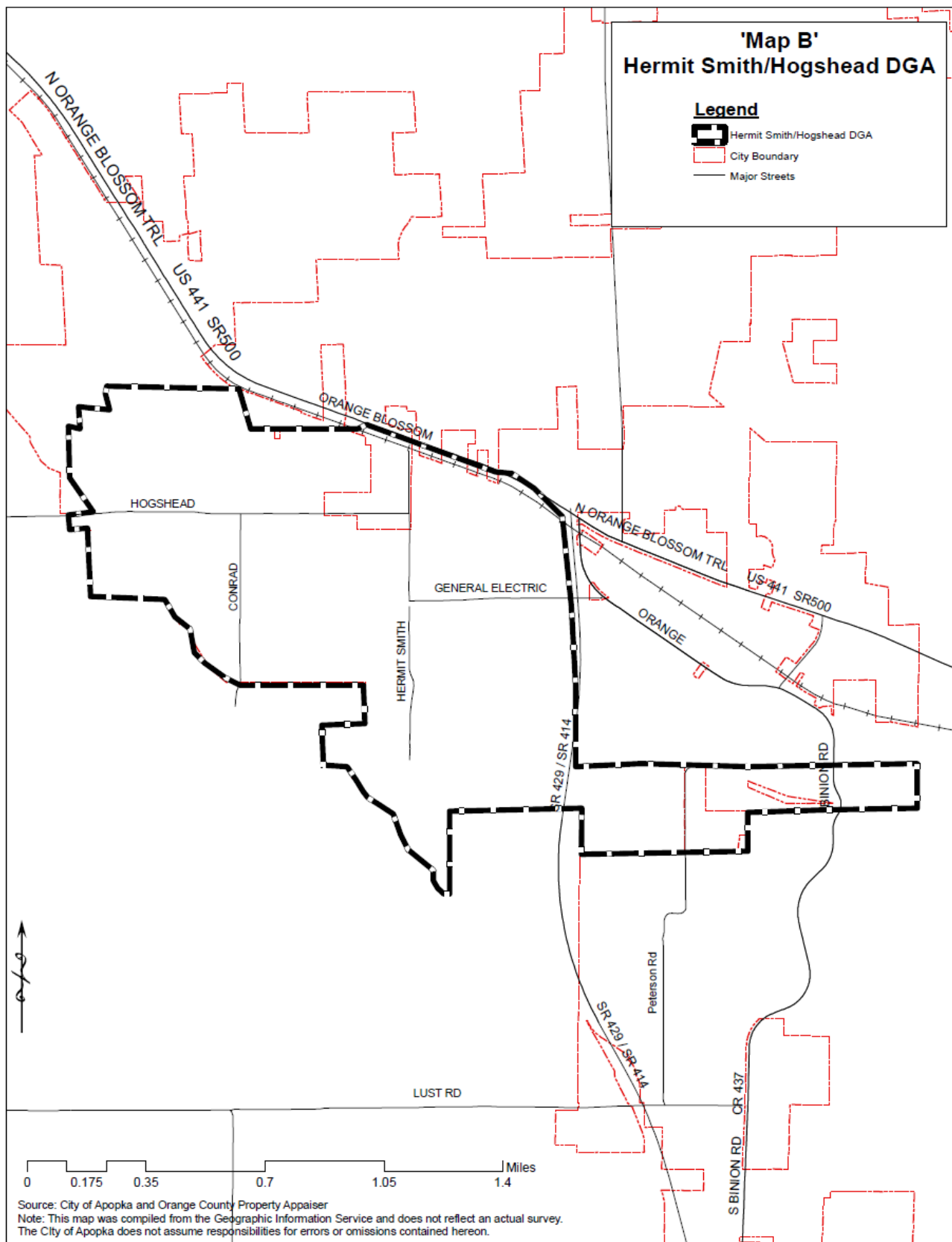
\_\_\_\_\_  
Linda Goff, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Clifford B. Shepard, City Attorney

DULY ADVERTISED FOR PUBLIC HEARING: March 13, 2015  
April 3, 2015  
April 24, 2015







**FAQs on Low THC-cannabis**  
**August 11, 2014**  
**Source: Florida Department of Health, August 14, 2014**

**Compassionate Medical Cannabis Act of 2014 (Chapter 381.986, Florida Statutes)**

**Definitions:**

- **Dispensing organization:** An organization approved by the Florida Department of Health to cultivate, process, and dispense low-THC cannabis pursuant to section 456.60 F.S.
- **Low-THC cannabis:** A plant of the genus Cannabis, the dried flowers of which contain 0.8 percent or less of any tetrahydrocannabinol and more than 10 percent cannabidiol weight for weight; the seeds thereof; the resin extracted from any part of such plant; or any compound, manufacture, salt, derivative, mixture, or preparation of such plant or its seeds or resin that is dispensed only from a dispensing organization.
- **Medical use:** Administration of the ordered amount of low-THC cannabis. The term does not include the possession, use or administration by smoking. The term also does not include the transfer of low-THC cannabis to a person other than the qualified patient for whom it was ordered or the qualified patient's legal representative on behalf of the qualified patient.
- **Qualified patient:** A Florida resident of who has been added to the compassionate use registry by a physician licensed under Chapter 458 or Chapter 459 to receive low-THC cannabis from a dispensing organization.
- **Smoking:** Burning or igniting a substance and inhaling the smoke. Smoking does not include the use of a vaporizer.

**FAQs**

**1. When will the legislation become law?**

- a. Governor Scott signed the Compassionate Medical Cannabis Act of 2014 (Chapter 381.986, Florida Statutes) into law on June 16, 2014.

**2. Does that mean doctors can start ordering low THC-cannabis for patients?**

- a. The Compassionate Medical Cannabis Act of 2014 authorizes the ordering of low-THC cannabis by doctors licensed under Chapter 458 and Chapter 459 of Florida Statutes for their qualified patients beginning on January 1, 2015.

**3. Is this the same law proposed on the November ballot?**

- a. The Compassionate Medical Cannabis Act of 2014 (Chapter 381.986, Florida Statutes) is unrelated to the constitutional amendment being placed on the November ballot. The ballot will contain Amendment 2 to Article X of the Florida Constitution, which would add Section 29 to Article X.

**4. Can any doctor in Florida prescribe low THC-cannabis?**

- a. The Compassionate Medical Cannabis Act of 2014 states that low-THC cannabis can only be ordered by physicians licensed under Chapter 458 or Chapter 459 of Florida Statutes. Chapter 458 covers medical practice or allopathic physicians and Chapter 459 covers osteopathic physicians. The law further states that before ordering low-THC cannabis for use by a patient, the ordering physician must successfully complete an 8-hour course approved by either the Florida Medical Association or the Florida Osteopathic Medical Association. The course will encompass the clinical indications for the

appropriate use of low-THC cannabis, the appropriate delivery mechanisms, the contraindications for such use, as well as the relevant state and federal laws governing the ordering, dispensing, and possessing of this substance, and the physician must successfully pass an examination upon completion of the course.

## **5. What are the requirements for obtaining low THC-cannabis?**

- a. The Compassionate Medical Cannabis Act of 2014 states that in order to be qualified to obtain low-THC cannabis:
  - i. The patient must be a permanent Florida resident.
  - ii. If a patient is under the age of 18, a second physician must agree with the determination of need for the patient.
  - iii. The patient must suffer from cancer or a physical medical condition that chronically produces symptoms of seizures, or severe and persistent muscle spasms; or symptoms of the same.
  - iv. Other treatments must have been tried without success.
  - v. The ordering physician must determine the risks of using low-THC cannabis are reasonable in light of the benefit to the patient.
  - vi. The ordering physician must register the patient in the Compassionate Use Registry.
  - vii. The ordering physician must maintain a patient treatment plan which outlines the dose, route of administration, planned duration, monitoring of the patient's illness, and tolerance of the low-THC cannabis, and submit the plan to the University of Florida, College of Pharmacy on a quarterly basis for research purposes.

## **6. What about those people who are here only part of the year?**

- a. The Compassionate Medical Cannabis Act of 2014 states a patient must be a permanent Florida resident.

## **7. What are the requirements to grow and dispense low THC-cannabis in Florida?**

- a. The Compassionate Medical Cannabis Act of 2014 allows the Florida Department of Health to designate five dispensing organizations in Florida.
- b. These dispensing organizations will be located in specified geographic regions throughout the state: one each in northwest Florida, northeast Florida, central Florida, southeast Florida, and southwest Florida.
- c. The Florida Department of Health will develop an application form and determine the fees necessary, both initially and at biennial renewal, to cover the costs of administering The Compassionate Medical Cannabis Act of 2014.
- d. Dispensing organizations must meet stringent requirements:
  - i. Must have been in operation as a registered nursery in this state for at least 30 continuous years.
  - ii. Must have the ability to provide appropriate infrastructure and personnel, and maintain accountability for all raw materials, finished product and byproducts, in order to prevent unlawful access to these substances.

- iii. Must have a valid certificate of registration from the Florida Department of Agriculture that allows cultivation of more than 400,000 plants.
- iv. Must meet specific financial requirements.
- v. All owners and managers must be fingerprinted and pass a level 2 background check.
- vi. Must employ a medical director licensed under Chapter 458 or 459, Florida Statutes, to supervise dispensing activities.

**8. What are the financial requirements for a distributor?**

- a. Dispensing organizations must have the financial ability to maintain operations for the duration of the two-year approval cycle.
- b. Dispensing organizations must provide certified financials to the Department.
- c. Upon approval, dispensing organizations must post a \$5 million performance bond.

**9. Can patients grow their own low THC-cannabis?**

- a. No.

**10. What are the regulations for planting low THC-cannabis?**

- a. Only licensed dispensaries will be allowed to plant and grow low-THC cannabis in Florida.

**11. Where can I get an application to be a dispensary?**

- a. The application will be developed during the rule-making process. Rule-making workshop notices will be posted on the Department website, and the public is welcome to attend these workshops.

**12. What medical conditions are approved for use of low THC-cannabis under The Compassionate Medical Cannabis Act of 2014?**

- a. The Compassionate Medical Cannabis Act of 2014 allows the use of low-THC cannabis, when ordered by a physician licensed under Chapter 458 or Chapter 459 of F.S., for patients suffering from cancer or a physical medical condition that chronically produces symptoms of seizures, or severe and persistent muscle spasms, or to alleviate symptoms of such, if no other satisfactory alternative treatment options exist for the patient and other specific requirements have been met.



## **News and Information Articles Regarding Medical Cannabis**

### **A. Pros of Legalized Medical Cannabis**

#### **Sweetening the Pot: Taxing Medical Marijuana Reaps Benefits in San Jose**

<http://www.forbes.com/sites/kellyphillipserb/2011/05/16/sweetening-the-pot-taxing-medical-marijuana-reaps-benefits-in-san-jose/>

Source: *Forbes*

Summary: Medical marijuana legalization in California has led to a windfall in sales and “sin tax” collection in cities like San Jose. The drug would normally be exempt from sales tax for medical purposes, but because the federal government lists it as a Schedule 1 substance, it cannot be dispensed by a doctor’s prescription – it is dispensed with a doctor’s note – and therefore is *not* exempt from taxes like prescriptions.

#### **Fewer Pain Pill Overdoses In States With Legal Medical Marijuana**

[http://www.huffingtonpost.com/2014/08/26/painkiller-overdose-medical-marijuana\\_n\\_5711425.html](http://www.huffingtonpost.com/2014/08/26/painkiller-overdose-medical-marijuana_n_5711425.html)

Source: *Huffington Post*

Summary: A study published in JAMA found that despite a rise in pain killer deaths in the U.S., overdose in states with legalized medical marijuana is 25 percent lower.

#### **Studies claim medical marijuana may reduce suicide rates, traffic fatalities**

<http://www.pbs.org/newshour/rundown/studies-claim-medical-marijuana-may-reduce-suicide-rates-traffic-fatalities/>

Source: *PBS*

Summary: Recent studies show that medical marijuana may reduce suicide rates by up to 5 percent in the general population and as much as 10 percent in young adults. In addition, traffic deaths have decreased 8-11 percent in the first year where states have legalized medical cannabis.

## **23 Health Benefits of Marijuana**

<http://www.businessinsider.com/health-benefits-of-medical-marijuana-2014-4?op=1>

Source: *Business Insider*

Summary: The article describes the ailments that can be treated with medical marijuana, as well as the negative impacts of overuse. The article also contains links to other news coverage on the positive health benefits of medical cannabis.

## **How medical marijuana has become a \$5M business in Maine — and growing**

<http://bangordailynews.com/slideshow/medical-marijuanas-economic-impact-growing-in-maine/>

Source: *Bangor Daily News*

Summary: The positive impact on state sales and income tax revenue from medical marijuana dispensaries (and related caregivers) are highlighted for Maine, which does not exempt medical marijuana from sales tax as a prescription.

## **B. Cons of Legalized Medical Cannabis**

### **Economic impact of medical marijuana in Florida an open question**

<http://jacksonville.com/news/metro/2014-02-01/story/economic-impact-medical-marijuana-florida-open-question>

Source: *Florida Times-Union*

Summary: Business and other leaders debate the economic impact legalized medical marijuana would have in Florida, which many say remains an open question.

### **Medical Marijuana: More states legalizing, but scientific evidence lacking**

<http://www.cbsnews.com/news/medical-marijuana-more-states-legalizing-but-scientific-evidence-lacking/>

Source: *CBS News*

Summary: Dr. Margaret Haney of Columbia University's Marijuana Research Center argues that despite states' recent legalization efforts, carefully controlled studies of the medical benefits of marijuana remain scant.

### **Colorado residents say legal pot has economic, medical benefits; officials criticize unregulated industry**

[http://www.nj.com/news/index.ssf/2010/06/medical\\_marijuana\\_pot\\_nj\\_color.html](http://www.nj.com/news/index.ssf/2010/06/medical_marijuana_pot_nj_color.html)

Source: *Newark Star-Ledger*

Summary: Colorado passed one of the most liberal marijuana legalization laws in the country, including for medical purposes. Residents and medical professional tout the health benefits to patients, but local zoning and other nuisance issues highlight the need for local follow-up ordinances for regulation.

## Other Stories

### **The Legalization of Marijuana in Colorado: The Impact (August 2014)**

<http://www.rmhidta.org/html/FINAL%20Legalization%20of%20MJ%20in%20Colorado%20The%20Impact.pdf>

An annual report prepared by an organization called the Rocky Mountain High-Intensity Drug Trafficking Area, an intergovernmental law enforcement organization that covers a four state area. The mission of the Rocky Mountain HIDTA is to facilitate cooperation and coordination among federal, state and local drug enforcement efforts to enhance combating the drug trafficking problem locally, regionally and nationally. This mission is accomplished through joint multi-agency colocated drug task forces sharing information and working cooperatively with other drug enforcement initiatives including interdiction

### **Medical Marijuana: Pros & Cons of Budding Legalization**

<https://www.umhs-sk.org/blog/medical-marijuana-pros-cons-of-budding-legalization/Caribbean-Medical-Schools>

### **Would Medical Marijuana be a Boon or a Bust?**

<http://www.gulfshorebusiness.com/November-2013/Would-Medical-Marijuana-be-a-Boon-or-a-Bust/>

Source: *Gulf Shore Business*

Summary: Supporters and opponents to legalization discuss the potential economic benefits and societal costs of legalization across the country and in Florida.

### **Legal Use of Marijuana Clashes With Job Rules**

[http://www.nytimes.com/2014/09/08/us/legal-use-of-marijuana-clashes-with-workplace-drug-testing.html?\\_r=0](http://www.nytimes.com/2014/09/08/us/legal-use-of-marijuana-clashes-with-workplace-drug-testing.html?_r=0)

Source: *New York Times*

Summary: In states that have legalized the use of marijuana (including medical), employers have fired or limited employment based on 'zero tolerance' substance policies, including for those eligible to use it for medical reasons.

**Florida Statute 381.986**  
**(aka "Compassionate Medical Cannabis Act of 2014")**

381.986 Compassionate use of low-THC cannabis.—(1) DEFINITIONS.—As used in this section, the term:

- (a) "Dispensing organization" means an organization approved by the department to cultivate, process, and dispense low-THC cannabis pursuant to this section.
- (b) "Low-THC cannabis" means a plant of the genus Cannabis, the dried flowers of which contain 0.8 percent or less of tetrahydrocannabinol and more than 10 percent of cannabidiol weight for weight; the seeds thereof; the resin extracted from any part of such plant; or any compound, manufacture, salt, derivative, mixture, or preparation of such plant or its seeds or resin that is dispensed only from a dispensing organization.
- (c) "Medical use" means administration of the ordered amount of low-THC cannabis. The term does not include the possession, use, or administration by smoking. The term also does not include the transfer of low-THC cannabis to a person other than the qualified patient for whom it was ordered or the qualified patient's legal representative on behalf of the qualified patient.
- (d) "Qualified patient" means a resident of this state who has been added to the compassionate use registry by a physician licensed under chapter 458 or chapter 459 to receive low-THC cannabis from a dispensing organization.
- (e) "Smoking" means burning or igniting a substance and inhaling the smoke. Smoking does not include the use of a vaporizer.

(2) PHYSICIAN ORDERING.—Effective January 1, 2015, a physician licensed under chapter 458 or chapter 459 who has examined and is treating a patient suffering from cancer or a physical medical condition that chronically produces symptoms of seizures or severe and persistent muscle spasms may order for the patient's medical use low-THC cannabis to treat such disease, disorder, or condition or to alleviate symptoms of such disease, disorder, or condition, if no other satisfactory alternative treatment options exist for that patient and all of the following conditions apply:

- (a) The patient is a permanent resident of this state.
- (b) The physician determines that the risks of ordering low-THC cannabis are reasonable in light of the potential benefit for that patient. If a patient is younger than 18 years of age, a second physician must concur with this determination, and such determination must be documented in the patient's medical record.
- (c) The physician registers as the orderer of low-THC cannabis for the named patient on the compassionate use registry maintained by the department and updates the registry to reflect the contents of the order. The physician shall deactivate the patient's registration when treatment is discontinued.
- (d) The physician maintains a patient treatment plan that includes the dose, route of administration, planned duration, and monitoring of the patient's symptoms and other indicators of tolerance or reaction to the low-THC cannabis.
- (e) The physician submits the patient treatment plan quarterly to the University of Florida College of Pharmacy for research on the safety and efficacy of low-THC cannabis on patients.



(f) The physician obtains the voluntary informed consent of the patient or the patient's legal guardian to treatment with low-THC cannabis after sufficiently explaining the current state of knowledge in the medical community of the effectiveness of treatment of the patient's condition with low-THC cannabis, the medically acceptable alternatives, and the potential risks and side effects.

(3) PENALTIES.—

(a) A physician commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083, if the physician orders low-THC cannabis for a patient without a reasonable belief that the patient is suffering from:

1. Cancer or a physical medical condition that chronically produces symptoms of seizures or severe and persistent muscle spasms that can be treated with low-THC cannabis; or
2. Symptoms of cancer or a physical medical condition that chronically produces symptoms of seizures or severe and persistent muscle spasms that can be alleviated with low-THC cannabis.

(b) Any person who fraudulently represents that he or she has cancer or a physical medical condition that chronically produces symptoms of seizures or severe and persistent muscle spasms to a physician for the purpose of being ordered low-THC cannabis by such physician commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(4) PHYSICIAN EDUCATION.—

(a) Before ordering low-THC cannabis for use by a patient in this state, the appropriate board shall require the ordering physician licensed under chapter 458 or chapter 459 to successfully complete an 8-hour course and subsequent examination offered by the Florida Medical Association or the Florida Osteopathic Medical Association that encompasses the clinical indications for the appropriate use of low-THC cannabis, the appropriate delivery mechanisms, the contraindications for such use, as well as the relevant state and federal laws governing the ordering, dispensing, and possessing of this substance. The first course and examination shall be presented by October 1, 2014, and shall be administered at least annually thereafter. Successful completion of the course may be used by a physician to satisfy 8 hours of the continuing medical education requirements required by his or her respective board for licensure renewal. This course may be offered in a distance learning format.

(b) The appropriate board shall require the medical director of each dispensing organization approved under subsection (5) to successfully complete a 2-hour course and subsequent examination offered by the Florida Medical Association or the Florida Osteopathic Medical Association that encompasses appropriate safety procedures and knowledge of low-THC cannabis.

(c) Successful completion of the course and examination specified in paragraph (a) is required for every physician who orders low-THC cannabis each time such physician renews his or her license. In addition, successful completion of the course and examination specified in paragraph (b) is required for the medical director of each dispensing organization each time such physician renews his or her license.

(d) A physician who fails to comply with this subsection and who orders low-THC cannabis may be subject to disciplinary action under the applicable practice act and under s. 456.072(1)(k).

(5) DUTIES OF THE DEPARTMENT.—By January 1, 2015, the department shall:

(a) Create a secure, electronic, and online compassionate use registry for the registration of physicians and patients as provided under this section. The registry must be accessible to law enforcement agencies and to a dispensing organization in order to verify patient authorization for low-THC cannabis

and record the low-THC cannabis dispensed. The registry must prevent an active registration of a patient by multiple physicians.

(b) Authorize the establishment of five dispensing organizations to ensure reasonable statewide accessibility and availability as necessary for patients registered in the compassionate use registry and who are ordered low-THC cannabis under this section, one in each of the following regions: northwest Florida, northeast Florida, central Florida, southeast Florida, and southwest Florida. The department shall develop an application form and impose an initial application and biennial renewal fee that is sufficient to cover the costs of administering this section. An applicant for approval as a dispensing organization must be able to demonstrate:

1. The technical and technological ability to cultivate and produce low-THC cannabis. The applicant must possess a valid certificate of registration issued by the Department of Agriculture and Consumer Services pursuant to s. 581.131 that is issued for the cultivation of more than 400,000 plants, be operated by a nurseryman as defined in s. 581.011, and have been operated as a registered nursery in this state for at least 30 continuous years.
2. The ability to secure the premises, resources, and personnel necessary to operate as a dispensing organization.
3. The ability to maintain accountability of all raw materials, finished products, and any byproducts to prevent diversion or unlawful access to or possession of these substances.
4. An infrastructure reasonably located to dispense low-THC cannabis to registered patients statewide or regionally as determined by the department.
5. The financial ability to maintain operations for the duration of the 2-year approval cycle, including the provision of certified financials to the department. Upon approval, the applicant must post a \$5 million performance bond.
6. That all owners and managers have been fingerprinted and have successfully passed a level 2 background screening pursuant to s. 435.04.
7. The employment of a medical director who is a physician licensed under chapter 458 or chapter 459 to supervise the activities of the dispensing organization.

(c) Monitor physician registration and ordering of low-THC cannabis for ordering practices that could facilitate unlawful diversion or misuse of low-THC cannabis and take disciplinary action as indicated.

(d) Adopt rules necessary to implement this section.

(6) DISPENSING ORGANIZATION.—An approved dispensing organization shall maintain compliance with the criteria demonstrated for selection and approval as a dispensing organization under subsection (5) at all times. Before dispensing low-THC cannabis to a qualified patient, the dispensing organization shall verify that the patient has an active registration in the compassionate use registry, the order presented matches the order contents as recorded in the registry, and the order has not already been filled. Upon dispensing the low-THC cannabis, the dispensing organization shall record in the registry the date, time, quantity, and form of low-THC cannabis dispensed.

(7) EXCEPTIONS TO OTHER LAWS.—

(a) Notwithstanding s. 893.13, s. 893.135, s. 893.147, or any other provision of law, but subject to the requirements of this section, a qualified patient and the qualified patient's legal representative may purchase and possess for the patient's medical use up to the amount of low-THC cannabis ordered for the patient.

(b) Notwithstanding s. 893.13, s. 893.135, s. 893.147, or any other provision of law, but subject to the requirements of this section, an approved dispensing organization and its owners, managers, and employees may manufacture, possess, sell, deliver, distribute, dispense, and lawfully dispose of reasonable quantities, as established by department rule, of low-THC cannabis. For purposes of this subsection, the terms “manufacture,” “possession,” “deliver,” “distribute,” and “dispense” have the same meanings as provided in s. 893.02.

(c) An approved dispensing organization and its owners, managers, and employees are not subject to licensure or regulation under chapter 465 for manufacturing, possessing, selling, delivering, distributing, dispensing, or lawfully disposing of reasonable quantities, as established by department rule, of low-THC cannabis.

**Florida Amendment 2**  
**November 4 Ballot Language**

The official ballot language reads as follows:

“Allows the medical use of marijuana for individuals with debilitating diseases as determined by a licensed Florida physician. Allows caregivers to assist patients’ medical use of marijuana. The Department of Health shall register and regulate centers that produce and distribute marijuana for medical purposes and shall issue identification cards to patients and caregivers. Applies only to Florida law. Does not authorize violations of federal law or any non-medical use, possession or production of marijuana.”

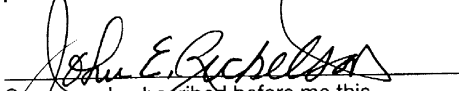


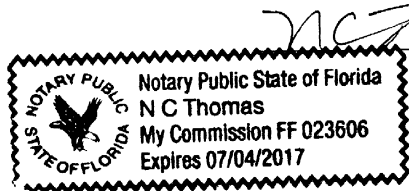
**PUBLISHER'S AFFIDAVIT OF PUBLICATION**

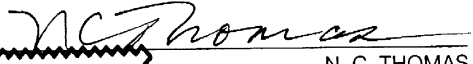
STATE OF FLORIDA  
COUNTY OF ORANGE

Before the undersigned, personally appeared JOHN E. RICKETSON who is personally known to me and who on oath says he is PUBLISHER of **THE APOPKA CHIEF**, a weekly newspaper published at Apopka, in Orange County, Florida, that the attached copy of advertisement was published in said newspaper in the issues of: **April 3, 2015**, as well as being posted online at www.theapokkachief.com and www.florida-publicnotices.com

Affiant further says that the said **APOPKA CHIEF** is a newspaper published in said Orange County, Florida, and that said newspaper has heretofore been continuously published in said Orange County, Florida, each week and has been entered as periodical\* class mail matter (\*second class as renamed by USPS 7/1/96) at the post office in Apopka, in said Orange County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any discount, rebate commission or refund for the purpose of securing this advertisement for publication in said newspaper.

  
Sworn and subscribed before me this  
**3rd day of April, 2015**, by John E. Ricketson,  
who is personally known to me.



  
N. C. THOMAS  
Notary Public, State of Florida  
My Commission FF 023606  
Expires July 04, 2017

**Public Notice**

CITY OF APOPKA  
PUBLIC HEARING NOTICE

The following ordinances are to be read and considered for adoption at the City Council meeting in the Apopka City Hall Council Chambers on **Wednesday, April 15, 2015, at 7:00 p.m.**, or as soon thereafter as possible.

**ORDINANCE NO. 2388**

**AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, AFFECTING THE USE OF LAND IN THE CITY OF APOPKA, AMENDING ARTICLE III OF THE LAND DEVELOPMENT CODE TO INCLUDE A NEW SECTION 3.05 TITLED "DESIGNATED GROW AREA OVERLAY DISTRICT," PROVIDING THAT CANNABIS CULTIVATION AND PROCESSING AND MARIJUANA DISPENSARIES/MEDICAL TREATMENT CENTERS ARE SPECIAL EXCEPTION USES WITHIN A "DESIGNATION GROW AREA OVERLAY DISTRICT" AND PROHIBITING SUCH USES WITHIN ANY OTHER ZONING DISTRICTS OR LOCATIONS WITHIN THE JURISDICTION OF APOPKA; PROVIDING ADDITIONAL STANDARDS AND CONSIDERATION FOR APPROVAL OF A SPECIAL EXCEPTION FOR CANNABIS CULTIVATION OR PROCESSING OR MARIJUANA DISPENSARY/MEDICAL MARIJUANA TREATMENT CENTER; PROVIDING DEFINITIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, CONDITIONS; AND SETTING AN EFFECTIVE DATE.**

**ORDINANCE NO. 2413**

**AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, CHANGING THE ZONING FROM "COUNTY" A-1 (AGRICULTURE) TO "CITY" AG (AGRICULTURE) FOR CERTAIN REAL PROPERTIES GENERALLY LOCATED WITHIN THE CITY LIMITS OF APOPKA, COMPRISING 274.64 ACRES, MORE OR LESS, AND OWNED BY ALWAYS GROWING TREES, INC., CHESTER S. PECKETT TRUST, PECKETT FAMILY TRUST, CHRISTOPHER JOHNSON, DAVID AND SUE HILL, DONALD AND DEBRA KIRKLAND, DRK INC., EARL GAYLON WARD ESTATE, FRANKLIN AND JACQUELINE KING, J AND L GARDENIAS, INC., JAMES & LINDA KING, JOSEPH & DONNA COX, KENNETH & HARVEY MORRIS, PATRICIA BARTLETT, PROJECT ORLANDO LLC, ROBERT BRANTLEY, ROCKWOOD GROVES LLC, SHIRLEY DOBBS, T. O. MAHAFFEY JR., WILLIAM M DUVAL TRUST; PROVIDING FOR DIRECTIONS TO THE COMMUNITY DEVELOPMENT DIRECTOR, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**ORDINANCE NO. 2414**

**AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, CHANGING THE ZONING FROM "COUNTY" A-1 (AGRICULTURE) TO "CITY" AG (AGRICULTURE) FOR CERTAIN REAL PROPERTIES GENERALLY LOCATED WITHIN THE CITY LIMITS OF APOPKA, COMPRISING 23.78 ACRES, MORE OR LESS, AND OWNED BY JOHN AND JOANNE AULT, BEVERLY SAFIER, DONALD AND DONNA THOMAS, AND PHILLIP AND PEGGY DIONNE; PROVIDING FOR DIRECTIONS TO THE COMMUNITY DEVELOPMENT DIRECTOR, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**ORDINANCE NO. 2415**

**AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, AMENDING THE CODE OF ORDINANCES, PART II, CHAPTER 2, DIVISION 2, SECTION 2, BY ADDING SUBSECTION 2-123 ENTITLED "PASS-THROUGH FEES;" PROVIDING FOR PASS-THROUGH TO THE APPLICANT OF CERTAIN COSTS INCURRED BY THE CITY PERTAINING TO THE REVIEW, INSPECTION AND REGULATION OF DEVELOPMENT ACTIVITIES WITHIN THE CITY; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

Interested parties may appear at this meeting and be heard with respect to the proposed ordinances. The proposed ordinances are available in the City Clerk's office or the Community Development Department for inspection. All interested parties may appear and be heard with respect to these hearings. Please be advised that, under State law, if you decide to appeal a decision made with respect to this matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act (ADA), persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office at 120 East Main Street, Apopka FL 32703, Telephone: 407-703-1704, no less than 48 hours prior to the proceeding.

City of Apopka City Council  
Community Development Department

April 3, 2015  
Publish: The Apopka Chief

**Backup material for agenda item:**

2. ORDINANCE NO. 2416 – SECOND READING - Moratorium – To establish a moratorium on the issuance of building permit and/or the receipt of preliminary or final development plan submittals for restaurants or food service operations with drive through lanes or drive-in service, such moratorium to extend until January 7, 2016.



**CITY OF APOPKA  
CITY COUNCIL**

- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL HEARING
- OTHER: Ordinance

MEETING OF: May 6, 2015  
 FROM: Community Development  
 EXHIBITS: Ordinance No. 2416

**SUBJECT:           ORDINANCE NO. 2416 – TO ESTABLISH A MORATORIUM ON THE ISSUANCE OF BUILDING PERMITS AND/OR THE RECEIPT OF PRELIMINARY OR FINAL DEVELOPMENT PLAN SUBMITTALS FOR RESTAURANT OR FOOD SERVICE OPERATIONS WITH DRIVE THROUGH LANE OR DRIVE-IN SERVICE, SUCH MORATORIUM TO EXTEND UNTIL JANUARY 7, 2016.**

**Request:           SECOND READING OF ORDINANCE NO. 2416 - TO ESTABLISH A MORATORIUM ON THE ISSUANCE OF BUILDING PERMITS AND/OR THE RECEIPT OF PRELIMINARY OR FINAL DEVELOPMENT PLAN SUBMITTALS FOR RESTAURANT OR FOOD SERVICE OPERATIONS WITH DRIVE THROUGH LANE OR DRIVE-IN SERVICE, SUCH MORATORIUM TO EXTEND UNTIL JANUARY 7, 2016; AND HOLD OVER FOR THIRD READING & ADOPTION ON MAY 20, 2015.**

**SUMMARY:**

The City of Apopka will soon embark upon a Community-Wide Visioning Process to identify current and long-term preferences for the development and character of neighborhoods and the Apopka community as a whole. Recent trends in the fast-food service industry utilize dual and stacked service lanes for which current development standards and design guidelines did not anticipate additional needs for land area, their associated on-site land use impacts, or potential nuisances to abutting properties. Inadequate site design of fast-food services restaurants and associated drive-through lanes has led to business practices placing employees, some of whom are teenagers, outdoors standing within service lanes or drive aisles to take customer orders, creating potential public health and safety concerns for the employee. In the course of recent evaluation of development plan applications for fast food restaurants with drive through lanes, staff has identified land use impacts incompatible to the size of the business and their potential impacts adjoining and surrounding land uses. Staff has determined that restaurant and/or food service operations devoted to providing food and beverage products to customers in drive through lanes have the potential to negatively impact adjoining land uses due to certain common operational characteristics. The Community-wide Visioning Process may find that residents of some neighborhoods find fast food restaurants with drive through service incompatible with the residential character of the surrounding area, including traffic impacts and noise levels that may degrade the desired environ of such residential areas.

Per Section 1.08.13, Definitions, of the Land Development Code (LDC), a fast food restaurant means: an establishment whose principal business is the sale of food or beverage in a ready-to-consume state for consumption within the building, within a motor vehicle parked on the premises or off the premises as carry out orders. The principal method of operation includes, but is not limited to, the following characteristics: food or beverages are usually served in paper, plastic or other disposable container; there is generally not waiter or waitress service; food and beverages are served at a counter or window to be consumed elsewhere; drive-through service is often available.

**FUNDING SOURCE:** N/A

**DISTRIBUTION:**

- |                         |                  |                      |
|-------------------------|------------------|----------------------|
| Mayor Kilsheimer        | Finance Director | Public Ser. Director |
| Commissioners (4)       | HR Director      | City Clerk           |
| City Administrator Irby | IT Director      | Fire Chief           |
| Dev. Director           | Police Chief     |                      |

The proposed ordinance is applicable to the entire jurisdictional area of the City. Fast-food restaurants are currently a prohibited use within the Downtown Development District (Sec. 3.03.E.1., LDC,) and restaurants are prohibited in the Neighborhood Commercial (CN) zoning district (Sec. 2.02.11.C, LDC.). Elsewhere, drive-in (drive-through) restaurants within C-1, C-2, and C-3 must be at least 200 feet from residential areas, as measured from the property line.

The proposed ordinance is currently under review by the city attorney’s office. Any significant changes will be forwarded to the City Council prior to the hearing date. If changes are considered minor, they will be presented at the hearing.

**PUBLIC HEARING SCHEDULE:**

- Planning Commission – April 14, 2014 (5:01 pm)
- City Council – April 15, 2015 – 1<sup>st</sup> Reading (7:00 pm)
- City Council – May 6, 2015 – 2<sup>nd</sup> Reading (1:30 pm)
- City Council – May 20, 2015 – 3<sup>rd</sup> Reading & Adoption (7:00 pm)

**DULY ADVERTISED:**

- March 27, 2015 – Public Hearing Notice
- May 8, 2015 – Ordinance Heading

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**RECOMMENDED ACTION:**

The **Planning Commission**, at its meeting on April 14, 2015, recommended approval to establish a moratorium on the issuance of building permits and/or the receipt of preliminary or final development plan submittals for restaurant or food service operations with drive through lane(s) or drive-in service, such moratorium to extend until January 7, 2016.

The **City Council**, at its meeting on April 15, 2015, accepted the First Reading of Ordinance No. 2416 and held it over for Second Reading and Adoption on May 6, 2015.

Accept the Second Reading of Ordinance No. 2416 and Hold it Over for Third Reading & Adoption on May 20, 2015.



**ORDINANCE NO. 2416**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, ESTABLISHING A MORATORIUM UNTIL JANUARY 7, 2016 ON ACCEPTANCE, REVIEW, PROCESSING, OR APPROVAL OF APPLICATIONS FOR DEVELOPMENT, BUILDING PERMITS, SITE PLANS, DEVELOPMENT ORDERS, AND LAND USE ACTIVITIES WHICH WOULD ALLOW OR PERMIT CONSTRUCTION OF DRIVE-THROUGH OR DRIVE-IN RESTAURANT FACILITIES WITHIN THE CITY OF APOPKA DURING THE COURSE OF COMPLETION OF A STUDY AND POTENTIAL ADOPTION OF AMENDMENTS TO THE LAND DEVELOPMENT CODE AND DEVELOPMENT DESIGN GUIDELINES; PROVIDING EXEMPTIONS; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR POSSIBLE EXTENSION OF THIS ORDINANCE; PROVIDING FOR ADMINISTRATIVE/QUASI-JUDICIAL VESTED RIGHTS REVIEW PROCEDURES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Apopka intends to conduct a Community-Wide Visioning Process to identify the current and future character of neighborhoods and the development of Apopka as a whole; and

**WHEREAS**, recent trends in the fast-food service industry utilize dual and stacked service lanes for which current development standards and design guidelines fail to adequately contemplate land area needs, associated on-site land use impacts or potential nuisances to abutting properties;

**WHEREAS**, inadequate site design of fast-food service restaurants with drive-through lanes or drive-in stations has led to business practices which require employees, some of whom are teenagers, to stand outdoors in service lanes or drive aisles to take customer orders, creating potential public health and safety concerns for the employees;

**WHEREAS**, in the course of recent evaluations of development plan applications for fast food restaurants with drive-through lanes and drive-in stations, staff identified land use impacts disproportionate to the size of the business and which also impacted adjoining and surrounding land uses; and

**WHEREAS**, the City Council of the City of Apopka believes that it is reasonable and appropriate to periodically review land use regulations to determine whether they provide appropriate performance standards and/or safeguards to ensure that businesses located within the City are constructed and operated in a manner which does not adversely impact adjoining land uses; and

**WHEREAS**, the preliminary review by staff determined that drive-through and drive-in restaurant facilities may adversely impact adjoining land uses due to certain common operational characteristics which include:

1. The entry and exit points to accommodate the drive-through service lanes frequently result in curb cut access ways that create traffic hazards for vehicles moving along public roadways.
2. Vehicles utilizing the drive through service lanes frequently stack during peak operating hours to a point where they may create traffic disruptions or blockages on adjacent public thoroughfares.

3. Drivers leaving food service windows are frequently distracted while checking orders or distributing food products and do not display the degree of caution necessary for vehicular operations when entering adjoining public roadways or passing through congested parking areas.
4. The combination of drivers attempting to order and receive food service and delivery lanes in parking areas over which pedestrians are going and coming to access the food service facilities creates an enhanced risk of a pedestrian/vehicular accident.
5. When large orders are received in drive-through lanes customers may be asked to move into vehicle holding areas which create the potential for congestion in parking and vehicle maneuvering areas creating additional accident risks and difficulty exiting adjacent public thoroughfares to access the establishment's parking and service roadways.
6. The signage necessary to direct and control traffic utilizing drive-through service lanes can create visual clutter and can generate confusion for motorists thereby increasing the risks of vehicular accidents.
7. The packaging material used in the distribution of food service products from drive-through and drive-in restaurant facilities correlates with increased trash along public rights-of-way and thoroughfares lying in close proximity to these establishments.

**WHEREAS**, the City of Apopka through the Citywide Visioning Process may determine that drive-through and drive-in restaurant facilities are incompatible with the residential character of the surrounding area, creating detrimental traffic impacts and elevated noise levels which cause the degradation of those areas;

**WHEREAS**, the Apopka City Council believes that it is reasonable and appropriate to ask staff to do a comprehensive study on the operational impacts of these types of food service establishments in order to determine what type of development and performance standards should be adopted by the municipality to ensure the safe, efficient and effective business operation of these types of facilities, and

**WHEREAS**, such study should also determine the appropriate locations and spatial separation for businesses of this type to ensure that they do not unreasonably impact adjoining business operations or nearby residential areas that might share common frontage on public thoroughfares; and

**WHEREAS**, the Apopka City Council believes that the moratorium period is necessary and appropriate to allow staff sufficient time to complete a study and to prepare appropriate regulations, if necessary, which reflect the results of the study; and

**WHEREAS**, the City Council believes it is reasonable and appropriate to establish exemptions and vesting rights procedures for property owners who believe they may be unreasonably impacted by this moratorium and will be subject to a hardship that is not appropriate based upon the character of the activity they propose to undertake; and

**WHEREAS**, the City Council has authority to adopt this Ordinance by virtue of the City’s home rule authority under Section 166.021(4), *Florida Statutes* and its general police power; by virtue of Section 163.3202, *Florida Statutes*, which encourage the use of innovative zoning techniques; and based on the inherent authority conferred by comprehensive planning laws.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, THAT:**

**SECTION 1: LEGISLATIVE FINDINGS.**

The recitals set forth above are hereby adopted as legislative findings of the City Council of the City of Apopka.

**SECTION II. COMMISSION TO STUDY.**

The City Council of the City of Apopka hereby directs the City Administrator to institute a study on the operational characteristics and impacts of restaurants or food service operations that provide food service delivery in drive-through lanes or drive-in stations. The purpose of the study is to develop a full understanding of the characteristics and impacts of these facilities on adjoining thoroughfares and adjoining land uses. The study shall be undertaken as soon as practical and shall be completed before January 7, 2016 with recommendations for amendments to the City’s Land Development Code and Development Design Guidelines.

**SECTION III. TEMPORARY MORATORIUM.**

(a) A temporary moratorium is hereby established on all non-exempt activity and actions relating to the acceptance, review, processing, and/or approval of, applications for development, building permits, site plans, development orders or any other land use activity which would allow or permit the construction or development of drive-through or drive-in restaurant facilities.

(b) This moratorium shall be effective until January 7, 2016 following the adoption of this Ordinance but may be extended if the City Council should subsequently adopt a new or amended Ordinance providing an extended time frame under which to complete the study on the characteristics and operational impacts of these drive-through and drive-in facilities.

(c) For the purposes of this Ordinance, a drive-through or drive-in restaurant facility is any commercial establishment which provides its patrons the ability to purchase food or beverages while remaining in a motor vehicle during the time which he or she is accommodated. This Ordinance does not apply to drive-up restaurants that provide curbside-to-go pick up service for parked customers who submit food or drink orders offsite from a telephone, email, or similar telecommunication device.

**SECTION IV. EXEMPTIONS.**

Exemptions from this Ordinance are the following:

(a) General maintenance, repairs and/or health and safety improvements on lawfully existing structures or accessory structures, so long as any such altered structures shall remain within the footprint of the original structure. Maintenance and/or repairs proposed for health and safety purposes shall be certified by a professional engineer registered in the State of Florida as repairs which are necessary to correct structural deficiencies which pose a health and safety hazard and shall be approved by the City Building Official.

(b) Interior remodeling or decorating of lawfully existing structures or accessory structures.

(c) Exterior repainting of lawfully existing structures and accessory structures.

(d) Applications to replace lawfully existing structures which pose a life, health, and safety hazard, so long as the structure, once replaced, complies with all provisions of the Code of Ordinances of the City of Apopka. Replacement shall be approved and certified by a professional engineer registered in the State of Florida as being necessary to correct structural deficiencies which pose a life, health and safety hazard and shall be approved by the City Building Official.

(e) Any vested improvement as provided under this Ordinance.

**SECTION V: ADMINISTRATIVE/QUASI-JUDICIAL REVIEW PROCEDURES.**

Owners of real property within the City of Apopka or the authorized agent of such owner may request a determination of vested rights by following the procedures set for in Article VI, Sections 4.06.00-4.06.04 of the Apopka Code of Ordinances.

**SECTION VI: EFFECTIVE DATE; REPEAL OR EXPIRATION.**

This Ordinance shall become effective immediately upon approval of the City Council and shall stand repealed as of 11:59 p.m. on January 7, 2016, unless repealed sooner or extended by the City Council consistent with the terms of this Ordinance, or upon adoption of amendments to the City's Land Development Code and Development Design Guidelines before the end of the moratorium period, all of which shall be drafted to protect the health, safety, and welfare of the residents of the City of Apopka and be compatible with the City's present efforts to protect and improve the character and quality of life within the City for both present and future residents.

**SECTION VII: SCOPE OF COVERAGE.**

Unless otherwise stated, this Ordinance shall cover all lands within the jurisdictional boundaries of the City of Apopka, including any lands annexed after the effective date of this Ordinance.

**SECTION VIII: SEVERABILITY.**

If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or portion of a section or subsection or part of this ordinance.



**SECTION IX: CONFLICTS.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF MAY, 2015.**

FIRST READING: April 15, 2015

SECOND READING: May 6, 2015

THIRD READING  
AND ADOPTION: May 20, 2015

\_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

ATTEST:

\_\_\_\_\_  
Linda Goff, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Clifford B. Shepard, City Attorney

DULY ADVERTISED FOR PUBLIC HEARING: March 27, 2015  
May 8, 2015

**Backup material for agenda item:**

3. ORDINANCE NO. 2417 – FIRST READING - ANNEXATION – Diana Donohoe Life Estate, property located at 4664 Plymouth Sorrento Road (Parcel ID # 13-20-27-0000-00-043) (4.85 +/- acres); and Debra Reid Wilbarger, property located at 4646 Plymouth Sorrento Road. (Parcel ID # 13-20-27-0000-00-042) (1.33 +/- acres). (Combined acreage 6.18 +/- acres)



**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2417  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2417 – DIANA DONOHOE  
LIFE ESTATE AND DEBRA REID WILBARGER**

**SUMMARY:**

**OWNERS:                      DIANA DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER**

**LOCATIONS:                  4646 Plymouth Sorrento Road – 13-20-27-0000-00-042 (1.33 +/- ac)  
4664 Plymouth Sorrento Road – 13-20-27-0000-00-043 (4.85 +/- ac)**

**LAND USE:                   Refer to Exhibit "A"**

**EXISTING USE:               Refer to Exhibit "A"**

**TRACT SIZE:                6.18 +/- acres**

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2417 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**EXHIBIT "A"**  
**CITY OF AOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
<b>2417</b>	<b>1</b>	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043 13-20-27-0000-00-042	4.85 <u>1.33</u> 6.18	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
<b>2418</b>	<b>2</b>	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049 13-20-27-0000-00-044	1.76 <u>1.72</u> 3.48	Vacant Land	Rural Max. 1du/10 acres
<b>2419</b>	<b>3</b>	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
<b>2420</b>	<b>4</b>	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
<b>2421</b>	<b>5</b>	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
<b>2422</b>	<b>6</b>	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
<b>2423</b>	<b>7</b>	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
				<b>TOTAL ACRES</b>	<b>41.39</b>		

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ORDINANCE NO. 2417

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DIANE DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER, LOCATED AT 4664 AND 4646 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Diane Donohoe Life Estate and Debra Reid Wilbarger, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the properties located at 4664 and 4646 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described properties, being situated in Orange County, Florida, totaling 6.18 +/- acres, and graphically depicted by the attached Exhibits "A" and "B", is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Descriptions:

10851/1784 ERROR IN DESCRIPTION - THE SOUTH 440 FEET OF THE NORTH 905 FEET OF THE EAST ½ OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST (LESS THE EAST 480 FEET & LESS THE EAST 60 FEET THEREOF), ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-042

Contains: 1.33 +/- Acres

10851/1784 ERROR IN DESCRIPTION - THE SOUTH 440 FEET OF THE NORTH 905 FEET OF THE WEST 480 FEET OF THE EAST ½ OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-043

Contains: 4.85 +/- Acres

Total Acres: 6.18 +/-

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

**ORDINANCE NO.: 2417**

**PAGE 2**

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

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Joseph E. Kilsheimer, Mayor

ATTEST:

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Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



**ANNEXATION**  
**DIANE DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER**  
**4646 PLYMOUTH SORRENTO ROAD**  
**4664 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2417**  
**Parcel ID: 13-20-27-0000-00-042**  
**13-20-27-0000-00-043**

**Total Acres: 6.18 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

4. ORDINANCE NO. 2418 – FIRST READING - ANNEXATION – Diane Reid-Goolsby, properties located at 4668 Plymouth Sorrento Road (Parcel ID # 13-20-27-0000-00-049) (1.76 +/- acres); and 4672 Plymouth Sorrento Road. (Parcel ID # 13-20-27-0000-00-044) (1.72 +/- acres) (Combined acreage 3.48 +/- acres)





**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2418  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2418 – DIANE REID-GOOLSBY**

**SUMMARY:**

OWNER:                      **DIANE REID-GOOLSBY**

LOCATIONS:                4672 Plymouth Sorrento Road – 13-20-27-0000-00-044 (1.72 +/- ac)  
4668 Plymouth Sorrento Road – 13-20-27-0000-00-049 (1.76 +/- ac)

LAND USE:                  Refer to Exhibit "A"

EXISTING USE:              Refer to Exhibit "A"

TRACT SIZE:               3.48 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2418 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

strator Irby  
Dev. Director

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043 13-20-27-0000-00-042	4.85 <u>1.33</u> 6.18	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
<b>2418</b>	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049 13-20-27-0000-00-044	1.76 <u>1.72</u> 3.48	Vacant Land	Rural Max. 1du/10 acres
2419	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
2420	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
				<b>TOTAL ACRES</b>	<b>41.39</b>		

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ORDINANCE NO. 2418

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DIANE REID-GOOLSBY, LOCATED AT 4668 AND 4672 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Diane Reid-Goolsby, owner thereof, has petitioned the City Council of the City of Apopka, Florida, to annex the properties located at 4668 and 4672 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described properties, being situated in Orange County, Florida, totaling 3.48 +/- acres, and graphically depicted by the attached Exhibits "A" and "B", is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Descriptions:

10851/1697 ERROR IN DESCRIPTION - THE SOUTH 16.25 FEET OF THE NORTH 232.5 FEET OF THE EAST ½ OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST (LESS E 30 FT), ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-044

Contains: 1.76 +/- Acres

10851/1697 ERROR IN DESCRIPTION - THE SOUTH 232.5 FEET OF THE NORTH 465 FEET OF THE WEST 330 FEET OF THE EAST ½ OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-049

Contains: 1.72 +/- Acres

Total Acres: 3.48 +/-

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

**ORDINANCE NO. 2418**

**PAGE 2**

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015





**ANNEXATION**  
**DIANE REID-GOOLSBY**  
**4668 PLYMOUTH SORRENTO ROAD**  
**4672 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2418**  
**Parcel ID: 13-20-27-0000-00-044**  
**13-20-27-0000-00-049**

**Total Acres: 3.48 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

5. ORDINANCE NO. 2419 – FIRST READING - ANNEXATION – Diane Reid-Goolsby and Debra Reid Wilbarger, property located at 4680 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-010) (21.36 +/- acres)



**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2419  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2419 – DIANE REID-GOOLSBY AND DEBRA REID WILBARGER**

**SUMMARY:**

OWNERS:                      **DIANE REID-GOOLSBY AND DEBRA REID WILBARGER**

LOCATION:                      4680 Plymouth Sorrento Road – 13-20-27-0000-00-010

LAND USE:                    Refer to Exhibit "A"

EXISTING USE:                Refer to Exhibit "A"

TRACT SIZE:                  21.36 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2419 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043 13-20-27-0000-00-042	4.85 <u>1.33</u> 6.18	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
2418	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049 13-20-27-0000-00-044	1.76 <u>1.72</u> 3.48	Vacant Land	Rural Max. 1du/10 acres
<b>2419</b>	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
2420	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
				<b>TOTAL ACRES</b>	<b>41.39</b>		

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ORDINANCE NO. 2419

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DIANE REID-GOOLSBY AND DEBRA REID WILBARGER, LOCATED AT 4680 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Diane Reid-Goolsby and Diane Reid Wilbarger, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 4680 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 21.36 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Descriptions:

10851/1700 ERROR IN DESCRIPTION - THE NORTH 135 FEET OF THE SOUTH  $\frac{1}{2}$  OF THE NORTHEAST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  & THE EAST  $\frac{1}{2}$  OF THE SOUTHWEST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  & THE WEST  $\frac{1}{2}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  (LESS BEGINNING AT THE SOUTHEAST CORNER THEREOF RUN WEST 330 FEET NORTH 180 FEET WEST 330 FEET NORTH 645 FEET EAST 330 FEET SOUTH 165 FEET EAST 330 FEET SOUTH TO POINT OF BEGINNING & LESS BEGINNING 116.25 FEET SOUTH OF THE NORTHWEST CORNER THEREOF RUN SOUTH 788.75 FEET EAST 600 FEET NORTH 440 FEET WEST 270 FEET NORTH 232.5 FEET EAST 300 FEET NORTH 116.25 FEET WEST 630 FEET TO THE POINT OF BEGINNING & LESS THE NORTH 100 FEET OF THE WEST 630 FEET THEREOF) OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-010

Contains: 21.36 +/- Acres

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



**ANNEXATION**  
**DIANE REID-GOOLSBY AND DIANE REID WILBARGER**  
**4680 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2419**  
**Parcel ID: 13-20-27-0000-00-010**

**Total Acres: 21.36 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

6. ORDINANCE NO. 2420 – FIRST READING - ANNEXATION – Diane Reid-Goolsby, property located at 4622 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-041) (2.88 +/- acres)





**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2420  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2420 – DIANE REID-GOOLBSY**

**SUMMARY:**

OWNER:                      **DIANE REID-GOOLSBY**  
  
LOCATION:                      4622 Plymouth Sorrento Road – 13-20-27-0000-00-041  
  
LAND USE:                    Refer to Exhibit "A"  
  
EXISTING USE:                Refer to Exhibit "A"  
  
TRACT SIZE:                  2.88 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.  
  
Accept the First Reading of Ordinance No. 2420 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer	Finance Director	Public Ser. Director
Commissioners (4)	HR Director	City Clerk
City Administrator Irby	IT Director	Fire Chief
Dev. Director	Police Chief	

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043 13-20-27-0000-00-042	4.85 <u>1.33</u> 6.18	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
2418	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049 13-20-27-0000-00-044	1.76 <u>1.72</u> 3.48	Vacant Land	Rural Max. 1du/10 acres
2419	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
<b>2420</b>	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
				<b>TOTAL ACRES</b>	<b>41.39</b>		

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ORDINANCE NO. 2420

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DIANE REID-GOOLSBY, LOCATED AT 4622 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Diane Reid-Goolsby, owner thereof, has petitioned the City Council of the City of Apopka, Florida, to annex the property located at 4622 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 2.88 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

10851/1697 ERROR IN DESCRIPTION - THE NORTHEAST ¼ OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼ (LESS THE NORTH 465 FEET THEREOF & LESS THE EAST 30 FEET FOR ROAD RIGHT OF WAY) OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST.

Parcel I.D.: 13-20-27-0000-00-041

Contains: 2.88 +/- Acres

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

**ORDINANCE NO. 2420**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015





**ANNEXATION**  
**DIANE REID-GOOLSBY**  
**4622 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2420**  
**Parcel ID: 13-20-27-0000-00-041**

**Total Acres: 2.88 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

7. ORDINANCE NO. 2421 – FIRST READING - ANNEXATION – Diana Donohoe Life Estate and Debra Reid Wilbarger, property located at 4634 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-039) (2.50 +/- acres)



**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2421  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2421 – DIANA DONOHOE  
LIFE ESTATE AND DEBRA REID WILBARGER**

**SUMMARY:**

OWNERS:                      **DIANA DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER**

LOCATION:                      4634 Plymouth Sorrento Road – 13-20-27-0000-00-039

LAND USE:                    Refer to Exhibit "A"

EXISTING USE:                Refer to Exhibit "A"

TRACT SIZE:                  2.50 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2421 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**EXHIBIT "A"**  
**CITY OF AOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043	4.85	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
				13-20-27-0000-00-042	<u>1.33</u> 6.18		
2418	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049	1.76	Vacant Land	Rural Max. 1du/10 acres
				13-20-27-0000-00-044	<u>1.72</u> 3.48		
2419	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
2420	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
<b>TOTAL ACRES</b>					<b>41.39</b>		

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ORDINANCE NO. 2421

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DIANA DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER, LOCATED AT 4634 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Diana Donohoe Life Estate and Debra Reid Wilbarger, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 4634 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 2.50 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

10851/1784 ERROR IN DESCRIPTION - THE WEST ½ OF THE SOUTHEAST ¼ OF THE NORTHEAST ¼ (LESS THE EAST 330 FEET & THE NORTH 495 FEET & THE SOUTH 500 FEET THEREOF) OF SEC 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST, ORANGE COUNTY, FLORIDA.

Parcel I.D.: 13-20-27-0000-00-039

Contains: 2.50 +/- Acres

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

**ORDINANCE NO. 2421**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

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Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015

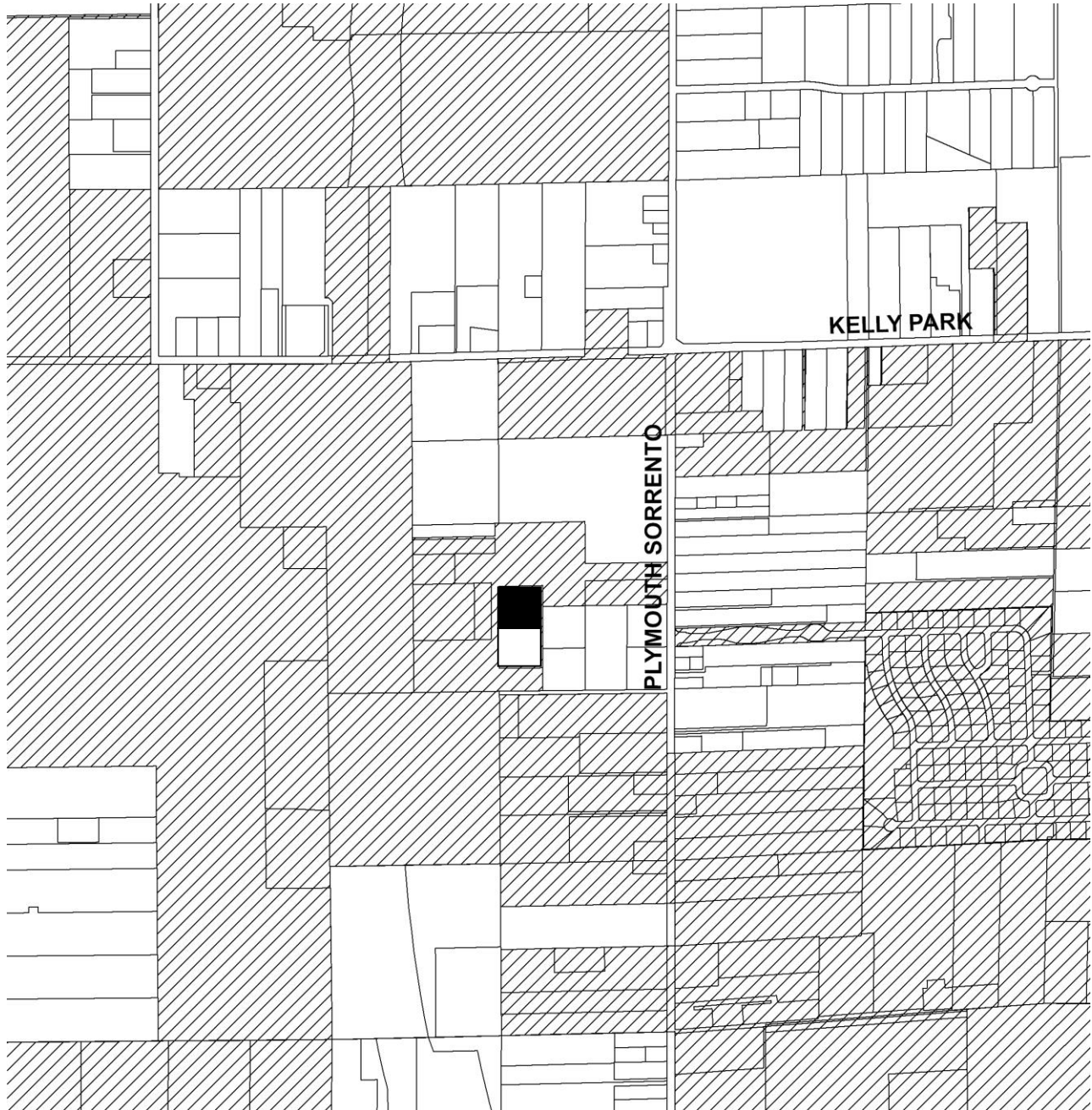


**ANNEXATION**  
**DIANA DONOHOE LIFE ESTATE AND DEBRA REID WILBARGER**  
**4634 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2421**  
**Parcel ID: 13-20-27-0000-00-039**

**Total Acres: 2.50 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

8. ORDINANCE NO. 2422 – FIRST READING - ANNEXATION – Daniel Joshua Reid Life Estate and David Dwayne Reid, property located at 4640 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-031) (2.50 +/- acres)





**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2422  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2422 – DANIEL JOSHUA REID LIFE ESTATE AND DAVID DWAYNE REID**

**SUMMARY:**

OWNERS:                      **DANIEL JOSHUA REID LIFE ESTATE AND DAVID DWAYNE REID**  
  
LOCATION:                      4640 Plymouth Sorrento Road – 13-20-27-0000-00-031  
  
LAND USE:                    Refer to Exhibit "A"  
  
EXISTING USE:               Refer to Exhibit "A"  
  
TRACT SIZE:                  2.50 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2422 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043	4.85	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
				13-20-27-0000-00-042	<u>1.33</u> 6.18		
2418	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049	1.76	Vacant Land	Rural Max. 1du/10 acres
				13-20-27-0000-00-044	<u>1.72</u> 3.48		
2419	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
2420	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
<b>TOTAL ACRES</b>					<b>41.39</b>		

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ORDINANCE NO. 2422

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DANIEL JOSHUA REID LIFE ESTATE AND DAVID DWAYNE REID, LOCATED AT 4640 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Daniel Joshua Reid Life Estate and David Dwayne Reid, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 4640 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 2.50 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

THE NORTH 320 FEET OF THE SOUTH 500 FEET OF THE SOUTHWEST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST, (LESS THE EAST 330 FEET THEREOF), ORANGE COUNTY, FLORIDA

Parcel I.D.: 13-20-27-0000-00-031  
Contains: 2.50 +/- Acres

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the

**ORDINANCE NO. 2422**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

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Joseph E. Kilsheimer, Mayor

ATTEST:

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Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



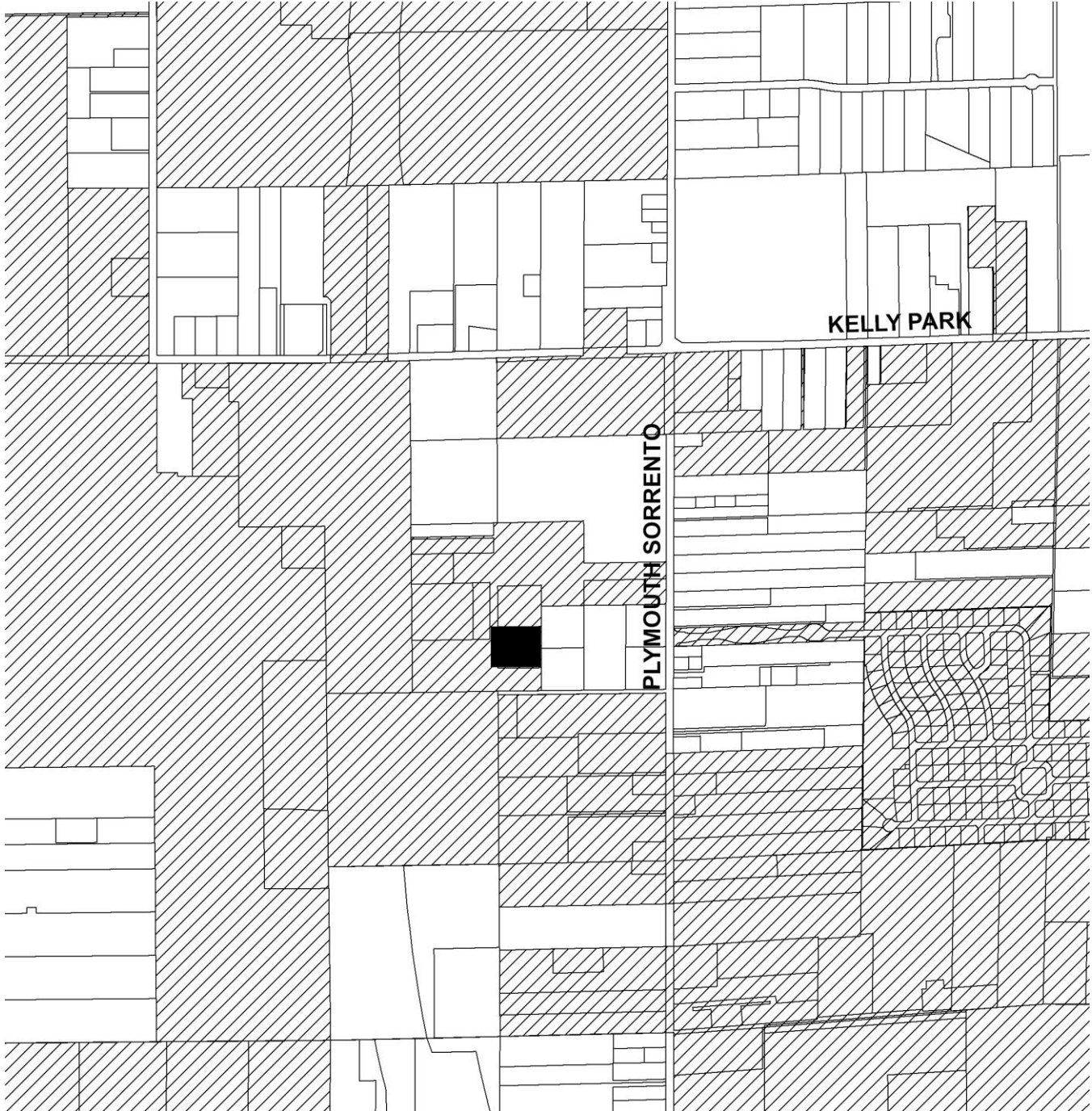


**ANNEXATION**  
**DANIEL JOSHUA REID LIFE ESTATE AND DAVID DWAYNE REID**  
**4640 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2422**  
**Parcel ID: 13-20-27-0000-00-031**

**Total Acres: 2.50 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

9. ORDINANCE NO. 2423 – FIRST READING - ANNEXATION – Debra Reid Wilbarger Life Estate, Diana Nichole Ried-McClure, and Dwana Michelle Reid-McClure, property located at 4528 Plymouth Sorrento Road. (Parcel I.D. # 13-20-27-0000-00-040) (2.49 +/- acres)



**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexation

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1a  
Ordinance Nos. 2423  
Vicinity Map

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1a**

**Request:                  FIRST READING OF ORDINANCE NUMBER: 2423 – DEBRA REID  
WILBARGER, DIANA NICHOLE REID-MCCLURE, AND DWANA  
MICHELLE REID-MCCLURE**

**SUMMARY:**

OWNERS:                  **DEBRA REID WILBARGER, DIANA NICHOLE REID-MCCLURE, AND  
DWANA MICHELLE REID-MCCLURE**

LOCATION:                  4528 Plymouth Sorrento Road – 13-20-27-0000-00-040

LAND USE:                  Refer to Exhibit "A"

EXISTING USE:              Refer to Exhibit "A"

TRACT SIZE:              2.49 +/- acres

**ADDITIONAL COMMENTS**

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1<sup>st</sup> Reading  
May 20, 2015 (7:00 pm) - City Council 2<sup>nd</sup> Reading and Adoption

**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1a.

Accept the First Reading of Ordinance No. 2423 and Hold Over for Second Reading and Adoption on May 20, 2015.

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
Administrator Irby  
Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1a**

**TOTAL ACRES: 41.39 +/-**  
**ANNEXATION ORDINANCE NOS.: 2417-2423**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2417	1	Diana Donohoe Life Estate Debra Reid Wilbarger	4664 Plymouth Sorrento Road 4646 Plymouth Sorrento Road	13-20-27-0000-00-043	4.85	Manf. Home (3) SFR (3)	Rural Max. 1du/10 acres
				13-20-27-0000-00-042	<u>1.33</u> 6.18		
2418	2	Diane Reid-Goolsby	4668 Plymouth Sorrento Road 4672 Plymouth Sorrento Road	13-20-27-0000-00-049	1.76	Vacant Land	Rural Max. 1du/10 acres
				13-20-27-0000-00-044	<u>1.72</u> 3.48		
2419	3	Diane Reid- Goolsby Debra Reid Wilbarger	4680 Plymouth Sorrento Road	13-20-27-0000-00-010	21.36	SFR (2) WAREHOUSE	Rural Max. 1du/10 acres
2420	4	Diane Reid-Goolsby	4622 Plymouth Sorrento Road	13-20-27-0000-00-041	2.88	Church SFR (2)	Rural Max. 1du/10 acres
2421	5	Diana Donohoe Life Estate Debra Reid Wilbarger	4634 Plymouth Sorrento Road	13-20-27-0000-00-039	2.50	Manf. Home	Rural Max. 1du/10 acres
2422	6	Daniel Joshua Reid Life Estate David Dwayne Reid	4640 Plymouth Sorrento Road	13-20-27-0000-00-031	2.50	SFR Manf. Home Warehouse	Rural Max. 1du/10 acres
2423	7	Debra Reid Wilbarger Life Estate Diana Nichole Reid-McClure Dwana Michelle Reid-McClure	4528 Plymouth Sorrento Road	13-20-27-000-00-040	2.49	SFR Manf. Home (2)	Rural Max. 1du/10 acres
<b>TOTAL ACRES</b>					<b>41.39</b>		

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ORDINANCE NO. 2423

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DEBRA REID WILBARGER LIFE ESTATE; DIANA NICHOLE REID-MCCLURE; AND DWANA MICHELLE RIED-MCCLURE, LOCATED AT 4528 PLYMOUTH SORRENTO ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Debra Reid Wilbarger Life Estate; Diana Nichole Reid-McClure; and Dwana Michelle Ried-McClure, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 4528 Plymouth Sorrento Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 2.49 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

THE EAST 330 FEET OF THE SOUTHWEST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 27 EAST (LESS THE SOUTH 330 FEET), ORANGE COUNTY, FLORIDA.  
Parcel I.D.: 13-20-27-0000-00-040  
Contains: 2.49 +/- Acres

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the



**ORDINANCE NO. 2423**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

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Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015

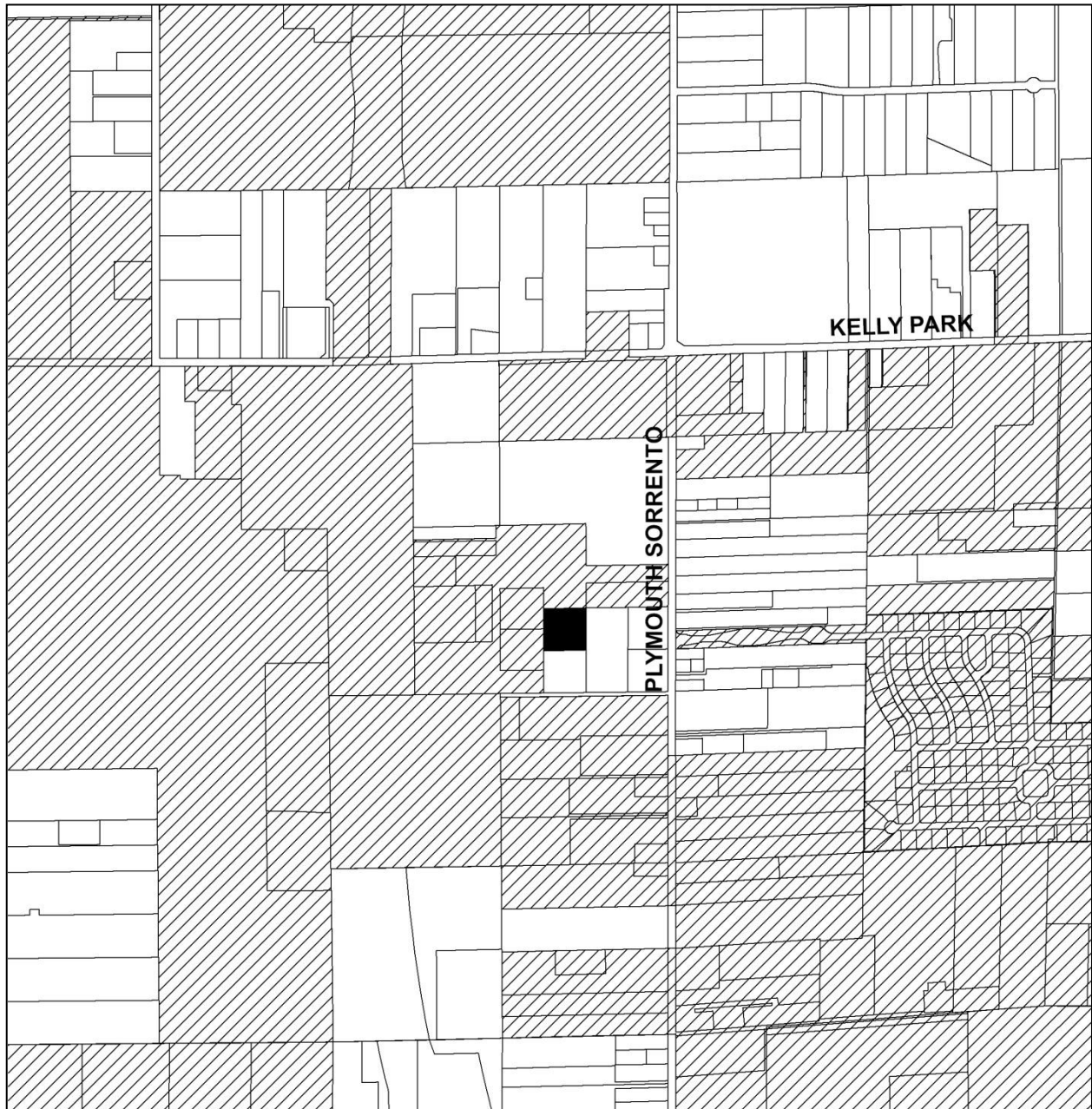


**ANNEXATION**  
**DEBRA REID WILBARGER LIFE ESTATE; DIANA NICHOLE REID-MCCLURE;**  
**AND DWANA MICHELLE RIED-MCCLURE**  
**4528 PLYMOUTH SORRENTO ROAD**

**Exhibit "A"**  
**Ord. # 2423**  
**Parcel ID: 13-20-27-0000-00-040**

**Total Acres: 2.49 +/-**

**VICINITY MAP**



**Backup material for agenda item:**

10. ORDINANCE NO. 2424 – FIRST READING - ANNEXATION – Crossroads Church of Orlando, property located at 320 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-261) (1.85 +/- acres)



**CITY OF APOPKA  
CITY COUNCIL**

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexations

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1b  
Ordinance No. 2424 w/map  
Interlocal Agreement

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1b**

**Request:                  FIRST READING OF ORDINANCE NO. 2424 – CROSSROADS CHURCH OF ORLANDO; AND AUTHORIZE THE MAYOR OR HIS DESIGNEE TO SIGN THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF APOPKA AND ORANGE COUNTY FOR ANNEXATION OF ENCLAVES; AND HOLD OVER FOR SECOND READING AND ADOPTION.**

**SUMMARY:**

OWNER:                      CROSSROADS CHURCH OF ORLANDO  
  
LOCATION:                     320 West Welch Road  
  
LAND USE:                   Refer to Exhibit "A"  
  
EXISTING USE:               Refer to Exhibit "A"  
  
TRACT SIZE:               1.85 +/- acres

**ADDITIONAL COMMENTS:**

The three unincorporated enclaves included in the 2015-1b cycle are subject to an annexation agreement between the City and Orange County Board of County Commissioners. Annexation of the Guarda & Son property (Ordinance No.2398) on December 17, 2014 created three unincorporated enclave parcels. Prior to any hearings for the Guarda & Son property, Orange County planning staff raised concerns and potential objections to annexation of the Guarda property because it would create three unincorporated enclaves. To alleviate the County's concerns, the City and County planning staffs mutually agreed to a process an Annexation Agreement that would eliminate these three enclaves and bring them into the City's jurisdiction. The City Council agenda package for the Guarda property annexation on December 17, 2014 read as follows:

“The **City Council**, at its meeting on December 3, 2014, accepted the First Reading of Ordinance No. 2398 and held it over for Second Reading and Adoption on December 17, 2014; and authorized staff to proceed with an Interlocal Agreement for Annexation of Enclaves.”

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Community Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**CITY COUNCIL – MAY 6, 2015**  
**2015 ANNEXATION CYCLE #1b – ORDINANCE NO. 2424**  
**PAGE 2**

A proposed Annexation Agreement accompanies the proposed ordinance for each of the three parcels. City Council's action to approve this annexation ordinance must also include acceptance of the Annexation Agreement.

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1st Reading  
May 20, 2015 (7:00 pm) - City Council 2nd Reading and Adoption

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**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1b.

Accept the First Reading of Ordinance No. 2424; and authorize the Mayor, or his designee, to sign the Interlocal Agreement between the City of Apopka and Orange County for the annexation of enclaves; and Hold Over for Second Reading and Adoption on May 20, 2015.



**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1b**

**TOTAL ACRES: 5.29 +/-**  
**ANNEXATION ORDINANCE NOS.: 2424-2426**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2424	1	Crossroads Church of Orlando	320 East Welch Road	34-20-28-9550-00-261	1.85	Church	Low Density Residential Max. 4du/ac
2425	2	Michael D. Maxwell Christine J. Garrett Maxwell	374 East Welch Road	34-20-28-9550-00-240	2.44	SFR	Low Density Residential Max. 4du/ac
2426	3	Donald Lee Boughan	404 East Welch Road	34-20-28-9550-00-232	1.00	SFR	Low Density Residential Max. 4du/ac
				<b>TOTAL ACRES</b>	<b>5.29</b>		

g:\Shared\4020\PLANNING\_ZONING\Annexations\2015\

ORDINANCE NO. 2424

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY CROSSROADS CHURCH OF ORLANDO, INC., LOCATED AT 320 EAST WELCH ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Crossroads Church of Orlando, Inc., owner thereof, has petitioned the City Council of the City of Apopka, Florida, to annex the property located at 320 East Welch Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 1.85 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

THE EAST 185 FEET OF THE NORTH 435.53 FEET OF LOT 26, APOPKA RANCHES, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK Z, PAGE 134, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.  
PARCEL I.D.: 34-20-28-9550-00-261  
CONTAINS: 1.85 +/- ACRES

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

**ORDINANCE NO. 2424**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



**ANNEXATION**  
**CROSSROADS CHURCH OF ORLANDO, INC.**  
**320 EAST WELCH ROAD**

**Exhibit "A"**  
**Ord. # 2424**  
**Parcel IDs: 34-20-28-9550-00-261**

**Total Acres: 1.85 +/-**

**VICINITY MAP**



**THIS INSTRUMENT PREPARED BY  
AND SHOULD BE RETURNED TO:  
City of Apopka  
Community Development Department  
Jeanne Green, Office Manager  
P. O. Box 1229, Apopka, FL 32704-1229**

**Tax Parcel Identification Number:  
34-20-28-9550-00-261**

For Recording Purposes Only

**INTERLOCAL AGREEMENT FOR ANNEXATION OF ENCLAVES**

**Between**

**CITY OF APOPKA, FLORIDA**

**And**

**ORANGE COUNTY, FLORIDA**

**THIS INTERLOCAL AGREEMENT**, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (hereinafter referred to as "Agreement") between the **CITY OF APOPKA**, a municipal corporation in the State of Florida whose mailing address is P. O. Box 1229, Apopka, Florida 32704-1229 (hereinafter referred to as "City"), and **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida whose mailing address is 201 South Rosaline Avenue, Orlando, Florida 32801 (hereinafter referred to as "County"), is entered into for the purpose of annexing certain enclaves located within unincorporated Orange County into the corporate limits of the City of Apopka, Florida, pursuant to, and as authorized by, Florida Statutes § 171.046.

**WITNESSTH**

**WHEREAS**, Florida Statutes § 171.046, adopted by the Florida Legislature, recognizes that enclaves can create significant problems in planning, growth management, and service delivery; that it is the policy of the State of Florida to eliminate enclaves; and provides a method for the annexation by interlocal agreement of enclaves that are ten (10) acres or less; and

**WHEREAS**, Florida States § 171.031, adopted by the Florida Legislature, defines areas that are "urban in character" as those lands used intensively for residential, urban recreational or conservation parklands, commercial, industrial, institutional, or governmental purposes or an area undergoing development for any of these purposes; and defines "enclaves" as any unincorporated developed or improved area that is enclosed within and bounded on all sides by a single municipality, or any unincorporated developed or improved area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality; and



**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-261**

**Page 2**

**WHEREAS**, Florida Statutes § 171.043, adopted by the Florida Legislature, describes the character of the area that may be annexed; and

**WHEREAS**, the City and County agree that both parties shall work together in good faith to enter into interlocal agreements pursuant to Florida Statutes to eliminate such identified enclaves; and

**WHEREAS**, it has been determined by the City that the parcel to be annexed by this Agreement is within the future annexation and planning areas of the City and meets the requirements set out in Florida Statutes § 171.046; and

**WHEREAS**, annexation of the identified enclave into the City will avoid unnecessary confusion and duplication of municipal services, including emergency services.

**NOW THEREFORE**, in consideration of the premises and the mutual promises and agreements set forth herein and other good and valuable consideration, the receipt of which is hereby acknowledged and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

**SECTION I.** The Recitals set forth above are true and correct and by this reference are incorporated herein as part of this Agreement.

**SECTION II.** This Agreement is executed in order to adjust and redefine the corporate limits of the City to include the land described in Section III below in order to ensure the sound and efficient delivery of urban services to said lands.

**SECTION III.** The City and the County hereby find that the following land located in unincorporated Orange County is an enclave of 10 acres or less which meets the criteria for annexation into the City under Florida Statutes § 171.046.

See **Attachment "A"** which is attached hereto and by this reference made a part thereof. A map of the above-described land which clearly shows the area proposed to be annexed is attached hereto as **Attachment "B"** and by this reference made a part hereof.

**SECTION IV.** The City hereby finds that the annexation of the land herein described is consistent with State law, the City's Comprehensive Plan and meets all of the requirements for annexation set forth in State law and the City's Comprehensive Plan.

**SECTION V.** Pursuant to Florida Statutes § 171.046(2), the City and the County by this Agreement hereby annex into the corporate limits of the City that land described in Attachment "A" hereto.

**SECTION VI.** The land herein described and future inhabitants of said land shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City and shall be entitled to the same privileges and benefits as other areas of the City.

**SECTION VII.** The land herein described shall have the existing County land use plan and County zoning or subdivision regulations in full force and effect until the City adopts a comprehensive plan amendment and rezoning that includes said land. The City agrees to process for change of land use classification and zoning category of this annexed land in accordance with applicable City ordinances and State laws within twenty-four (24) months following the date of execution of this Agreement by the second party hereto and at no charge to the owners of the land described in Attachment "A" hereto.

**SECTION VIII.** The City hereby acknowledges that, prior to their approval of this Agreement, they have jointly provided written notice to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser. The written notice described the purpose of this Agreement and stated the date, time, and place of the meetings of the City of Apopka City Council at which this Agreement was to be considered for approval.

**SECTION IX.** Miscellaneous.

1. This Agreement may not be modified or amended, or any term or provision hereof waived or discharged except in writing, in recordable form, signed by the parties hereto, or their respective successors or assigns. Any such modification or amendment shall not be effective until recorded in the Public Records of Orange County, Florida.

2. This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Florida.

3. All of the terms of this Agreement, whether so expressed or not, shall be binding upon the respective successors, assigns and legal representatives of the parties hereto and shall inure to the benefit of and be enforceable by the parties hereto and their respective successors, assigns and legal representatives.

4. The headings of this Agreement are for reference only and shall not limit or otherwise affect the meaning thereof.

5. Each party to this Agreement shall bear its own attorneys' fees and costs in connection with this Agreement and/or in connection with any action undertaken in compliance with, or relating to, this Agreement.

**SECTION X.** If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion hereto.

**SECTION XI.** This Agreement shall become effective upon its execution by the second of the two parties hereto and each respective date shall be inserted on the first page of this Agreement. Thereafter the City Clerk is directed to file a certified copy of this Agreement and associated attachments with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-261**

**Page 4**

**SECTION XII.** Following its execution by the City and the County, a copy of this Agreement shall be recorded and thereafter provided by certified mail to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser.

[Remainder of page left blank intentionally]

**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-261**

**Page 5**

**"CITY"**

CITY OF APOPKA, a Florida Municipal Corporation

ATTEST:

By: \_\_\_\_\_  
Linda F. Goff, City Clerk

By: \_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

APPROVED AS TO FORM:

APPROVED BY THE CITY OF APOPKA CITY COUNCIL AT  
A MEETING HELD \_\_\_\_\_

By: \_\_\_\_\_  
Clifford B. Sheppard, City Attorney

**"COUNTY"**

ORANGE COUNTY, FLORIDA

ATTEST:

By: Board of County Commissioners

By: \_\_\_\_\_  
Martha O. Hayne, County Comptroller  
As Clerk of the Board of County Commissioners

By: \_\_\_\_\_  
Teresa Jacobs, Orange County Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT "A"**

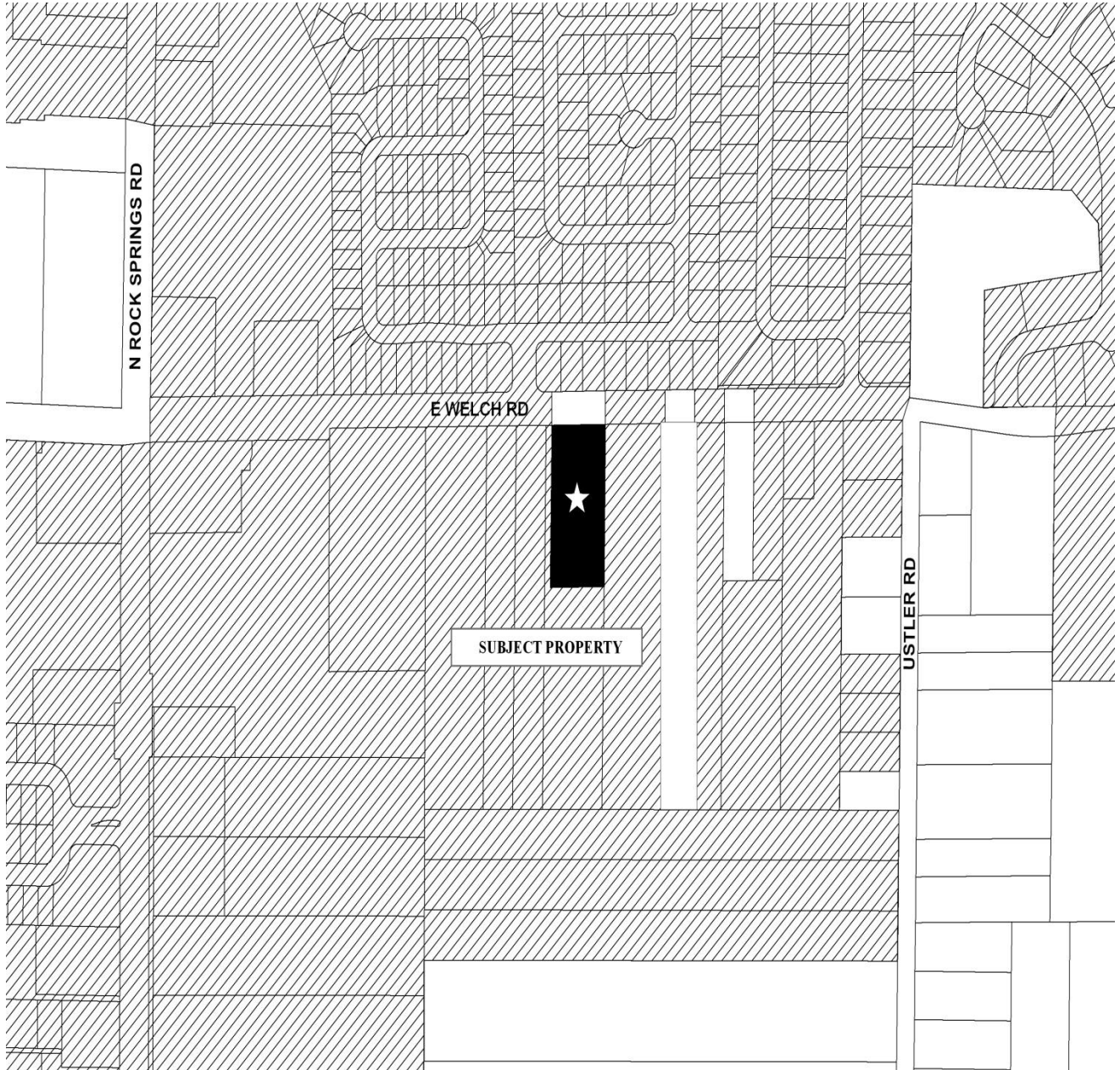
**LEGAL DESCRIPTION OF ANNEXED LAND**

APOPKA RANCHES Z/134 THE E 185 FT OF N 435.53 OF LOT 26  
Parcel ID: 34-20-28-9950-00-261  
Containing 1.85 +/- Acres





**ATTACHMENT "B"**  
**CROSSROADS CHURCH OF ORLANDO**  
**320 EAST WELCH ROAD**  
**Total Acres: 1.85 +/-**



**VICINITY MAP**

**Backup material for agenda item:**

11. ORDINANCE NO. 2425 – FIRST READING - ANNEXATION – Michael D. & Christine J. Maxwell, property located at 374 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-240) (2.44 +/- acres)



# CITY OF APOPKA CITY COUNCIL

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexations

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1b  
Ordinance No. 2425 w/map  
Interlocal Agreement  
Applicant's E-mails  
Staff's Response

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1b**

**Request:                  FIRST READING OF ORDINANCE NO. 2425 – MICHAEL D. AND CHRISTINE J. GARRETT MAXWELL; AND AUTHORIZE THE MAYOR OR HIS DESIGNEE TO SIGN THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF APOPKA AND ORANGE COUNTY FOR ANNEXATION OF ENCLAVES; AND HOLD OVER FOR SECOND READING AND ADOPTION.**

**SUMMARY:**

OWNER:                      MICHAEL D. AND CHRISTINE J. GARRETT MAXWELL  
LOCATION:                    374 West Welch Road  
LAND USE:                  Refer to Exhibit "A"  
EXISTING USE:              Refer to Exhibit "A"  
TRACT SIZE:               1.85 +/- acres

**ADDITIONAL COMMENTS:**

The three unincorporated enclaves included in the 2015-1b cycle are subject to an annexation agreement between the City and Orange County Board of County Commissioners. Annexation of the Guarda & Son property (Ordinance No.2398) on December 17, 2014 created three unincorporated enclave parcels. Prior to any hearings for the Guarda & Son property, Orange County planning staff raised concerns and potential objections to annexation of the Guarda property because it would create three unincorporated enclaves. To alleviate the County's concerns, the City and County planning staffs mutually agreed to a process an Annexation Agreement that would eliminate these three enclaves and bring them into the City's jurisdiction. The City Council agenda package for the Guarda property annexation on December 17, 2014 read as follows:

“The **City Council**, at its meeting on December 3, 2014, accepted the First Reading of Ordinance No. 2398 and held it over for Second Reading and Adoption on December 17, 2014; and authorized staff to proceed with an Interlocal Agreement for Annexation of Enclaves.”

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**CITY COUNCIL – MAY 6, 2015**  
**2015 ANNEXATION CYCLE #1b – ORDINANCE NO. 2425**  
**PAGE 2**

A proposed Annexation Agreement accompanies the proposed ordinance for each of the three parcels. City Council's action to approve this annexation ordinance must also include acceptance of the Annexation Agreement.

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1st Reading  
May 20, 2015 (7:00 pm) - City Council 2nd Reading and Adoption

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**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1b.

Accept the First Reading of Ordinance No. 2425; and authorize the Mayor, or his designee, to sign the Interlocal Agreement between the City of Apopka and Orange County for the annexation of enclaves; and Hold Over for Second Reading and Adoption on May 20, 2015.

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1b**

**TOTAL ACRES: 5.29 +/-**  
**ANNEXATION ORDINANCE NOS.: 2424-2426**

Adopted this 20<sup>th</sup> day of May, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2424	1	Crossroads Church of Orlando	320 East Welch Road	34-20-28-9550-00-261	1.85	Church	Low Density Residential Max. 4du/ac
2425	2	Michael D. Maxwell Christine J. Garrett Maxwell	374 East Welch Road	34-20-28-9550-00-240	2.44	SFR	Low Density Residential Max. 4du/ac
2426	3	Donald Lee Boughan	404 East Welch Road	34-20-28-9550-00-232	1.00	SFR	Low Density Residential Max. 4du/ac
				<b>TOTAL ACRES</b>	<b>5.29</b>		

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ORDINANCE NO. 2425

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY MICHAEL D. AND CHRISTINE J. GARRETT MAXWELL, LOCATED AT 374 EAST WELCH ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Michael D. and Christine J. Garrett Maxwell, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 374 East Welch Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 2.44 +/- acres, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

LOT 24 (LESS THE EAST 102.5 FEET, THEREOF), APOPKA RANCHES, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK Z, PAGE 134, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.  
PARCEL I.D.: 34-20-28-9550-00-240  
CONTAINS: 2.44 +/- ACRES

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.

**ORDINANCE NO. 2425**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

---

Joseph E. Kilsheimer, Mayor

ATTEST:

---

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



**ANNEXATION**  
**MICHAEL D. AND CHRISTINE J. GARRETT MAXWELL**  
**374 EAST WELCH ROAD**

**Exhibit "A"**  
**Ord. # 2425**  
**Parcel IDs: 34-20-28-9550-00-240**

**Total Acres: 2.44 +/-**

**VICINITY MAP**



**THIS INSTRUMENT PREPARED BY  
AND SHOULD BE RETURNED TO:  
City of Apopka  
Community Development Department  
Jeanne Green, Office Manager  
P. O. Box 1229, Apopka, FL 32704-1229**

**Tax Parcel Identification Number:  
34-20-28-9550-00-240**

For Recording Purposes Only

**INTERLOCAL AGREEMENT FOR ANNEXATION OF ENCLAVES**

**Between**

**CITY OF APOPKA, FLORIDA**

**And**

**ORANGE COUNTY, FLORIDA**

**THIS INTERLOCAL AGREEMENT**, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (hereinafter referred to as "Agreement") between the **CITY OF APOPKA**, a municipal corporation in the State of Florida whose mailing address is P. O. Box 1229, Apopka, Florida 32704-1229 (hereinafter referred to as "City"), and **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida whose mailing address is 201 South Rosaline Avenue, Orlando, Florida 32801 (hereinafter referred to as "County"), is entered into for the purpose of annexing certain enclaves located within unincorporated Orange County into the corporate limits of the City of Apopka, Florida, pursuant to, and as authorized by, Florida Statutes § 171.046.

**WITNESSTH**

**WHEREAS**, Florida Statutes § 171.046, adopted by the Florida Legislature, recognizes that enclaves can create significant problems in planning, growth management, and service delivery; that it is the policy of the State of Florida to eliminate enclaves; and provides a method for the annexation by interlocal agreement of enclaves that are ten (10) acres or less; and

**WHEREAS**, Florida States § 171.031, adopted by the Florida Legislature, defines areas that are "urban in character" as those lands used intensively for residential, urban recreational or conservation parklands, commercial, industrial, institutional, or governmental purposes or an area undergoing development for any of these purposes; and defines "enclaves" as any unincorporated developed or improved area that is enclosed within and bounded on all sides by a single municipality, or any unincorporated developed or improved area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality; and

**WHEREAS**, Florida Statutes § 171.043, adopted by the Florida Legislature, describes the character of the area that may be annexed; and

**WHEREAS**, the City and County agree that both parties shall work together in good faith to enter into interlocal agreements pursuant to Florida Statutes to eliminate such identified enclaves; and

**WHEREAS**, it has been determined by the City that the parcel to be annexed by this Agreement is within the future annexation and planning areas of the City and meets the requirements set out in Florida Statutes § 171.046; and

**WHEREAS**, annexation of the identified enclave into the City will avoid unnecessary confusion and duplication of municipal services, including emergency services.

**NOW THEREFORE**, in consideration of the premises and the mutual promises and agreements set forth herein and other good and valuable consideration, the receipt of which is hereby acknowledged and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

**SECTION I.** The Recitals set forth above are true and correct and by this reference are incorporated herein as part of this Agreement.

**SECTION II.** This Agreement is executed in order to adjust and redefine the corporate limits of the City to include the land described in Section III below in order to ensure the sound and efficient delivery of urban services to said lands.

**SECTION III.** The City and the County hereby find that the following land located in unincorporated Orange County is an enclave of 10 acres or less which meets the criteria for annexation into the City under Florida Statutes § 171.046.

See **Attachment "A"** which is attached hereto and by this reference made a part thereof. A map of the above-described land which clearly shows the area proposed to be annexed is attached hereto as **Attachment "B"** and by this reference made a part hereof.

**SECTION IV.** The City hereby finds that the annexation of the land herein described is consistent with State law, the City's Comprehensive Plan and meets all of the requirements for annexation set forth in State law and the City's Comprehensive Plan.

**SECTION V.** Pursuant to Florida Statutes § 171.046(2), the City and the County by this Agreement hereby annex into the corporate limits of the City that land described in Attachment "A" hereto.

**SECTION VI.** The land herein described and future inhabitants of said land shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City and shall be entitled to the same privileges and benefits as other areas of the City.



**SECTION VII.** The land herein described shall have the existing County land use plan and County zoning or subdivision regulations in full force and effect until the City adopts a comprehensive plan amendment and rezoning that includes said land. The City agrees to process for change of land use classification and zoning category of this annexed land in accordance with applicable City ordinances and State laws within twenty-four (24) months following the date of execution of this Agreement by the second party hereto and at no charge to the owners of the land described in Attachment "A" hereto.

**SECTION VIII.** The City hereby acknowledges that, prior to their approval of this Agreement, they have jointly provided written notice to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser. The written notice described the purpose of this Agreement and stated the date, time, and place of the meetings of the City of Apopka City Council at which this Agreement was to be considered for approval.

**SECTION IX.** Miscellaneous.

1. This Agreement may not be modified or amended, or any term or provision hereof waived or discharged except in writing, in recordable form, signed by the parties hereto, or their respective successors or assigns. Any such modification or amendment shall not be effective until recorded in the Public Records of Orange County, Florida.

2. This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Florida.

3. All of the terms of this Agreement, whether so expressed or not, shall be binding upon the respective successors, assigns and legal representatives of the parties hereto and shall inure to the benefit of and be enforceable by the parties hereto and their respective successors, assigns and legal representatives.

4. The headings of this Agreement are for reference only and shall not limit or otherwise affect the meaning thereof.

5. Each party to this Agreement shall bear its own attorneys' fees and costs in connection with this Agreement and/or in connection with any action undertaken in compliance with, or relating to, this Agreement.

**SECTION X.** If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion hereto.

**SECTION XI.** This Agreement shall become effective upon its execution by the second of the two parties hereto and each respective date shall be inserted on the first page of this Agreement. Thereafter the City Clerk is directed to file a certified copy of this Agreement and associated attachments with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-240**

**Page 4**

**SECTION XII.** Following its execution by the City and the County, a copy of this Agreement shall be recorded and thereafter provided by certified mail to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser.

[Remainder of page left blank intentionally]

**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-240**

**Page 5**

**"CITY"**

CITY OF APOPKA, a Florida Municipal Corporation

ATTEST:

By: \_\_\_\_\_  
Linda F. Goff, City Clerk

By: \_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

APPROVED AS TO FORM:

APPROVED BY THE CITY OF APOPKA CITY COUNCIL AT  
A MEETING HELD \_\_\_\_\_

By: \_\_\_\_\_  
Clifford B. Sheppard, City Attorney

**"COUNTY"**

ORANGE COUNTY, FLORIDA

ATTEST:

By: Board of County Commissioners

By: \_\_\_\_\_  
Martha O. Hayne, County Comptroller  
As Clerk of the Board of County Commissioners

By: \_\_\_\_\_  
Teresa Jacobs, Orange County Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

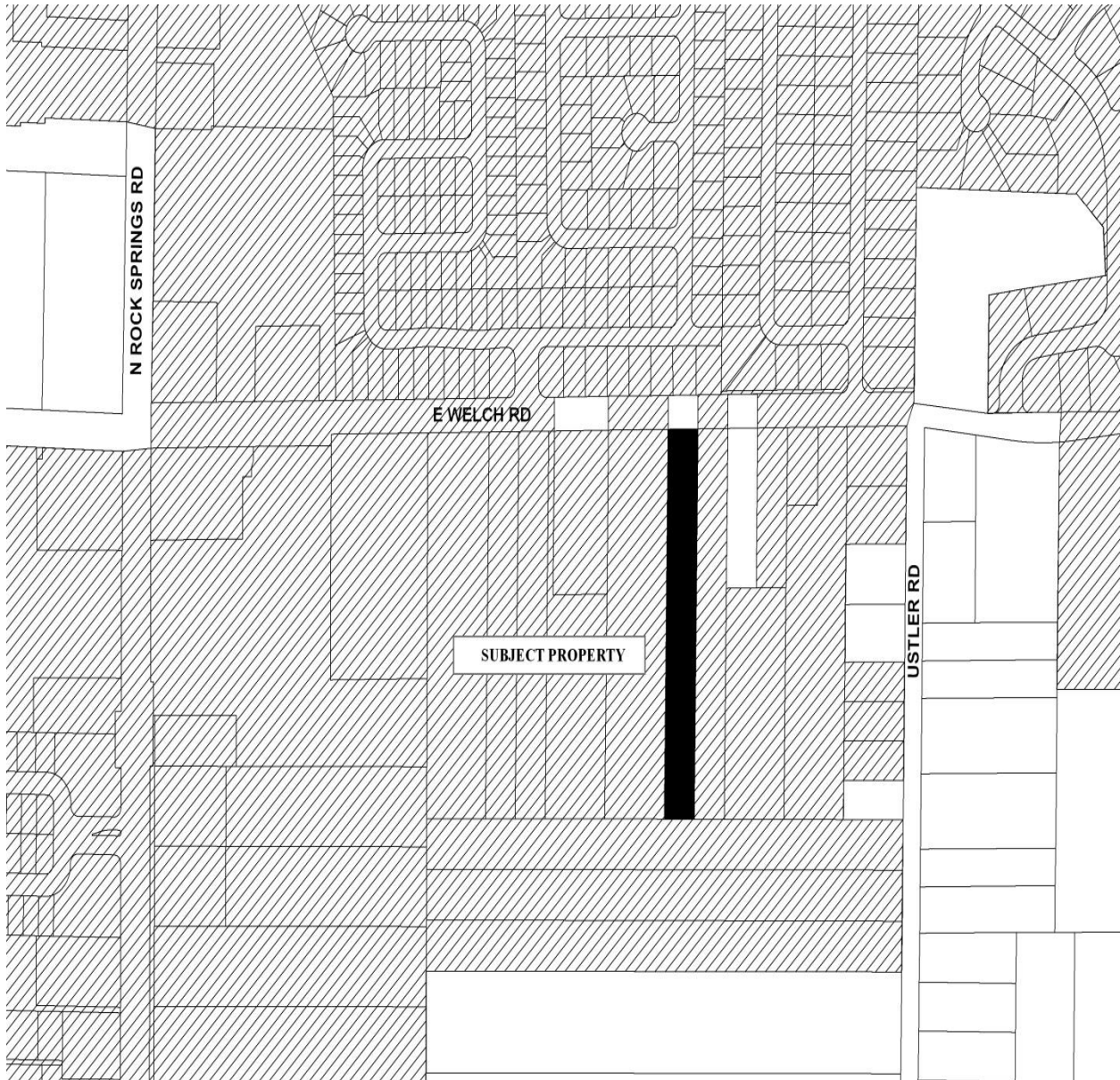
**ATTACHMENT "A"**

**LEGAL DESCRIPTION OF ANNEXED LAND**

APOPKA RANCHES Z/134 LOT 24 (LESS E 102.5 FEET)  
Parcel ID: 34-20-28-9950-00-240  
Containing 2.44 +/- Acres



**ATTACHMENT "B"**  
**MICHAEL D. MAXWELL**  
**CHRISTINE J. GARRETT MAXWELL**  
**374 EAST WELCH ROAD**  
**Total Acres: 2.44 +/-**



**VICINITY MAP**



## Rogers Beckett - Re: Annexation by Interlocal Agreement

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**From:** Chrissy Maxwell <chrissy.maxwell@yahoo.com>  
**To:** Rogers Beckett <RBeckett@Apopka.net>  
**Date:** 4/13/2015 9:22 AM  
**Subject:** Re: Annexation by Interlocal Agreement

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My husband will be giving you a call sometime today Mr. Beckett; his schedule is much more workable than mine is to schedule a meeting. Thank you for your patience and quick response and please, tell Carla I said hello!!!!

## Chrissy Maxwell

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**From:** Rogers Beckett <RBeckett@Apopka.net>  
**To:** Chrissy Maxwell <chrissy.maxwell@yahoo.com>  
**Sent:** Monday, April 13, 2015 8:57 AM  
**Subject:** Re: Annexation by Interlocal Agreement

Good morning Mrs. Maxwell:

Could you please give me a call, I would like to schedule an appointment to discuss and address your concerns regarding the proposed annexation. Thank you for taking the time to response to our letter.

Rogers Beckett  
 Special Projects Coordinator  
 City of Apopka  
 120 East Main Street  
 Apopka, FL 32704-1229  
 P.O.Box 1229  
 Ph:407-703-1739  
 Fax:407-703-1791  
 rbeckett@apopka.net

>>> Chrissy Maxwell <chrissy.maxwell@yahoo.com> 4/13/2015 5:55 AM >>>

Good morning Mr. Beckett:

In regards to the letter we received about the Annexation of our property I would like to run a few things by you. First off, we have chosen to note annex in our property in fear of higher taxes and control of City ordinances and the reason for it is because our children are active in local City of Apopka 4H and FFA Chapters and they participate in livestock projects and we do not want any city ordinance interfering with that.

According to the information packet you sent us, our taxes should not increase, however, before we proceed with any legal advice, I wanted to run by you the possibility

of grandfathering our property in to being able to house/raise livestock without any city interference. If you (the City) can guarantee that any Livestock on our property will not be affected by any City rule, law, code or ordinance then we will graciously allow the Annexation to proceed.

Thank you for your time Mr. Beckett; have a lovely week.

**Chrissy Maxwell**

## Rogers Beckett - City Annexation Response

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**From:** Chrissy Maxwell <chrissy.maxwell@yahoo.com>  
**To:** Rogers Beckett <rbeckett@apopka.net>, "dmoon@apopka.net" <dmoon@apopka.net>  
**Date:** 4/20/2015 7:32 AM  
**Subject:** City Annexation Response  
**Attachments:** City annexation response.pdf

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Good Morning Mr. Beckett and Mr. Moon:

Attached please find our response to the recent Annexation letter we've received. We look forward to hearing back from you as to what we need to do from this point in order to change the zoning of our property to protect our childrens livestock projects.

Thank you kindly.

**Chrissy & Michael Maxwell**



April 19, 2015

To The City of Apopka  
Community Development & Planning Management Departments  
Att: Rogers Beckett  
120 E. Main St.  
2<sup>nd</sup> Floor  
PO BOX 1229  
Apopka, FL 32704

Cc: David Moon

Dear Sirs:

Due to the recent decision by both the City of Apopka and Orange County, our personal property has been chosen to be Annexed into the City by Interlocal Agreement, meaning, after years of us being confronted by the City asking us to Annex in, we have chosen not to do so and at this time, we no longer have this option. Our property is being Annexed into the City whether we like it or not.

My husband and I purchased our home and property in 2005 because of many reasons and we feel as if being Annexed into the City is taking away some of the reasons why we chose to do so. We understand the City and the County has their reasons for wanting this change to take place and by no means do we want to cause any commotion or trouble; we are simple people, we just want to protect ourselves, our lifestyle, our children and our biggest investment – our home. As you all should know, the City of Apopka values its Agriculture oriented heritage and our family holds this value high as well and we do not feel we should have to change that due to this Annexation.

With that said, we have a few issues we would like to address and some changes that we would like to request in order to comply with your Annexation – my husband met with you both a few weeks ago and you explained to him that these issues should not be a problem, therefore I am putting it all into writing to again, protect ourselves and our property.

1. Our children are active members in local City of Apopka 4H and FFA Chapters and they participate in the livestock CDE and Market projects. We house their livestock projects at our home and we would like to remain doing so without any conflict from zoning or code. We were instructed from Mr. Beckett and Mr. Moon to request our zoning be changed to AGRICULTURE ESTATE DISTRICT (AG-E) found in Section 2.02.19 in the Apopka Code. Doing so will allow our single family dwelling permitted use of livestock barns and stables. (See code explanation for further details) **We are requesting a zone verification letter stating that this zoning change has occurred and is in effect for our property.**
2. We do not want to be affected by ANY impact fees that the City chooses to impose at any point – keep in mind, we are not voluntarily choosing for this Annexation to take place, therefore we should not be penalized for the decision being made for us
3. City Water and Sewer: In the event that we have to utilize City Water and/or Sewage we have no problem paying for the monthly service; however, the piping that needs to be run in order for our home to access this water needs to be run not JUST to our property line at Welch Road, but run to our HOME so it is usable. Once again, we are not voluntarily choosing this Annexation

to take place; therefore, we should not be penalized by having to absorb the cost of having access to running water to our home.

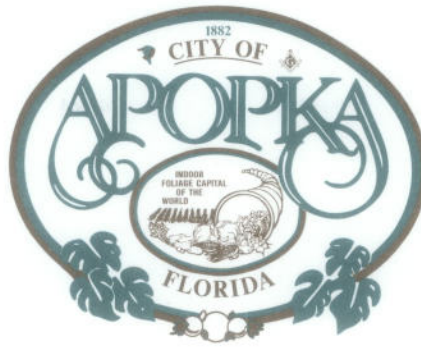
4. City Issued Garbage Cans: We understand that the City will issue Garbage Cans which we have no issues with, HOWEVER, we would like it to be stated in writing that when and if these cans are thrown into the road or into the ditch and damaged, that the City will replace them for us at no charge. We have never dealt with City trash pickup, so I cannot comment on how smoothly it will take place, but from our experience with our trash pick up to date, our cans are normally thrown into our driveway and at times roll into the road to get hit by oncoming traffic, etc. Because of this issue, we do not invest in costly trash cans because of the beating they take and we feel as if we should not be penalized by the City to have to absorb the cost of new garbage cans when and if this occurs to the new cans.

In conclusion, please know that my family values the traditions, the heritage and the importance of Agriculture in the City of Apopka – my husband’s family has a very long history in this City and we wish to continue that legacy in our town so we would like to do everything in our power to continue our lifestyle here. Please know we are facing this change as respectful citizens of a wonderful City and are willing to work with the City and County to make the transition smooth – however, we are also firm in our requests and we will promise to hold our ground in making sure our requests are agreed to in writing to protect us from any issues in the future. Should these requests pose to be unarguable by the City, my husband and I will seek legal assistance to handle this situation for us. We appreciate your time and look forward to hearing back from you.

Regards,

Michael and Christine Maxwell  
Property Owners: 374 East Welch Rd. Apopka FL 32712  
Contact: 321-299-3278 Michael  
407-466-3017 Christine





P.O. BOX 1229 • APOPKA, FLORIDA 32704-1229  
PHONE (407) 703-1700

April 27, 2015

Michael Maxwell  
Chrissy Maxwell  
374 East Welch Road  
Apopka, FL 32712

Re: Annexation by Interlocal Agreement

Dear Mr. & Mrs. Maxwell:

In response to your letter dated April 19, 2015, regarding the annexation of your property located at 374 East Welch Road. Please review our responses to the questions addressed in your letter in the bold text below.

1. Our children are active members in local City of Apopka 4H and FFA Chapters and they participate in the livestock CDE and Market projects. We house their livestock projects at our home and we would like to remain doing so without any conflict from zoning or code. We were instructed from Mr. Beckett and Mr. Moon to request our zoning be changed to AGRICULTURE ESTATE DISTRICT (AG-E) found in Section 2.02.19 in the Apopka Code. Doing so will allow our single family dwelling permitted use of livestock barns and stables. (See code explanation for further details)

Response: "We are requesting a zone verification letter stating that this zoning change has occurred and is in effect for our property."

**Response: Your property currently has a "County - Low Density Residential" future land use designation with A-1 zoning. The A-1 district is composed largely of land used for citrus production, nurseries, greenhouses, and vegetable farms, whereas, the A-2 district is composed largely of land used for livestock and poultry production. In order for you to use your property as indicated above, the permissible zoning designation suitable for your needs within the City of Apopka would be our Agriculture Estates District. Since, your property is currently under the jurisdiction of Orange County; we cannot give you an official zoning verification letter stating an Agriculture Estates zoning designation has been applied to your property. See LDC 2.01.02 and 2.02.19. However, the Community Development Department finds that a Very Low Suburban (up to 2 units per acre) Future Land Use Designation and an Agriculture Estates zoning category are compatible to the Future Land Use Designation and Zoning District assigned by Orange County government. Further, whether located in the City or the County, your property lies within the Wekiva River Basin Protection Zone**

and may be potentially subject to further development standards regardless of its jurisdictional location. Both the City and the County are subject to requirements of the Wekiva River Basin Study.

2. We do not want to be affected by ANY impact fees that the City chooses to impose at any point – keep in mind, we are not voluntarily choosing for this Annexation to take place, therefore we should not be penalized for the decision being made for us.

**Response:** No impact fees will be imposed onto your property due to annexation. However, impact fees are required to be paid when the property owner applies to connect to any of the City's public services. This impact fee applies to any property within the City's utility service area, which also includes areas within unincorporated Orange County. The City's utility service area extends well beyond the City boundaries, and about fifteen percent of our utility customers are located in unincorporated Orange County.

3. City Water and Sewer: In the event that we have to utilize City Water and/or Sewage we have no problem paying for the monthly service; however, the piping that needs to be run in order for our home to access this water needs to be run not JUST to our property line at Welch Road, but run to our HOME so it is usable. Once again, we are not voluntarily choosing this Annexation to take place; therefore, we should not be penalized by having to absorb the cost of having access to running water to our home.

**Response:** In the event of the City's potable water or sanitary sewer distribution systems is connected to your home at your request, you will be required to pay impact fees as well as any other cost associated with making the connection to your home. Our code requires that we place the water or sewer line within a utility easement granted by the property owner at no expense to the City. See LDC 6.04.02 Utility Easements. This requirement applies to any one connecting to the City's utility system.

4. City Issued Garbage Cans: We understand that the City will issue Garbage Cans which we have no issues with, HOWEVER, we would like it to be stated in writing that when and if these cans are thrown into the road or into the ditch and damaged, that the City will replace them for us at no charge. We have never dealt with City trash pickup, so I cannot comment on how smoothly it will take place, but from our experience with our trash pick up to date, our cans are normally thrown into our driveway and at times roll into the road to get hit by oncoming traffic, etc. Because of this issue, we do not invest in costly trash cans because of the beating they take and we feel as if we should not be penalized by the City to have to absorb the cost of new garbage cans when and if this occurs to the new cans.

**Response:** There is generally no cost for replacing damaged waste containers. The city-provided household waste and recycle containers are the property of the City of Apopka. Per City Code, any willful misuse or destruction of said containers may result in a fine, to be set by the city, or a discontinuation of service. Please contact Josh Robinson, Solid Waste Operations Manager at 407.703.1731 for a site evaluation concerning solid waste collection needs. See Chapter 66, Section 66-63(e).



- Sec. 66-68. - Fee schedule—Residential.

(a) *Single-family units.* Any single-family living unit with kitchen facilities shall be charged a minimum monthly fee for curbside collection as follows:

**Residential Fee Schedule**

Number of Household Trash Containers	Minimum Monthly Fee
1	\$16.00
2	\$24.00

If you have any further questions, please contact me at 407. 703.1739.

Sincerely,



Rogers Beckett, Special Projects Coordinator

Cc: David Moon, AICP, Planning Manager

Encl: Code of Ordinance –Section 66-63.  
LDC Article 2.01.02, 2.02.19 & 6.04.02

2.01.02. - Allowed zoning districts.

TABLE II-1  
PERMISSIBLE ZONING DISTRICTS WITHIN FUTURE LAND USE CLASSIFICATIONS

	Future Land Use Classifications*														
	Residential							OFF	COMM	MU	IND	INST	REC	CONS	CBD
	AG	VLS	LS	L	ML	M	H	OFF	COMM	MU	IND	INST	REC	CONS	CBD
Density/ Intensity Standard	1 du per 5 acres	0 to 2	0 to 3.5	0 to 5	0 to 7.5	0 to 10.0	0 to 15	.30 FAR	.25 FAR		.60 FAR				2.00 FAR
Zoning Classification:															
AG	X														
AG-E	X	X	X	X											
RCE-1		X	X	X	X	X	X								
RCE-2		X	X	X	X	X	X								
R-1		X	X	X	X	X	X								
R-1A		X	X	X	X	X	X								
R-1AA		X	X	X	X	X	X								
R-1AAA		X	X	X	X	X	X								
R-2				X	X	X	X								
R-3					X	X	X								
MHP					X										X
MHS					X										X
PO/I								X				X			X
CN									X						X
C-1									X						X
C-2									X						X
C-3									X						X
I-1											X				X

I-2											X				X
PR	X											X	X		X
PUD		X	X	X	X	X	X	X		X	X	X			X
Mixed-CC (Community Center)										X					
Mixed-EC (Employment Center)										X					

\*Zoning districts which are subject to additional conditions, restrictions, or requirements shall be designated with an (R) or shall have performance standards included within the rezoning ordinance.

(Ord. No. 1241, § 2, 4-5-00; Ord. No. 1463, § 1, App. A, 10-2-02)

2.02.19. - Agriculture Estate District (AG-E).

- A. *Purpose.* This district is to provide for residential subdivision in a rural atmosphere. It is intended to permit a reasonable use of the property while protecting rural and agriculture areas. Subdivisions as defined by this code will be permitted within the Agricultural Future Land Use category only if the subdivision is designed to facilitate a definite agricultural component. This district is intended to accommodate agricultural oriented uses and is not meant to provide for solely residential uses within the Agriculture Future Land Use classification.
- B. *Permitted uses.* The following uses are permitted uses in the AG-E District:
  1. Single-family dwellings providing they are consistent with the stated purpose of this zoning district. Commercial endeavors such as boarding facilities etc. shall not be permitted in residential agricultural subdivisions.
  2. Commercial wholesale foliage plant production nursery.
  3. Livestock barns and stables.
  4. Crop and animal production and the buildings and structures necessary to support such production.
  5. Accessory buildings or structures, including stables or barns shall be in accordance with the standards of the AG-E District.
  6. Accessory uses shall be in accordance with article VII of this code.
- C. *Special exceptions:*
  1. The following are special exceptions and shall be submitted for review and approval by a development plan in accordance with sections 2.02.01 and 12.02.00. Any review and hearing for a special exception application shall consider the character of the area in which the proposed use is to be located and its effects on the value of surrounding located and its effects on the value of surrounding lands and of the site as it relates to landscape buffer areas, off-street parking facilities, access, building size and bulk, and adjacent properties.
  2. The development plan shall be drawn to scale indicating property lines, rights-of-way, and the location of structures, parking areas, curb cuts, and driveways. The site plan shall be submitted and approved by the land development review board prior to the granting of a special exception and building permit. Upon such approval the special exception runs with the land for as long as that use continues. Any revision shall be required to have approval by the land development review board.
    - a. Bed and breakfast facilities.
    - b. Supporting infrastructure and public facilities of more than five acres as defined in this code and in accordance with section 2.02.01.
    - c. Institutional uses: Churches, hospitals, medical clinics, schools, libraries, museums, post offices, and any other government, public, or quasi-public use of more than five acres provided that they do not conflict with Florida



## Statutes.

- d. Community residential homes in accordance with section 2.02.01.
  - e. Child care facilities in accordance with section 2.02.01.
- D. *Site area requirements.* Each single-family dwelling structure shall be located on a lot or parcel of land having at least 2½ acres or 108,900 square feet.
- E. *Minimum lot width.* One hundred fifty feet, measured at the front property line and the building line. Lots located on cul-de-sacs and curves shall be permitted up to a 40 percent reduction of the minimum width at the property line, but shall be required to maintain 150 feet at the building line.
- F. *Living area requirement.* Each single-family dwelling structure shall have a minimum living area of 2,200 square feet.
- G. *Yard requirements.*
1. Front yard setback shall be a minimum of 45 feet.
  2. Side and corner yard setbacks shall be a minimum of 35 feet.
  3. Rear yard setback shall be a minimum of 50 feet.
- H. *Bufferyard requirements:*
1. Developments shall provide a minimum six-foot high brick or stone finished wall adjacent to all external roadways, erected inside a minimum ten-foot landscaped bufferyard. Landscape materials shall be placed adjacent to the right-of-way, on the exterior of the buffer wall.
  2. Areas adjacent to agriculture districts or activities shall provide a minimum five foot bufferyard and a minimum six-foot high brick or stone finished wall unless acceptable alternatives are submitted for approval.
- I. *Accessory uses and structures:*
1. Attached screen rooms and decks; boathouses and boat docks; temporary structures; swimming and wading pools and hot tubs and spas; fences; satellite dish antenna; and public utilities and service structures shall be in accordance with article VII of this code.
  2. The general standards and requirements for accessory buildings shall be in accordance with article VII, section 7.01.01 of this code.
  3. Detached accessory buildings and/or structures (garages, storage sheds, barns, etc.) shall be in accordance with the following:
    - a. When an accessory building is attached to a primary dwelling structure by covered breezeway it shall become part of the primary building and shall be subject to the yard setback requirements of the AG-E District of subsection 2.02.03(G).
    - b. Detached accessory buildings shall not be greater than 50 percent of the gross floor living area of the primary structure but not to exceed 2,500 square feet when located on the same parcel as a single family residential unit.
    - c. Detached accessory buildings shall not exceed 35 feet in height, measured from the normal ground level to the highest part of the structure.
    - d. Detached accessory buildings shall be restricted to the side and rear yards only and meet the following yard setbacks:
      - (1) No accessory building shall project beyond the front established building line.
      - (2) Side and corner yard setbacks shall be a minimum of 35 feet.
      - (3) Rear yards setbacks shall be a minimum of 15 feet.

(Ord. No. 1241, § 1, 4-5-00)

### 2.02.19. - Agriculture Estate District (AG-E).

- A. *Purpose.* This district is to provide for residential subdivision in a rural atmosphere. It is intended to permit a reasonable use of the property while protecting rural and agriculture areas. Subdivisions as defined by this code will be permitted within the Agricultural Future Land Use category only if the subdivision is designed to facilitate a definite agricultural component. This district is intended to accommodate agricultural oriented uses and is not meant to provide for solely residential uses within the Agriculture Future Land Use classification.
- B. *Permitted uses.* The following uses are permitted uses in the AG-E District:
1. Single-family dwellings providing they are consistent with the stated purpose of this zoning district. Commercial endeavors such as boarding facilities etc. shall not be permitted in residential agricultural subdivisions.
  2. Commercial wholesale foliage plant production nursery.
  3. Livestock barns and stables.
  4. Crop and animal production and the buildings and structures necessary to support such production.
  5. Accessory buildings or structures, including stables or barns shall be in accordance with the standards of the AG-E District.
  6. Accessory uses shall be in accordance with article VII of this code.
- C. *Special exceptions:*
1. The following are special exceptions and shall be submitted for review and approval by a development plan in accordance with sections 2.02.01 and 12.02.00. Any review and hearing for a special exception application shall consider the character of the area in which the proposed use is to be located and its effects on the value of surrounding located and its effects on the value of surrounding lands and of the site as it relates to landscape buffer areas, off-street parking facilities, access, building size and bulk, and adjacent properties.
  2. The development plan shall be drawn to scale indicating property lines, rights-of-way, and the location of structures, parking areas, curb cuts, and driveways. The site plan shall be submitted and approved by the land development review board prior to the granting of a special exception and building permit. Upon such approval the special exception runs with the land for as long as that use continues. Any revision shall be required to have approval by the land development review board.
    - a. Bed and breakfast facilities.
    - b. Supporting infrastructure and public facilities of more than five acres as defined in this code and in accordance with section 2.02.01.
    - c. Institutional uses: Churches, hospitals, medical clinics, schools, libraries, museums, post offices, and any other government, public, or quasi-public use of more than five acres provided that they do not conflict with Florida Statutes.
    - d. Community residential homes in accordance with section 2.02.01.
    - e. Child care facilities in accordance with section 2.02.01.
- D. *Site area requirements.* Each single-family dwelling structure shall be located on a lot or parcel of land having at least 2½ acres or 108,900 square feet.
- E. *Minimum lot width.* One hundred fifty feet, measured at the front property line and the building line. Lots located on cul-de-sacs and curves shall be permitted up to a 40 percent reduction of the minimum width at the property line, but shall be required to maintain 150 feet at the building line.



- F. *Living area requirement.* Each single-family dwelling structure shall have a minimum living area of 2,200 square feet.
- G. *Yard requirements.*
1. Front yard setback shall be a minimum of 45 feet.
  2. Side and corner yard setbacks shall be a minimum of 35 feet.
  3. Rear yard setback shall be a minimum of 50 feet.
- H. *Bufferyard requirements:*
1. Developments shall provide a minimum six-foot high brick or stone finished wall adjacent to all external roadways, erected inside a minimum ten-foot landscaped bufferyard. Landscape materials shall be placed adjacent to the right-of-way, on the exterior of the buffer wall.
  2. Areas adjacent to agriculture districts or activities shall provide a minimum five foot bufferyard and a minimum six-foot high brick or stone finished wall unless acceptable alternatives are submitted for approval.
- I. *Accessory uses and structures:*
1. Attached screen rooms and decks; boathouses and boat docks; temporary structures; swimming and wading pools and hot tubs and spas; fences; satellite dish antenna; and public utilities and service structures shall be in accordance with article VII of this code.
  2. The general standards and requirements for accessory buildings shall be in accordance with article VII, section 7.01.01 of this code.
  3. Detached accessory buildings and/or structures (garages, storage sheds, barns, etc.) shall be in accordance with the following:
    - a. When an accessory building is attached to a primary dwelling structure by covered breezeway it shall become part of the primary building and shall be subject to the yard setback requirements of the AG-E District of subsection 2.02.03(G).
    - b. Detached accessory buildings shall not be greater than 50 percent of the gross floor living area of the primary structure but not to exceed 2,500 square feet when located on the same parcel as a single family residential unit.
    - c. Detached accessory buildings shall not exceed 35 feet in height, measured from the normal ground level to the highest part of the structure.
    - d. Detached accessory buildings shall be restricted to the side and rear yards only and meet the following yard setbacks:
      - (1) No accessory building shall project beyond the front established building line.
      - (2) Side and corner yard setbacks shall be a minimum of 35 feet.
      - (3) Rear yards setbacks shall be a minimum of 15 feet.

(Ord. No. 1241, § 1, 4-5-00)

#### 6.04.02. - Utility easements.

- A. The term "utility easement" shall allow, but not be limited to, the installation of sanitary and storm sewers, water, gas, electrical, telephone and telegraph, and cable television lines.
- B. Easements will be centered on rear or side lot lines where necessary. Rear lot easements shall have a minimum width of seven feet six inches per lot (15 feet total) and side lot easements shall have a minimum width of five feet per lot (ten feet total), except that a minimum total width of 15 feet must be provided where necessary for storm or sanitary sewers. Waiver of these requirements may be authorized by director.
- C. "Drainage easements" will be required, as necessary, for all berms, swales, and storm sewers. No modification or demolition within these easements may be done without the approval of the engineering division.
- D. No open drainage ditches shall be permitted within the boundaries of any development, or abutting any blocks, or tiers of lots, within any development.
- E. Where necessary for safety and convenience, pedestrian, bicycle, and service easements of suitable width shall be required as determined by the DRC.
- F. Any off-site easements that may be required shall be included in the proposal for development and made a criteria for plan approval.
- G. Easements for all facilities must be shown on construction drawings and plats and be approved by the city engineer. The easements and rights-of-way must be executed, accepted by the city council, and recorded in the public records prior to issuance of a building permit.
- H. Easements shall be provided at no expense to the city.
- I. Vacating of utility easements. Applications to vacate a utility easement shall be subject to approval by the city council. Recommendations by the development review committee shall be based on the following requirements:
  - 1. The request to vacate is consistent with and/or does not conflict with utility company requirements.
  - 2. Determination that no need exists for proposed vacated easement.
  - 3. Submission of all supporting documentation and compliance with all requirements for vacating procedures.

**Cross reference—** Streets, sidewalks and other public places, ch. 70; utilities, ch. 82.



## Sec. 66-63. - Containers.

- (a) All household trash and recyclable material shall be placed in a city-approved household trash container or city-approved recycling container. Household trash must be bagged prior to being placed in the container to prevent wind blown litter.
- (b) All yard waste including clippings, leaves and grass, shall be placed in plastic bags and/or reusable plastic garbage cans with handles. Yard waste is limited to 15, 30-gallon plastic bags; 15 bundles of tied clippings not to exceed four feet in length or four inches in diameter; 15 cans with a maximum capacity of 30 gallons; or a combination thereof, not to exceed four cubic yards. The weight of each bag, can or bundle, may not exceed 30 pounds.
- (c) Ashes shall be cold before being placed in a secure container and placed in the city-approved household trash container for collection.
- (d) All recyclable material shall be separated from non-recyclable material and placed in the city-approved and provided recyclable container or household trash container marked with a city provided "R" sticker that identifies its use for recyclable material.
- (e) The city provided household waste and recycle containers are the property of the City of Apopka. Any willful misuse or destruction of said containers may result in a fine, to be set by the city, or a discontinuation of service.

*(Ord. No. 2169, § 1, 5-19-10)*



**Backup material for agenda item:**

12. ORDINANCE NO. 2426 – FIRST READING - ANNEXATION – Donald Lee Boughan, property located at 404 East Welch Road. (Parcel I.D. # 34-20-28-9550-00-232) (1.00 +/- acre)



# CITY OF APOPKA CITY COUNCIL

       CONSENT AGENDA  
  X   PUBLIC HEARING  
       SPECIAL REPORTS  
  X   OTHER: Annexations

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Exhibit "A" Summary of Cycle 1b  
Ordinance No. 2426 w/map  
Interlocal Agreement

**SUBJECT:                  2015 ANNEXATION - CYCLE NO. 1b**

**Request:                  FIRST READING OF ORDINANCE NO. 2426 – DONALD LEE BOUGHAN; AND AUTHORIZE THE MAYOR OR HIS DESIGNEE TO SIGN THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF APOPKA AND ORANGE COUNTY FOR ANNEXATION OF ENCLAVES; AND HOLD OVER FOR SECOND READING AND ADOPTION.**

**SUMMARY:**

OWNER:                      DONALD LEE BOUGHAN  
  
LOCATION:                    404 West Welch Road  
  
LAND USE:                  Refer to Exhibit "A"  
  
EXISTING USE:              Refer to Exhibit "A"  
  
TRACT SIZE:               1.00 +/- acres

**ADDITIONAL COMMENTS:**

The three unincorporated enclaves included in the 2015-1b cycle are subject to an annexation agreement between the City and Orange County Board of County Commissioners. Annexation of the Guarda & Son property (Ordinance No.2398) on December 17, 2014 created three unincorporated enclave parcels. Prior to any hearings for the Guarda & Son property, Orange County planning staff raised concerns and potential objections to annexation of the Guarda property because it would create three unincorporated enclaves. To alleviate the County's concerns, the City and County planning staffs mutually agreed to a process an Annexation Agreement that would eliminate these three enclaves and bring them into the City's jurisdiction. The City Council agenda package for the Guarda property annexation on December 17, 2014 read as follows:

"The City Council, at its meeting on December 3, 2014, accepted the First Reading of Ordinance No. 2398 and held it over for Second Reading and Adoption on December 17, 2014; and authorized staff to proceed with an Interlocal Agreement for Annexation of Enclaves."

**DISTRIBUTION**

Mayor Kilsheimer  
Commissioners (4)  
City Administrator Irby  
Community Dev. Director

Finance Director  
HR Director  
IT Director  
Police Chief

Public Ser. Director  
City Clerk  
Fire Chief

**CITY COUNCIL – MAY 6, 2015**  
**2015 ANNEXATION CYCLE #1b – ORDINANCE NO. 2426**  
**PAGE 2**

A proposed Annexation Agreement accompanies the proposed ordinance for each of the three parcels. City Council's action to approve this annexation ordinance must also include acceptance of the Annexation Agreement.

The proposed annexation shall be on the basis of the existing County Future Land Use and Zoning designations. The assignment of a City Future Land Use and Zoning designation will occur at a later date, and through additional action by the City Council.

**ORANGE COUNTY NOTIFICATION:**

The JPA requires the City to notify the County 15 days prior to the first reading of any annexation ordinance. The City provided notification to the County on April 20, 2015.

**DULY ADVERTISED:**

April 24, 2015 - 1/4 Page Public Hearing Advertisement  
May 1, 2015 - 1/4 Page Public Hearing Advertisement  
May 8, 2015 - Ordinance Headings Advertisement

**PUBLIC HEARING SCHEDULE:**

May 6, 2015 (1:30 pm) - City Council 1st Reading  
May 20, 2015 (7:00 pm) - City Council 2nd Reading and Adoption

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**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #1b.

Accept the First Reading of Ordinance No. 2426; and authorize the Mayor, or his designee, to sign the Interlocal Agreement between the City of Apopka and Orange County for the annexation of enclaves; and Hold Over for Second Reading and Adoption on May 20, 2015.

**EXHIBIT "A"**  
**CITY OF APOPKA**  
**2015 ANNEXATION CYCLE #1b**

**TOTAL ACRES: 5.29 +/-**  
**ANNEXATION ORDINANCE NOS.: 2424-2426**

Adopted this 20<sup>th</sup> day of May, 2015

<b>ORD. NO.</b>	<b>ITEM NO.</b>	<b>OWNER'S NAME</b>	<b>LOCATION</b>	<b>PARCEL NUMBER</b>	<b>ACRES +/-</b>	<b>EXISTING USE</b>	<b>FUTURE LAND USE (COUNTY)</b>
<b>2424</b>	<b>1</b>	Crossroads Church of Orlando	320 East Welch Road	34-20-28-9550-00-261	1.85	Church	Low Density Residential Max. 4du/ac
<b>2425</b>	<b>2</b>	Michael D. Maxwell Christine J. Garrett Maxwell	374 East Welch Road	34-20-28-9550-00-240	2.44	SFR	Low Density Residential Max. 4du/ac
<b>2426</b>	<b>3</b>	Donald Lee Boughan	404 East Welch Road	34-20-28-9550-00-232	1.00	SFR	Low Density Residential Max. 4du/ac
				<b>TOTAL ACRES</b>	<b>5.29</b>		

g:\Shared\4020\PLANNING\_ZONING\Annexations\2015\

ORDINANCE NO. 2426

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.044 THE HEREINAFTER DESCRIBED LANDS SITUATED AND BEING IN ORANGE COUNTY, FLORIDA, OWNED BY DONALD LEE BOUGHAN, LOCATED AT 404 EAST WELCH ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Donald Lee Boughan, owner thereof, has petitioned the City Council of the City of Apopka, Florida, to annex the property located at 404 East Welch Road; and

WHEREAS, Florida Statute 171.044 of the General Laws of Florida provide that a municipal corporation may annex property into its corporate limits upon voluntary petition of the owners, by passing and adopting a non-emergency ordinance to annex said property; and

WHEREAS, the City Council of the City of Apopka, Florida is desirous of annexing and redefining the boundaries of the municipality to include the subject property pursuant to Florida Statute 171.044.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Apopka, Florida, as follows:

SECTION I: That the following described property, being situated in Orange County, Florida, totaling 1.00 +/- acre, and graphically depicted by the attached Exhibit "A," is hereby annexed into the City of Apopka, Florida, pursuant to the voluntary annexation provisions of Chapter 171.044, Florida Statutes, and other applicable laws:

Legal Description:

NORTH 425 FEET OF WEST 102.5 FEET OF LOT 23, APOPKA RANCHES, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK Z, PAGE 134, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.  
PARCEL I.D.: 34-20-28-9550-00-232  
CONTAINS: 1.00 +/- ACRE

SECTION II: That the corporate territorial limits of the City of Apopka, Florida, are hereby redefined to include said land herein described and annexed.

SECTION III: That the City Council will designate the land use classification and zoning category of these annexed lands in accordance with applicable City ordinances and State laws.

SECTION IV: That the land herein described and future inhabitants of the land herein described shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City.



**ORDINANCE NO. 2426**

**PAGE 2**

SECTION V: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION VI: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION VII: That this ordinance shall take effect upon passage and adoption, thereafter the City Clerk is hereby directed to file this ordinance with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.

READ FIRST TIME: May 6, 2015

READ SECOND TIME  
AND ADOPTED: May 20, 2015

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Joseph E. Kilsheimer, Mayor

ATTEST:

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Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: April 24, 2015  
May 1, 2015  
May 8, 2015



**ANNEXATION**  
**DONALD LEE BOUGHAN**  
**404 EAST WELCH ROAD**

**Exhibit "A"**  
**Ord. # 2426**  
**Parcel IDs: 34-20-28-9550-00-232**

**Total Acres: 1.00 +/-**

**VICINITY MAP**



**THIS INSTRUMENT PREPARED BY  
AND SHOULD BE RETURNED TO:  
City of Apopka  
Community Development Department  
Jeanne Green, Office Manager  
P. O. Box 1229, Apopka, FL 32704-1229**

**Tax Parcel Identification Number:  
34-20-28-9550-00-232**

For Recording Purposes Only

**INTERLOCAL AGREEMENT FOR ANNEXATION OF ENCLAVES**

**Between**

**CITY OF APOPKA, FLORIDA**

**And**

**ORANGE COUNTY, FLORIDA**

**THIS INTERLOCAL AGREEMENT**, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (hereinafter referred to as "Agreement") between the **CITY OF APOPKA**, a municipal corporation in the State of Florida whose mailing address is P. O. Box 1229, Apopka, Florida 32704-1229 (hereinafter referred to as "City"), and **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida whose mailing address is 201 South Rosaline Avenue, Orlando, Florida 32801 (hereinafter referred to as "County"), is entered into for the purpose of annexing certain enclaves located within unincorporated Orange County into the corporate limits of the City of Apopka, Florida, pursuant to, and as authorized by, Florida Statutes § 171.046.

**WITNESSTH**

**WHEREAS**, Florida Statutes § 171.046, adopted by the Florida Legislature, recognizes that enclaves can create significant problems in planning, growth management, and service delivery; that it is the policy of the State of Florida to eliminate enclaves; and provides a method for the annexation by interlocal agreement of enclaves that are ten (10) acres or less; and

**WHEREAS**, Florida States § 171.031, adopted by the Florida Legislature, defines areas that are "urban in character" as those lands used intensively for residential, urban recreational or conservation parklands, commercial, industrial, institutional, or governmental purposes or an area undergoing development for any of these purposes; and defines "enclaves" as any unincorporated developed or improved area that is enclosed within and bounded on all sides by a single municipality, or any unincorporated developed or improved area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality; and

**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-232**

**Page 2**

**WHEREAS**, Florida Statutes § 171.043, adopted by the Florida Legislature, describes the character of the area that may be annexed; and

**WHEREAS**, the City and County agree that both parties shall work together in good faith to enter into interlocal agreements pursuant to Florida Statutes to eliminate such identified enclaves; and

**WHEREAS**, it has been determined by the City that the parcel to be annexed by this Agreement is within the future annexation and planning areas of the City and meets the requirements set out in Florida Statutes § 171.046; and

**WHEREAS**, annexation of the identified enclave into the City will avoid unnecessary confusion and duplication of municipal services, including emergency services.

**NOW THEREFORE**, in consideration of the premises and the mutual promises and agreements set forth herein and other good and valuable consideration, the receipt of which is hereby acknowledged and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

**SECTION I.** The Recitals set forth above are true and correct and by this reference are incorporated herein as part of this Agreement.

**SECTION II.** This Agreement is executed in order to adjust and redefine the corporate limits of the City to include the land described in Section III below in order to ensure the sound and efficient delivery of urban services to said lands.

**SECTION III.** The City and the County hereby find that the following land located in unincorporated Orange County is an enclave of 10 acres or less which meets the criteria for annexation into the City under Florida Statutes § 171.046.

See **Attachment "A"** which is attached hereto and by this reference made a part thereof. A map of the above-described land which clearly shows the area proposed to be annexed is attached hereto as **Attachment "B"** and by this reference made a part hereof.

**SECTION IV.** The City hereby finds that the annexation of the land herein described is consistent with State law, the City's Comprehensive Plan and meets all of the requirements for annexation set forth in State law and the City's Comprehensive Plan.

**SECTION V.** Pursuant to Florida Statutes § 171.046(2), the City and the County by this Agreement hereby annex into the corporate limits of the City that land described in Attachment "A" hereto.

**SECTION VI.** The land herein described and future inhabitants of said land shall be liable for all debts and obligations and be subject to all species of taxation, laws, ordinances and regulations of the City and shall be entitled to the same privileges and benefits as other areas of the City.

**SECTION VII.** The land herein described shall have the existing County land use plan and County zoning or subdivision regulations in full force and effect until the City adopts a comprehensive plan amendment and rezoning that includes said land. The City agrees to process for change of land use classification and zoning category of this annexed land in accordance with applicable City ordinances and State laws within twenty-four (24) months following the date of execution of this Agreement by the second party hereto and at no charge to the owners of the land described in Attachment "A" hereto.

**SECTION VIII.** The City hereby acknowledges that, prior to their approval of this Agreement, they have jointly provided written notice to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser. The written notice described the purpose of this Agreement and stated the date, time, and place of the meetings of the City of Apopka City Council at which this Agreement was to be considered for approval.

**SECTION IX.** Miscellaneous.

1. This Agreement may not be modified or amended, or any term or provision hereof waived or discharged except in writing, in recordable form, signed by the parties hereto, or their respective successors or assigns. Any such modification or amendment shall not be effective until recorded in the Public Records of Orange County, Florida.

2. This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Florida.

3. All of the terms of this Agreement, whether so expressed or not, shall be binding upon the respective successors, assigns and legal representatives of the parties hereto and shall inure to the benefit of and be enforceable by the parties hereto and their respective successors, assigns and legal representatives.

4. The headings of this Agreement are for reference only and shall not limit or otherwise affect the meaning thereof.

5. Each party to this Agreement shall bear its own attorneys' fees and costs in connection with this Agreement and/or in connection with any action undertaken in compliance with, or relating to, this Agreement.

**SECTION X.** If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion hereto.

**SECTION XI.** This Agreement shall become effective upon its execution by the second of the two parties hereto and each respective date shall be inserted on the first page of this Agreement. Thereafter the City Clerk is directed to file a certified copy of this Agreement and associated attachments with the Clerk of the Circuit Court in and for Orange County, Florida; the Orange County Property Appraiser; and the Department of State of the State of Florida.



**Interlocal Agreement for Annexation of Enclaves Between The City of Apopka and Orange County**

**Parcel ID #: 34-20-28-9950-00-232**

**Page 4**

**SECTION XII.** Following its execution by the City and the County, a copy of this Agreement shall be recorded and thereafter provided by certified mail to all owners of the real property identified in Attachment "A" whose names and addresses are known by reference to the latest published ad valorem tax records of the Orange County Property Appraiser.

[Remainder of page left blank intentionally]

**"CITY"**

CITY OF APOPKA, a Florida Municipal Corporation

ATTEST:

By: \_\_\_\_\_  
Linda F. Goff, City Clerk

By: \_\_\_\_\_  
Joseph E. Kilsheimer, Mayor

APPROVED AS TO FORM:

APPROVED BY THE CITY OF APOPKA CITY COUNCIL AT  
A MEETING HELD \_\_\_\_\_

By: \_\_\_\_\_  
Clifford B. Sheppard, City Attorney

**"COUNTY"**

ORANGE COUNTY, FLORIDA

ATTEST:

By: Board of County Commissioners

By: \_\_\_\_\_  
Martha O. Hayne, County Comptroller  
As Clerk of the Board of County Commissioners

By: \_\_\_\_\_  
Teresa Jacobs, Orange County Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT "A"**

**LEGAL DESCRIPTION OF ANNEXED LAND**

APOPKA RANCHES Z/134 THE N 425 FT OF W 102.5 FT OF LOT 23  
Parcel ID: 34-20-28-9950-00-232  
Containing 1.00 +/- Acres



**ATTACHMENT "B"**  
**DONALD LEE BOUGHAN**  
**404 EAST WELCH ROAD**  
**Total Acres: 1.00 +/-**



**VICINITY MAP**

**Backup material for agenda item:**

1. FINAL DEVELOPMENT PLAN - Adventist Health System/Sunbelt, Inc. DBA Florida Hospital Apopka, c/o Raymond Moe, for property located south of Harmon Road, west of Ocoee Apopka Road, and east of S.R. 429. (Parcel ID #: 20-21-28-0000-00-007)





# CITY OF APOPKA CITY COUNCIL

PUBLIC HEARING  
 ANNEXATION  
 PLAT APPROVAL  
 OTHER:

DATE: May 6, 2015  
FROM: Community Development  
EXHIBITS: Vicinity Map  
Final Development Plan  
Landscape Plan  
Master Sign Plan  
Building Elevation

**SUBJECT:** ADVENTIST HEALTH SYSTEM/SUNBELT, INC. DBA FLORIDA HOSPITAL APOPKA FINAL DEVELOPMENT PLAN, PHASE 1

**PARCEL ID NUMBER:** 20-21-28-0000-00-007

**Request:** APPROVAL OF THE ADVENTIST HEALTH SYSTEM/SUNBELT, INC. DBA FLORIDA HOSPITAL APOPKA FINAL DEVELOPMENT PLAN, PHASE 1

## **SUMMARY**

**OWNER:** Adventist Health System/Sunbelt, Inc., DBA Florida Hospital Apopka  
**APPLICANT:** Florida Hospital Apopka, c/o Raymond Moe  
**ENGINEER:** Donald W. McIntosh Associates, Inc., c/o John T. Townsend, P.E.  
**LOCATION:** South of Harmon Road, west of Ocoee Apopka Road, and east of S.R. 429  
**EXISTING USE:** Vacant Land  
**FUTURE LAND USE:** Mixed Use  
**ZONING:** "County" A-1 (ZIP)  
**PROPOSED ZONING:** "City" Planned Unit Development (PUD/Mixed EC)  
**PROPOSED DEVELOPMENT:** Hospital with ancillary uses and Medical Offices (including a medical helipad) Up to 120 bed, seven-story hospital and medical office building (up to 80,000 sq. ft.); seven story high building  
**TRACT SIZE:** 33.7 +/- acres  
**MAXIMUM ALLOWABLE DEVELOPMENT:** As allowed by the PUD Master Plan

## **DISTRIBUTION**

Mayor Kilsheimer	Finance Director	Public Ser. Director
Commissioners (4)	HR Director	City Clerk
City Administrator Irby	IT Director	Fire Chief
Community Dev. Director	Police Chief	

**RELATIONSHIP TO ADJACENT PROPERTIES:**

<i>Direction</i>	<i>Future Land Use</i>	<i>Zoning</i>	<i>Present Use</i>
North (County) North (City)	“County” Rural (1 du/10 ac/Agricultural)	A-1 (ZIP)	Vacant/S.R. 429
East (City)	Mixed Use	Mixed EC	Emerson Park Mixed Use PUD; parcels owned by Florida Hospital
South (County) South (City)	“County” Rural (1 du/10 ac/Agricultural) “City” Mixed Use	A-1 (ZIP) Mixed EC	Vacant/S.R. 429; parcels owned by Florida Hospital
West (City)	Mixed Use	Mixed EC	Vacant/S.R. 429

**ADDITIONAL COMMENTS:** The subject property was annexed into the City of Apopka on December 19, 2007, through the adoption of Ordinance No. 2013. Development of the hospital site must occur consistent with the PUD Master Plan and its adopted PUD development standards. The Florida Hospital Final Development Plan is consistent with the PUD Master Plan.

The Florida Hospital Preliminary Development Plan was approved by City Council on November 19, 2014. Part of the approval included a Transportation Improvements Development Agreement. This Agreement outlined the improvements to be constructed by Florida Hospital along with a list of optional projects that both the City and Florida Hospital could agree to conduct. The Agreement set in subparagraph 3(b)(i) set a time limit for both parties to agree to which projects would be done, which was by Final Development Plan approval by City Council. Both City staff and Florida Hospital requests a revision to the Agreement which would extend the time period to come to an agreement. The Agreement would be revised as follows:

In subparagraph 3(b)(i) of the Transportation Improvements Development Agreement, the language "final approval by City Council of the final Development Plan" is hereby deleted and replaced with the language set forth below in all capitals, underlined and in bold print, as follows:

- b. The following non-site-related road improvements and road design (i) are not required for the Hospital Project, but any one (1) or more of them may be undertaken by Florida Hospital as part of the Initial Phase (subject to the City's approval of design, estimated construction costs and proportionate share in accordance with a construction schedule provided by Florida Hospital to the City, provided that the City and Florida Hospital shall agree, no later than **THE AUGUST 19, 2015 MEETING OF THE CITY COUNCIL**, upon which of these road improvements will be undertaken by Florida Hospital), (ii) are conceptually depicted in **Exhibit "C"** attached hereto and incorporated herein by this reference, and (iii) are listed below in order of priority from the highest to the lowest priority (references to estimated cost and proportionate share are estimates only and are subject to the City's review and approval):

**COMPREHENSIVE PLAN COMPLIANCE:** The proposed Final Development Plan is consistent the Florida Hospital Replacement Campus Master Plan, Land Development Code, Comprehensive Plan and Development Design Guidelines.

**STORMWATER:** Stormwater run-off and drainage will be accommodated by on-site stormwater management system that complies with the City's stormwater drainage standards.

**BUFFER/TREE PROGRAM:** Buffers are provided consistent with the PUD Master Plan Sheets. Landscape buffers along Ocoee Apopka Road, Harmon Road, and SR. 429 are 13, 11, and 15 feet in width, respectively.

Based on the number of new trees planted to replace those removed, a mitigation fee will not apply to this table appearing below denotes the tree inches removed and replaced.

*Tree Program:* The following is a summary of the tree replacement program:

Total tree inches on-site(*):	11,154
Total number of specimen trees (24" or greater):	9
Total number of specimen trees (24" or greater) retained:	1
Total number of specimen trees (24" or greater) removed:	8
Total tree inches removed:	10,018
Total tree inches retained:	1,136
Total tree inches replaced:	6,170
Maximum tree stock formula and calculations:	
$1,468,538.2 - 6,000 = 1,462,538.2 / 1,000 = 1,462.54 \times 3.5 = 5,118.89 + 21 = 5,139.89$	
Total inches post development:	7,306
Site clearing area in square feet:	1,462,538.2

(\* ) Pine and Camphor trees are not included.

**PARKING AND ACCESS:** A total of 884 parking spaces are provided, of which 795 are standards spaces, 57 handicapped spaces, 2 electric car recharge stations, and 10 motorcycle spaces. The main entrance to the site is from Ocoee Apopka Road with a second access from Harmon Road. A delivery-only entrance is also provided along Harmon Road. A future LYNX bus transit shelter and pull-off lane are also planned along Ocoee Apopka Road. Helicopter approach and departure are limited to the flight path lines appearing in the Final Development Plan.

**MASTER SIGN PLAN:** The FDP includes a master sign plan. Approval of the Final Development Plan includes the master sign plan.

**EXTERIOR ELEVATIONS:** The design of the building exterior meets the intent of the City’s Development Design Guidelines and was provided with the PUD Master Plan. The three other sides of the building exterior will be in keeping with the elevation shown and will be applicable to the Small Area Overlay District, as reviewed by staff.

**PUBLIC HEARING SCHEDULE:**

April 14, 2015 – Planning Commission (5:01 pm)

May 6, 2015 - City Council (1:30 pm)

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**RECOMMENDED ACTION:**

The **Development Review Committee** recommends approval of the Florida Hospital Replacement Campus Final Development Plan Phase One subject to the findings of the staff report and the condition that a building permit will not be issued until the Transportation Improvement Agreement has been signed by the City.

The **Planning Commission**, at its April 14, 2015 meeting, recommended approval (7-0) of the Florida Hospital Replacement Campus Final Development Plan subject to the findings of the staff report and the condition that a building permit will not be issued until the Transportation Improvement Agreement has been signed by the City.

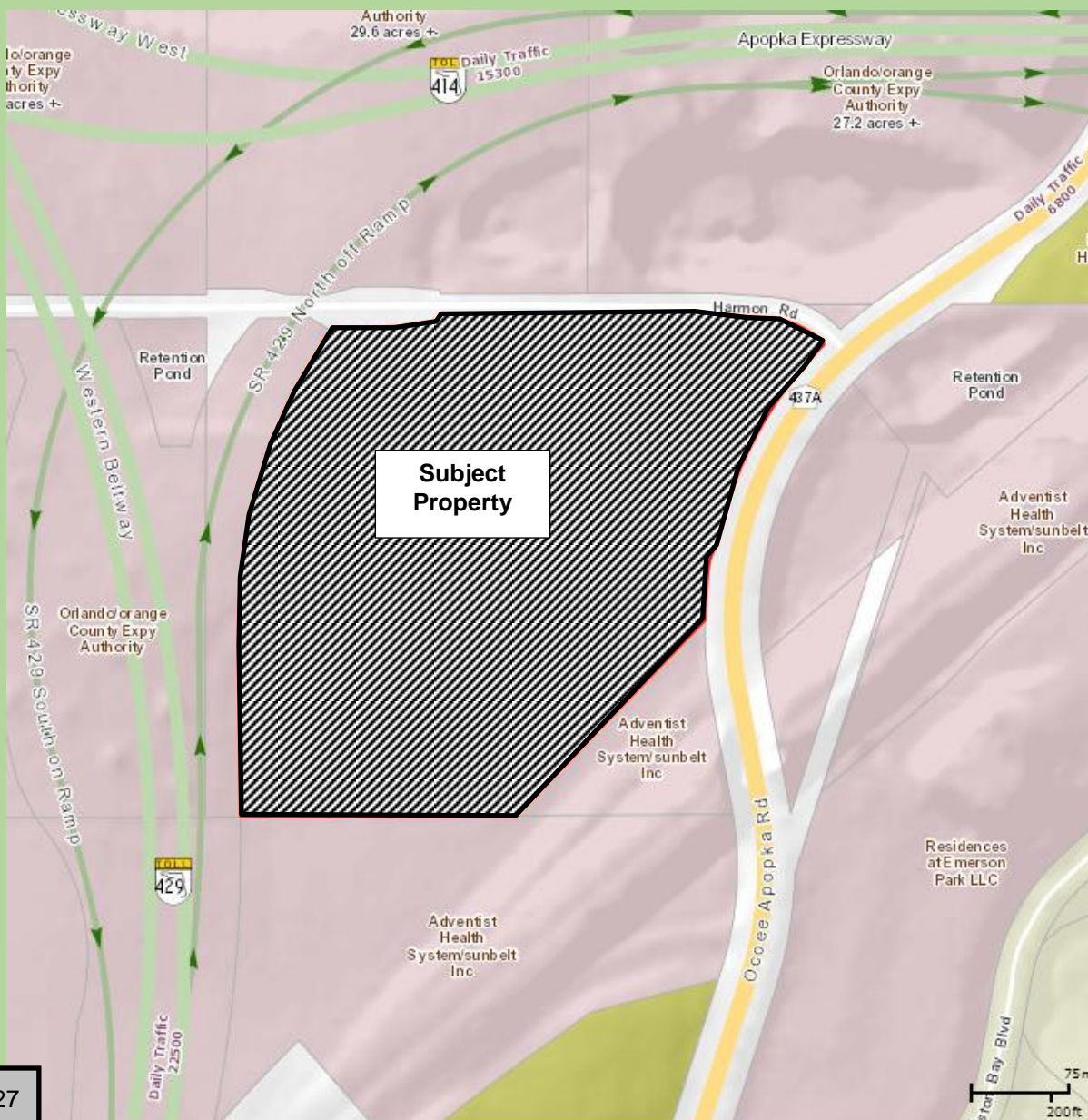
Approve the Florida Hospital Replacement Campus Final Development Plan Phase One subject to the findings of the staff report; and approval of the revisions to the Transportation Improvement Development Agreement.

**Note: This item is considered quasi-judicial. The staff report and its findings are to be incorporated into and made a part of the minutes of this meeting.**



**Florida Hospital Apopka Replacement Campus, Phase 1  
Final Development Plan**  
Owner: Adventist Health System/Sunbelt, Inc.,  
DBA Florida Hospital, c/o Raymond Moe  
Engineer: Donald W. McIntosh Associates, Inc., c/o John T. Townsend, P.E.  
33.7 +/- Acres  
Parcel ID #: 20-21-28-0000-00-007

### VICINITY MAP



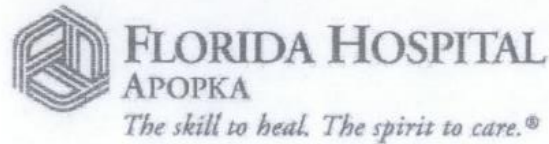


# FINAL DEVELOPMENT PLANS

# FLORIDA HOSPITAL APOPKA REPLACEMENT CAMPUS - PHASE 1

DONALD W. MCINTOSH ASSOCIATES, INC.  
AUTORIZATION NO. 08

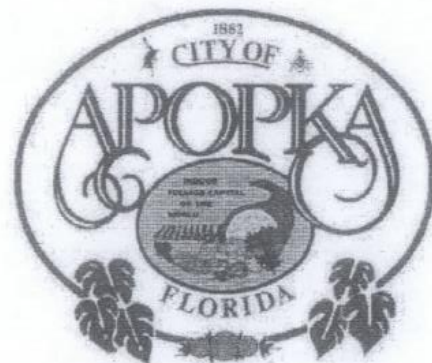
JOHN T. TOWNSEND  
FLORIDA P.E. NO. 02127  
DATE: 3/26/2015



**CITY OF APOPKA, FLORIDA**

**PREPARED FOR**

**ADVENTIST HEALTH SYSTEM/SUNBELT, INC.  
(DBA FLORIDA HOSPITAL APOPKA)  
201 NORTH PARK AVENUE  
APOPKA, FL 32703**



**LEGAL DESCRIPTION:**

That part of the South 1/2 of the Northwest 1/4 of Section 20, Township 21 South, Range 28 East, Orange County, Florida, lying Westerly of the Westerly line of the right-of-way of County Road 437A and the Westerly line of the limited access right-of-way of State Road 429, being part of Parcel 63-125, all as described in Stipulated Order of Taking recorded in Official Records Book 5460, Page 4796, Public Records of Orange County, Florida; and South of the Southerly line of Parcel 212 Part C, and East of the Easterly line of Parcel 212 Part B, as described in Amended Stipulated Order of Taking recorded in Official Records Book 8959, Page 3113, Public Records of Orange County, Florida.

Containing 33.713 Acres more or less and being subject to any rights-of-way, restrictions and easements of record.

**ENGINEER/SURVEYOR:**

DONALD W. MCINTOSH ASSOCIATES, INC.  
2200 PARK AVENUE NORTH  
WINTER PARK, FLORIDA 32789  
PH: 407.644.4068  
CONTACT PERSON: JOHN T. TOWNSEND, PE

**OWNER/APPLICANT:**

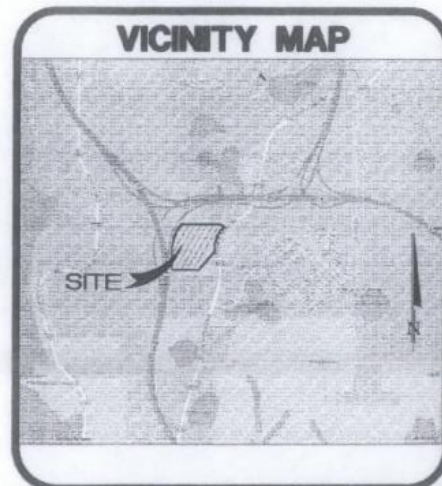
ADVENTIST HEALTH SYSTEMS/SUNBELT, INC  
DBA FLORIDA HOSPITAL APOPKA  
201 NORTH PARK AVENUE  
APOPKA, FLORIDA 32703  
PH: 407.889.1001  
CONTACT PERSON: JENNIFER WANDERSLEBEN

**ARCHITECT:**

EARL SWENSSON & ASSOCIATES, INC.  
2100 WEST END AVENUE, SUITE 1200  
VANDERBILT PLAZA  
NASHVILLE, TENNESSEE 37203  
PH: 615.329.9445  
CONTACT PERSON: MATT MANNING, AIA

**PROJECT MANAGER**

ADVENTIST HEALTH SYSTEMS/SUNBELT, INC  
DBA FLORIDA HOSPITAL  
1919 NORTH ORANGE AVENUE, SUITE D  
ORLANDO, FLORIDA 32803  
PH: 407.303.1166  
CONTACT PERSON: RAYMOND MOE, SR. PROJ MGR



SECTION 20, TOWNSHIP 21 SOUTH, RANGE 28 EAST  
PROPERTY APPRAISER PARCEL ID # 20-21-28-0000-00-007

**REVISION MARCH 27, 2015  
MARCH 2, 2015**



**DONALD W. MCINTOSH ASSOCIATES, INC.**  
ENGINEERS PLANNERS SURVEYORS  
2200 PARK AVENUE NORTH, WINTER PARK, FL 32789 407.644.4068

THE ROAD DESIGN HAS BEEN DONE IN REASONABLE CONFORMANCE WITH THE FDOT "MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS".

CONSTRUCTION PLANS WERE PREPARED IN ACCORDANCE WITH THE CITY OF APOPKA REGULATIONS AND SPECIFICATIONS.

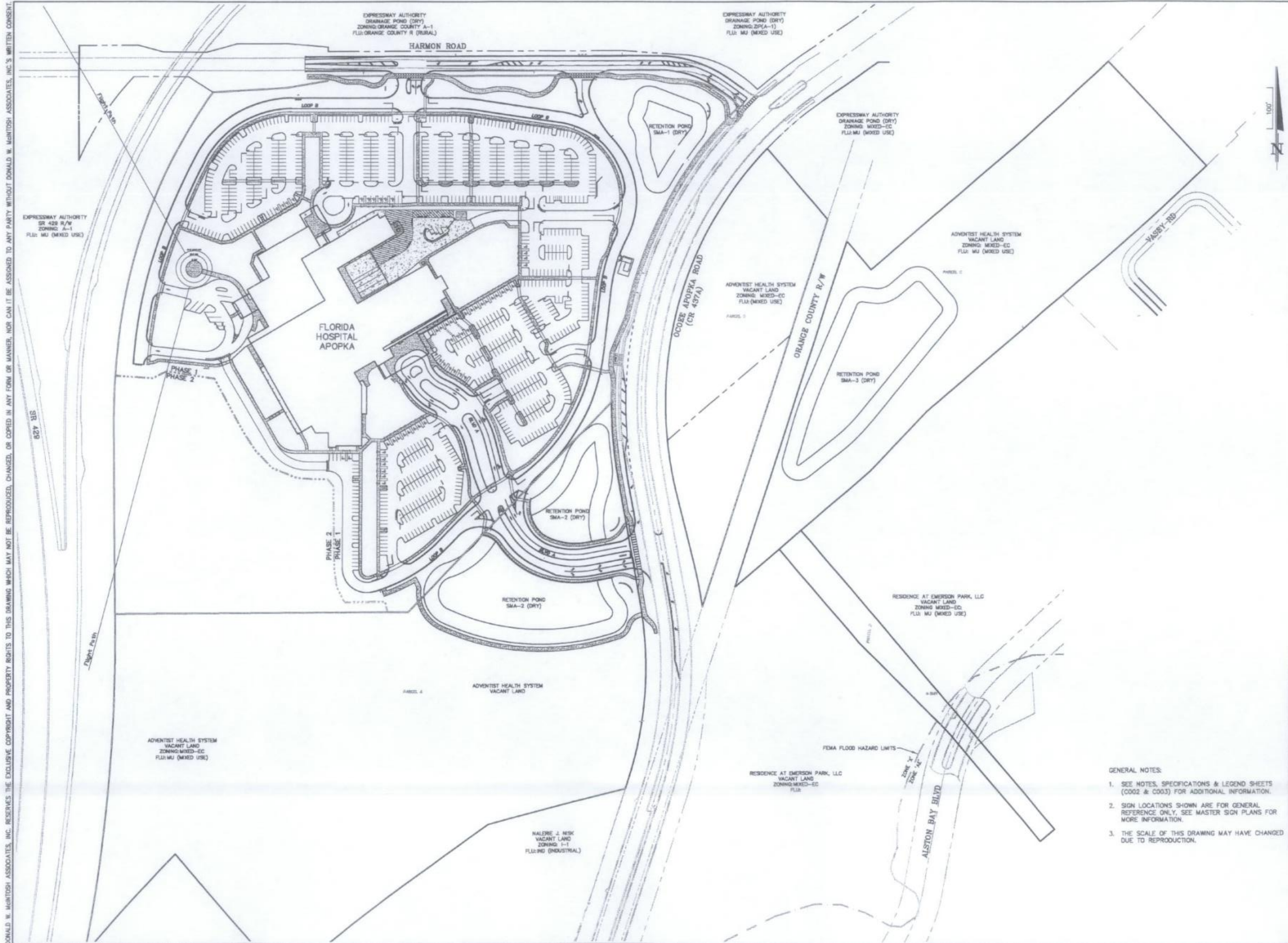
DEVELOPMENT ON THE PROPERTY IS SUBJECT TO CITY OF APOPKA ORDINANCE #2393 AND A TRANSPORTATION INFRASTRUCTURE AGREEMENT.

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C041	MASTER DEVELOPMENT PLAN
C101	EROSION CONTROL AND DEMOLITION PLAN
C102	EROSION CONTROL AND TREE PRESERVATION DETAILS
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C254	TRAFFIC SIGNAGE & PEDESTRIAN PATHWAYS - QUADRANT 4
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C313	PAVING AND GRADING PLAN QUADRANT 3
C314	PAVING AND GRADING PLAN QUADRANT 4
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C323	POND SECTION AND SETOUT DETAILS SMA-3
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C401	PLAN & PROFILE OOCEE APOPKA ROAD ENTRANCE STA 10+00 TO 19+08
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C403	PLAN & PROFILE LOOP ROAD - STA 50+00 TO STA 56+00
C404	PLAN & PROFILE LOOP ROAD - STA 58+00 TO STA 64+00
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FLORIDA HOSPITAL APOPKA - REPLACEMENT CAMPUS - PHASE 1 - FE - 14079 - 3/2/15 - REVISION MARCH 27, 2015





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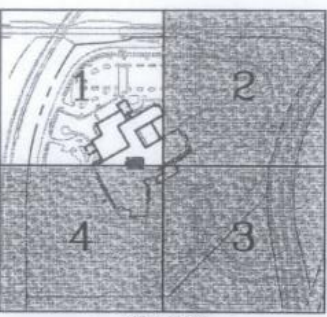
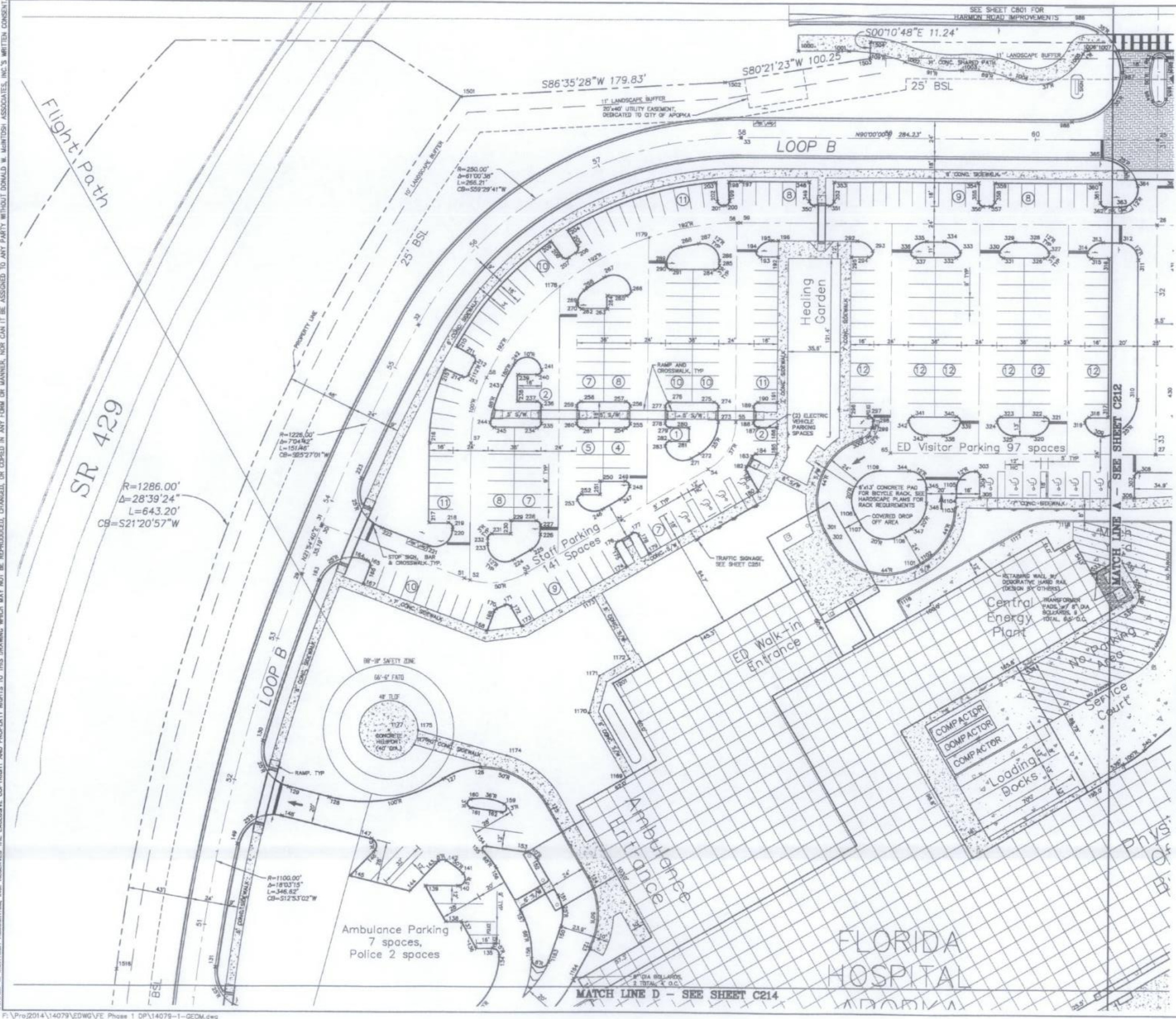
<p><b>DEVELOPMENT PLANS</b>  <b>FLORIDA HOSPITAL APOPKA</b>  <b>REPLACEMENT CAMPUS - PHASE 1</b>          CITY OF APOPKA, FLORIDA  <b>MASTER DEVELOPMENT PLAN</b></p>		<p>DONALD W. MCINTOSH ASSOCIATES, INC.          ENGINEERS PLANNERS SURVEYORS          2200 PARK AVENUE NORTH, WINTER PARK, FL 32789-4072, 844-9088</p>	<p>DONALD W. MCINTOSH ASSOCIATES, INC.          AUTHORIZATION NO. 88</p>
<p>DESIGNED BY MAB</p>	<p>CHECKED BY JTT</p>	<p>DATE 3/27/15</p>	<p>SCALE 1"=100'</p>
<p>DRAWN BY MAB</p>	<p>JOB NUMBER 14079</p>	<p>NO. 1</p>	<p>DATE 3/27/15</p>
<p>REVISIONS</p>		<p>REVISED PER CITY COMMENTS</p>	<p>DATE 3/26/2015</p>

- GENERAL NOTES:
- SEE NOTES, SPECIFICATIONS & LEGEND SHEETS (C002 & C003) FOR ADDITIONAL INFORMATION.
  - SIGN LOCATIONS SHOWN ARE FOR GENERAL REFERENCE ONLY. SEE MASTER SIGN PLANS FOR MORE INFORMATION.
  - THE SCALE OF THIS DRAWING MAY HAVE CHANGED DUE TO REPRODUCTION.

DRAWING  
14079-1-MDP  
SHEET  
**C041**  
8 OF 56



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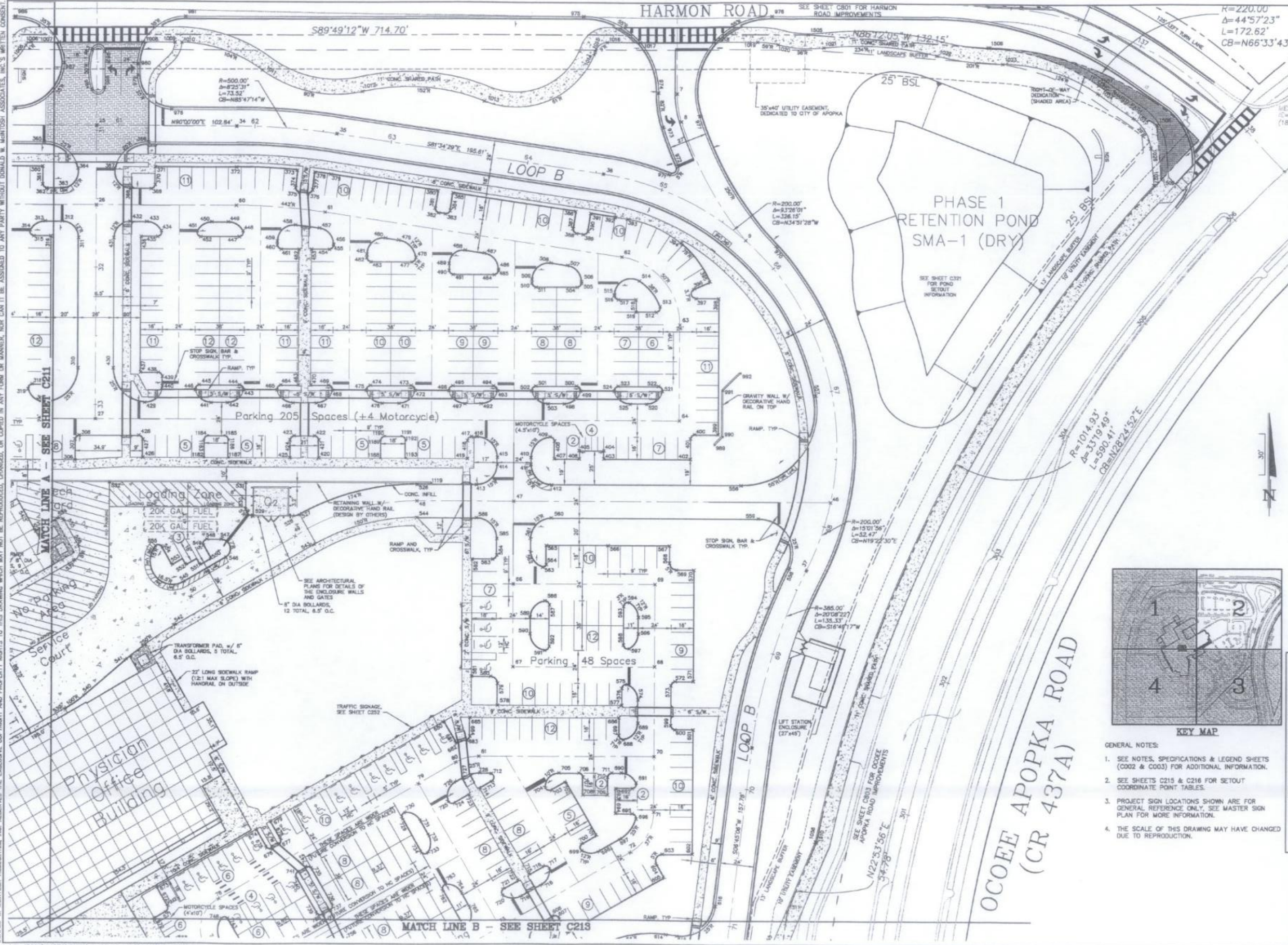


- GENERAL NOTES:
- SEE NOTES, SPECIFICATIONS & LEGEND SHEETS (C002 & C003) FOR ADDITIONAL INFORMATION.
  - SEE SHEETS C215 & C216 FOR SETOUT COORDINATE POINT TABLES.
  - PHYSICAL OBSTRUCTIONS FOR VEHICLES ARE PROVIDED AT THE EMERGENCY DEPARTMENT WALK IN ENTRANCE. SEE HARDSCAPE PLANS FOR PLACEMENT AND MATERIAL DETAILS.
  - PROJECT SIGN LOCATIONS SHOWN ARE FOR GENERAL REFERENCE ONLY. SEE MASTER SIGN PLAN FOR MORE INFORMATION.
  - THE SCALE OF THIS DRAWING MAY HAVE CHANGED DUE TO REPRODUCTION.

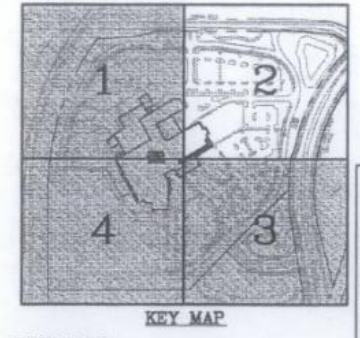
DRAWING 14079-1-GEOM	SHEET <b>C211</b>	9 OF 56	DEVELOPMENT PLANS			<b>DONALD W. MCINTOSH ASSOCIATES, INC.</b> ENGINEERS PLANNERS SURVEYORS 2500 PARK AVENUE NORTH, WINTER PARK, FL 32789 407-844-4088	CHECKED BY JIT DATE 3/2/15 SCALE 1"=30' JOB NUMBER 14079	NO.	DATE	REVISIONS
			FLORIDA HOSPITAL APOPKA REPLACEMENT CAMPUS - PHASE 1 CITY OF APOPKA, FLORIDA HORIZONTAL GEOMETRY QUADRANT 1							
			DONALD W. MCINTOSH ASSOCIATES, INC. AUTHORIZATION NO. 88 JOHN T. TOWNSEND FLORIDA P.E. No. 52127 DATE: 3/16/2015							



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<b>DEVELOPMENT PLANS</b> FLORIDA HOSPITAL APOPKA REPLACEMENT CAMPUS - PHASE 1 CITY OF APOPKA, FLORIDA HORIZONTAL GEOMETRY QUADRANT 2			
DONALD W. MCINTOSH ASSOCIATES, INC. ENGINEERS PLANNERS SURVEYORS 8200 PARK AVENUE NORTH, WINTER PARK, FL 32789 407.844.4088	DESIGNED BY MAB	CHECKED BY JTT	DATE 3/2/15
SCALE 1"=30'	JOB NUMBER 14079	NO. 10	DATE 3/2/15
DRAWN BY MAB	DESIGNED BY MAB	CHECKED BY JTT	DATE 3/2/15
DRAWING 14079-1-GEOM	SHEET <b>C212</b>	OF 10	DATE 3/26/2015



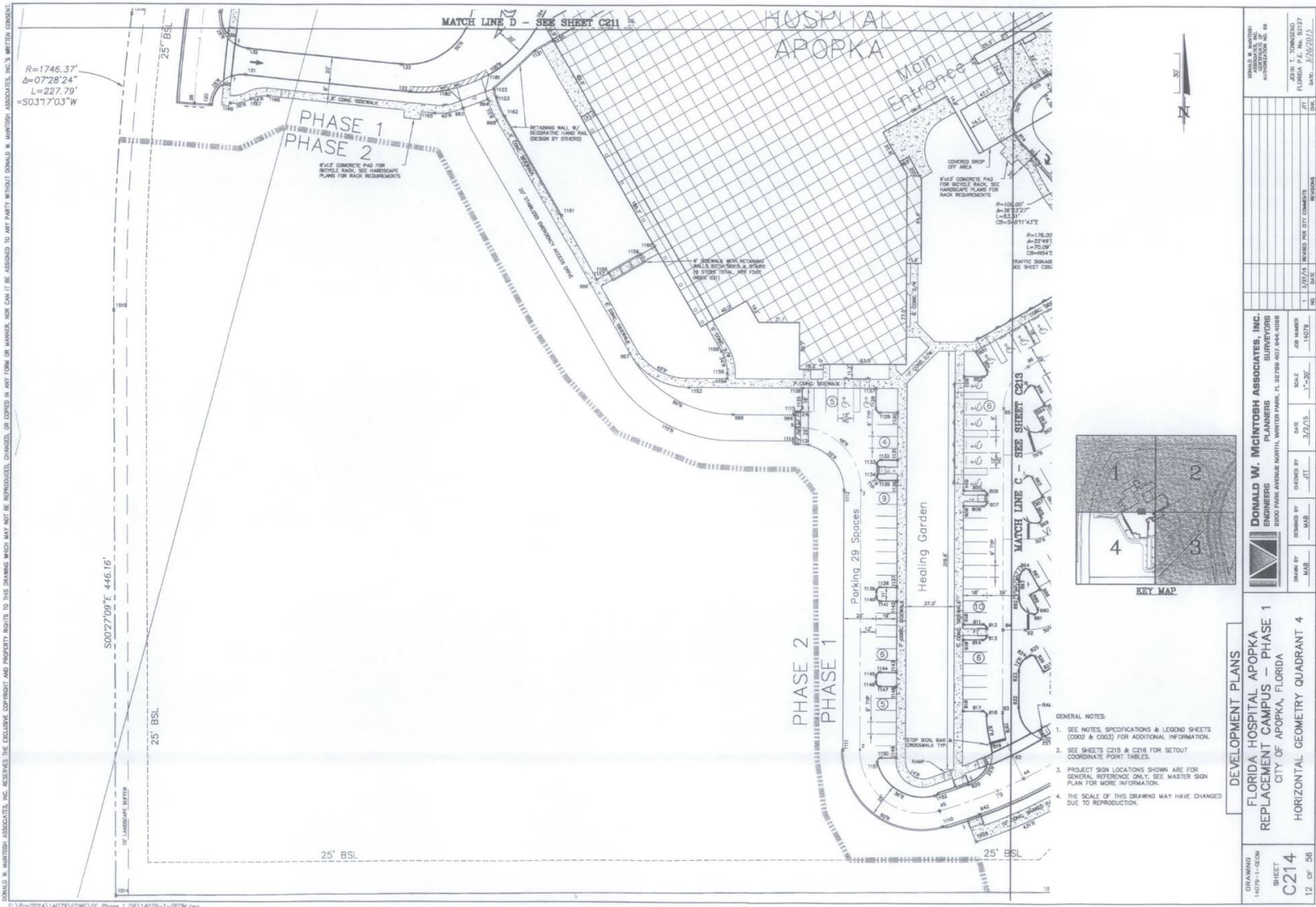
- GENERAL NOTES:
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  2. SEE SHEETS C215 & C216 FOR SETOUT COORDINATE POINT TABLES.
  3. PROJECT SIGN LOCATIONS SHOWN ARE FOR GENERAL REFERENCE ONLY. SEE MASTER SIGN PLAN FOR MORE INFORMATION.
  4. THE SCALE OF THIS DRAWING MAY HAVE CHANGED DUE TO REPRODUCTION.

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$R=1746.37'$   
 $\Delta=07^{\circ}28'24''$   
 $L=227.79'$   
 $=S0317^{\circ}03'W$

$S0027^{\circ}09'E$  446.16'

25' BSL

25' BSL

25' BSL

PHASE 1  
 PHASE 2  
 8'x13' CONCRETE PAD FOR  
 BICYCLE RACK. SEE HARDSCAPE  
 PLANS FOR RACK REQUIREMENTS

MATCH LINE D - SEE SHEET C211

PHASE 2  
 PHASE 1

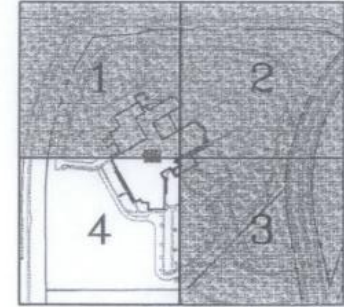
Parking 29 Spaces

Healing Garden

Main Entrance

MATCH LINE C - SEE SHEET C213

- GENERAL NOTES:
1. SEE NOTES, SPECIFICATIONS & LEGEND SHEETS (C002 & C003) FOR ADDITIONAL INFORMATION.
  2. SEE SHEETS C215 & C216 FOR SETOUT COORDINATE POINT TABLES.
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DEVELOPMENT PLANS

FLORIDA HOSPITAL APOPKA  
 REPLACEMENT CAMPUS - PHASE 1  
 CITY OF APOPKA, FLORIDA

HORIZONTAL GEOMETRY QUADRANT 4

DRAWING  
 14079-1-GEOM  
 SHEET  
**C214**  
 12 OF 56

**DONALD W. MCINTOSH ASSOCIATES, INC.**  
 ENGINEERS  
 PLANNERS  
 SURVEYORS  
 2200 PARK AVENUE NORTH, WINTER PARK, FL 32789-4077, 844-4088

DONALD W. MCINTOSH  
 LICENSED PROFESSIONAL ENGINEER  
 FLORIDA LICENSE NO. 14079

JOB NO. T. TOWNSEND  
 FLORIDA P.E. NO. 52127  
 DATE: 3/26/2015

NO.	DATE	REVISIONS
1	3/27/15	REVISED PER CITY COMMENTS

DESIGNED BY	CHECKED BY	DATE	SCALE	JOB NUMBER
MAB	JTT	3/22/15	1"=30'	14079



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03/27/15 10:52 AM



DOCUMENT CHANGES

Revision	Description	Date

**PRELIMINARY  
NOT FOR CONSTRUCTION**

Issue Description	SITE PACKAGE
Original Issue Date	03.27.15
Project No.	13136.02
Drawn By	JYP
Checked By	EM
Drawing Title	

**OVERALL PLAN**

Sheet Number  
**L01.01**

# FLORIDA HOSPITAL APOPKA

## VOL. 1 - SITE PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703



Scale



101 WEST CENTRAL BLVD. SUITE 400  
ORLANDO, FLORIDA 32835  
EDSA  
LANDSCAPE ARCHITECTURE • PLANNING • ENVIRONMENTAL

# Master Sign Plan

## INDEX

### EXTERIOR DRAWINGS

Exterior Sign Locations	G1.LOC.1.0
Exterior Building Identity Signs	G1.DWG.1.0
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Ceremonial Entry Feature and Secondary Entry Feature	G1.DWG.3.0
Directional Signs and Regulatory Street Signs	G1.DWG.4.0



## Master Sign Plan

Exterior Location Plans and Detail Drawings

FINAL SITE DEVELOPMENT PLAN • MARCH 27, 2015



Location: Apopka Florida  
Client: Florida Hospital  
Architect: ESa  
Project Number: FMG 79237.00





- Notes:
- R55 REGULATORY STREET SIGN
  - PVD PRIMARY VEHICULAR DIRECTIONAL
  - SVD SECONDARY VEHICULAR DIRECTIONAL
  - TVD TERTIARY VEHICULAR DIRECTIONAL
  - CDF CEREMONIAL GRAPHIC FEATURE
  - SEF SECONDARY ENTRANCE FEATURE
  - CEF CEREMONIAL ENTRANCE FEATURE
  - EEI EMERGENCY ENTRY IDENTITY
  - BEA BEACON
  - AEI AMBULANCE ENTRANCE ID
  - MEI MAIN ENTRANCE IDENTIFICATION
  - PSI PARKING SIGN IDENTIFICATION
  - LDI LOADING DOCK IDENTIFICATION
  - ⚡ ELECTRICAL ILLUMINATED

Sign Type	Quantity	Total Sq. Ft.
R55	129 Est.	-
PVD	2	66.5
SVD	8	176.0
TVD	6	94.5
CDF	1	81.0
SEF	1	96.13
CEF	2	91.0
EEI	1	9.0
BEA	1 + 2 small (3 total)	117.2
AEI	1	9.0
MEI	1	11.5
PSI	60	-
LDI	3	-

**FMG  
DES  
IGN**  
101 CHAFFORD SUITE 14  
HOUSTON TX 77062-2144  
TEL. 713.222.7979

PRELIMINARY  
NOT FOR  
CONSTRUCTION

**FLORIDA HOSPITAL APOPKA**  
SIGN PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703

DOCUMENT CHANGES

Revision	Description	Date

Issue Description: Final Site Development Plan  
Issue Date: 03.21.15  
Project No: 13136.00  
Drawn By: CG/Quack/DH  
Drawing Title: Exterior Site Sign Locations

Sheet Number  
**G1.LOC.2.0**





FLORIDA HOSPITAL  
*Apopka*

BEA 1 Beacon Large  
Scale 3/4" = 1'-0" TOTAL 63.00 SQ FT



FLORIDA HOSPITAL  
*Apopka*

BEA 2 Beacon Small  
Scale 3/4" = 1'-0" TOTAL 27.10 SQ FT

EMERGENCY

EEL 3 Emergency Entry ID  
Scale 3/4" = 1'-0" TOTAL 9.00 SQ FT

AMBULANCE

AEI 4 Ambulance Entry ID  
Scale 3/4" = 1'-0" TOTAL 9.00 SQ FT

MAIN ENTRANCE

MEI 5 Main Entrance ID  
Scale 3/4" = 1'-0" TOTAL 11.50 SQ FT

FMG  
DES  
IGN

101 CRANFORD SUITE 1A  
HOUSTON TX 77002-2144  
TEL. 713.222.7979

Scale

PRELIMINARY  
NOT FOR  
CONSTRUCTION

FLORIDA HOSPITAL APOPKA  
SIGN PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703

DOCUMENT CHANGES

Revision	Date

Issue Description: Final Site Development Plan

Issue Date: 03.27.15

Project No: 13136.00

Drawn By: CG/Checklist DH

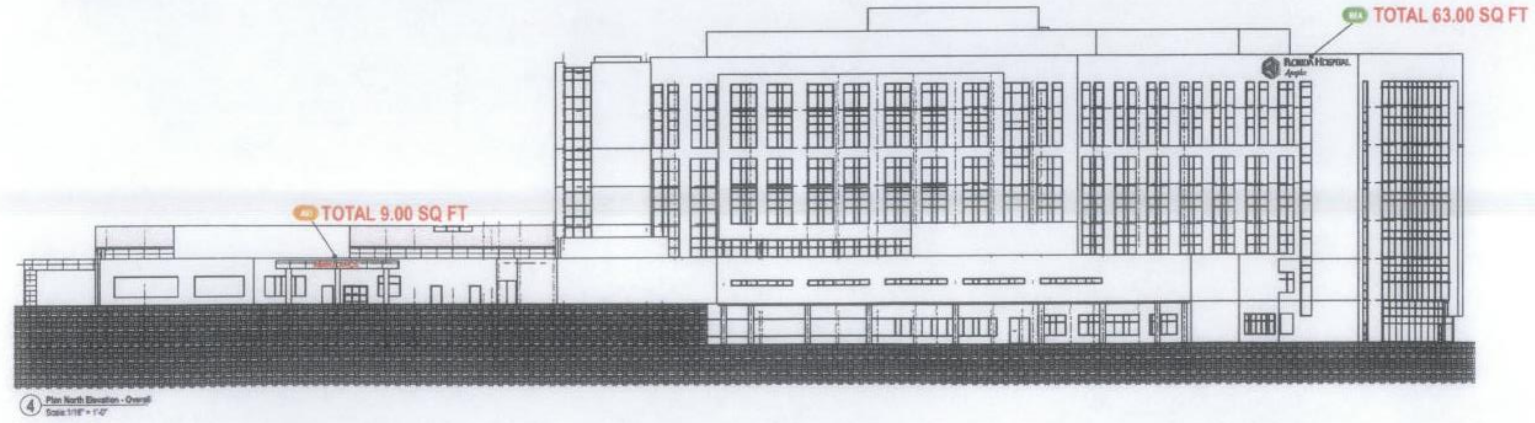
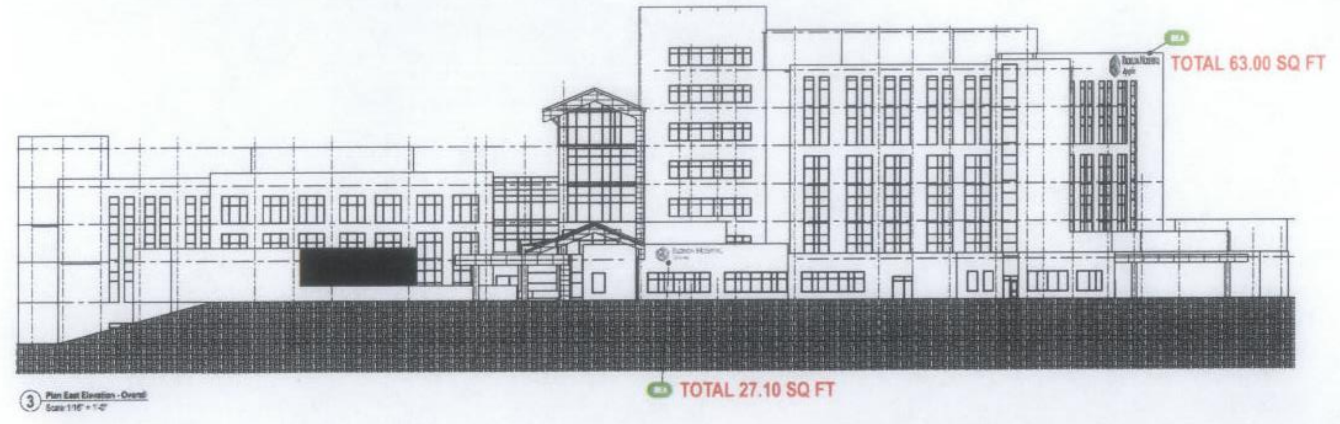
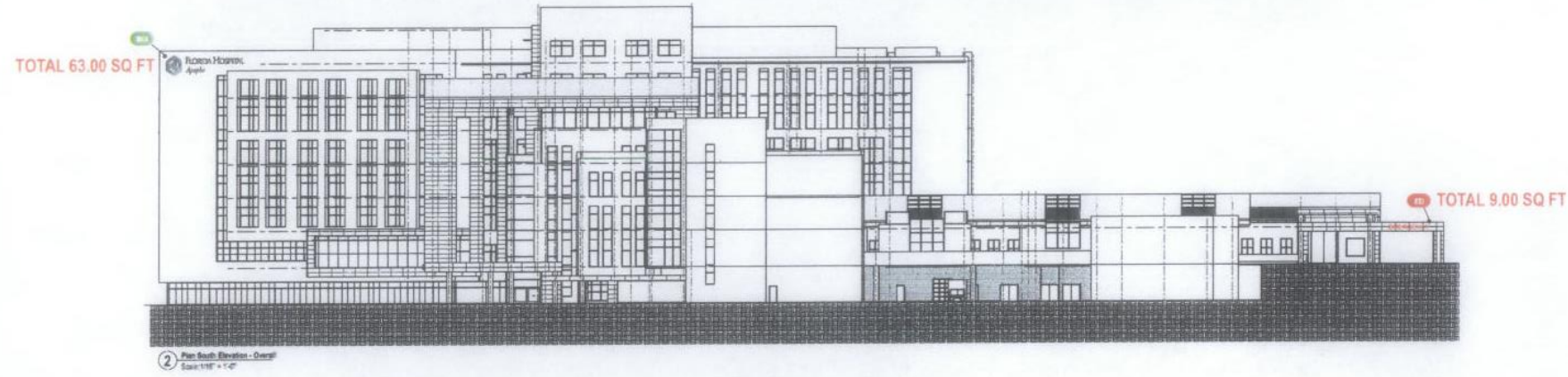
Drawing Title: BEA, BML, EEI, MEI, AEI

Exterior Building Identity Signs

Sheet Number

G1.DWG.1.0





- EEI EMERGENCY ENTRY IDENTITY
- BML BUILDING MOUNTED LOGO
- BEA BEACON
- AEI AMBULANCE ENTRANCE ID
- MEI MAIN ENTRANCE IDENTIFICATION

**FMG  
DES  
IGN**  
101 CRAWFORD SUITE 1A  
HOUSTON TX 77002-2144  
TEL. 713.222.7979

PRELIMINARY  
NOT FOR  
CONSTRUCTION

**FLORIDA HOSPITAL APOPKA**  
SIGN PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703

DOCUMENT CHANGES

Issue Description	Final Site Development Plan
Issue Date	03.27.15
Project No	13136.00
Drawn By	CG/Checked DH
Drawing Title	BEA, BML, EEI, MEI, AEI

Exterior Building Elevations,  
Identity Signs

Sheet Number  
**G1.DWG.1.1**



Scale:

PRELIMINARY  
NOT FOR  
CONSTRUCTION

**FLORIDA HOSPITAL APOPKA**  
SIGN PACKAGE

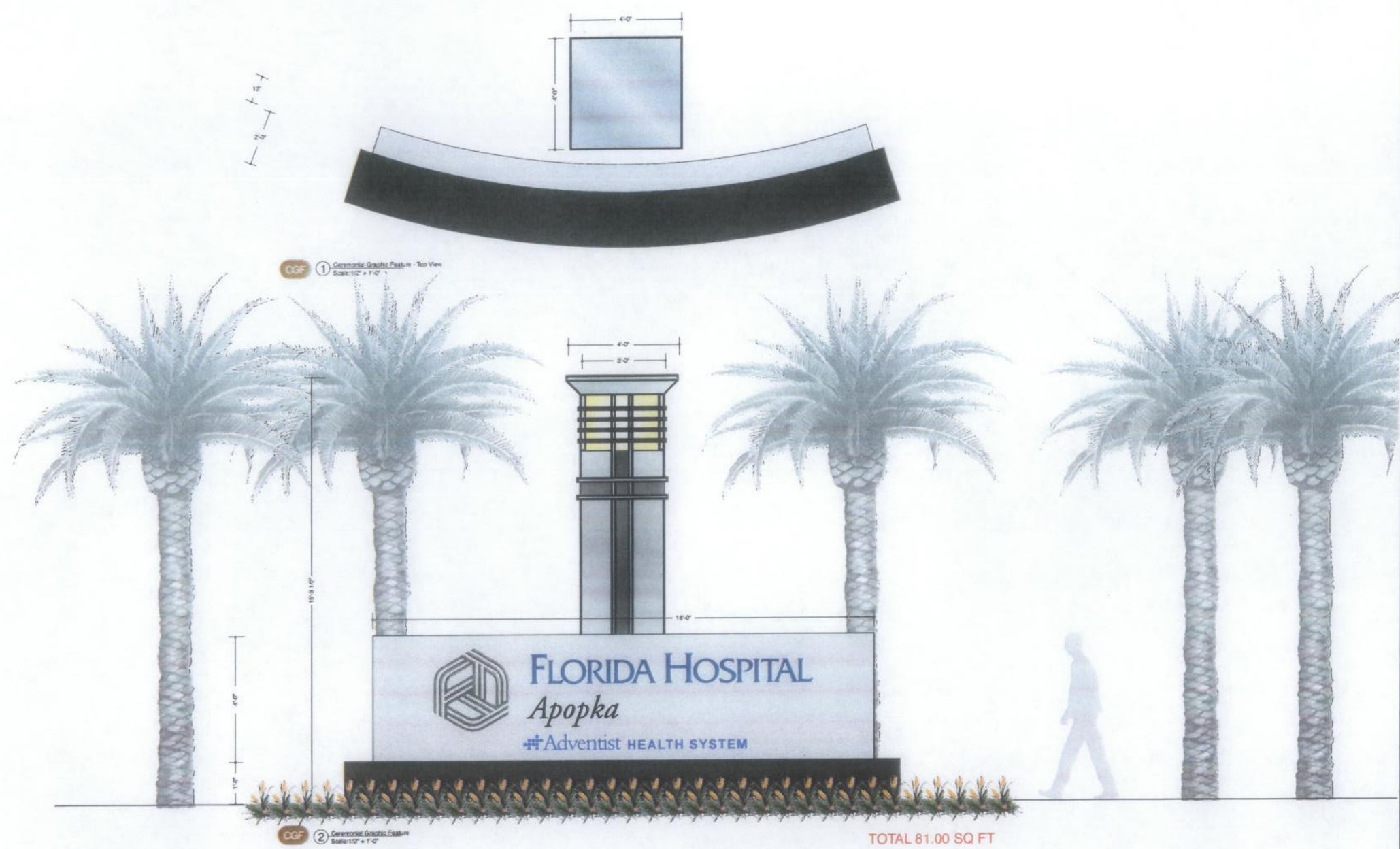
1901 HARMON ROAD | APOPKA, FLORIDA 32703

DOCUMENT CHANGES

Change No.	Description	Date

Issue Description: Final Site Development Plan  
Issue Date: 03.27.15  
Project No: 13136.00  
Drawn By: C.G./Checked: DH  
Drawing Title:  
**CGF**  
Ceremonial Graphic Feature

Sheet Number  
**G1.DWG.2.0**





Seals

PRELIMINARY  
NOT FOR  
CONSTRUCTION

**FLORIDA HOSPITAL APOPKA**  
SIGN PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703

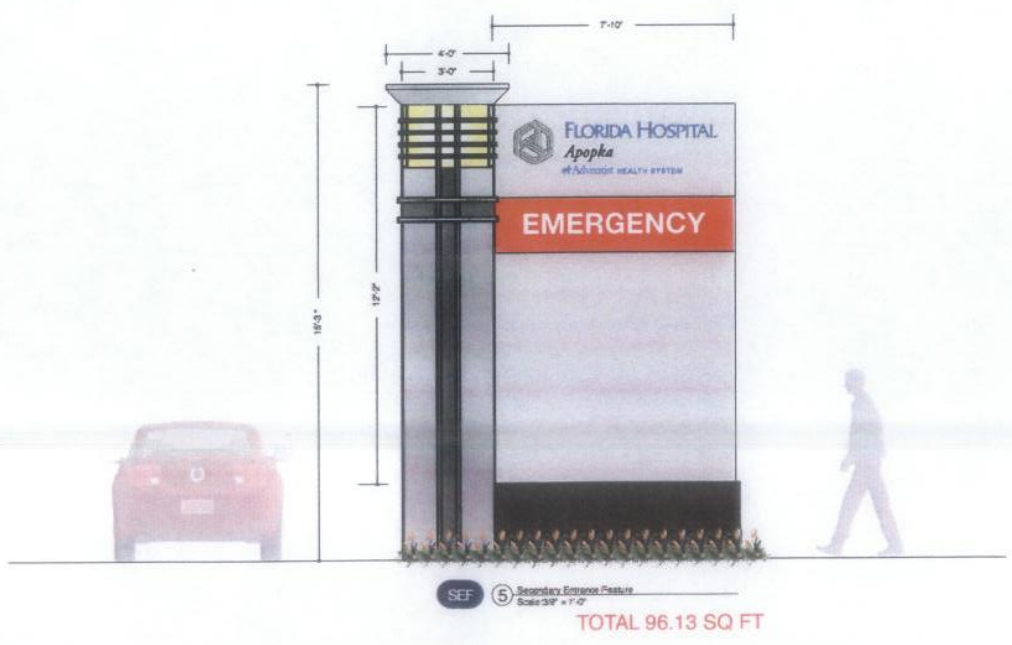
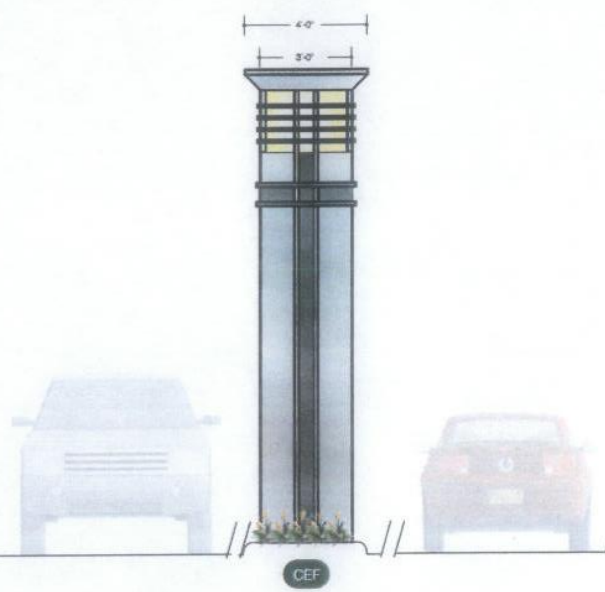
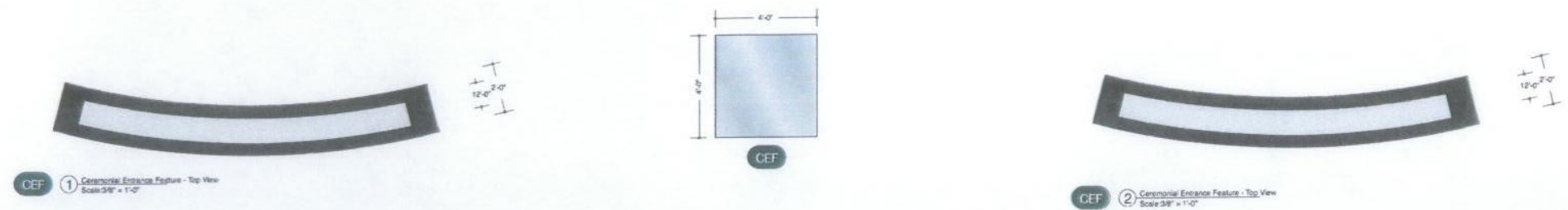
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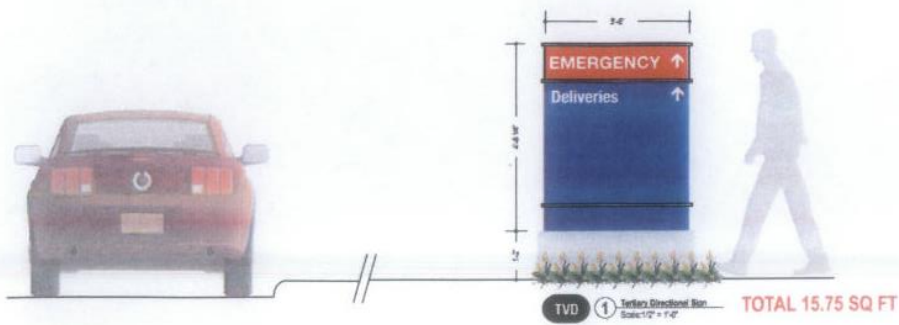
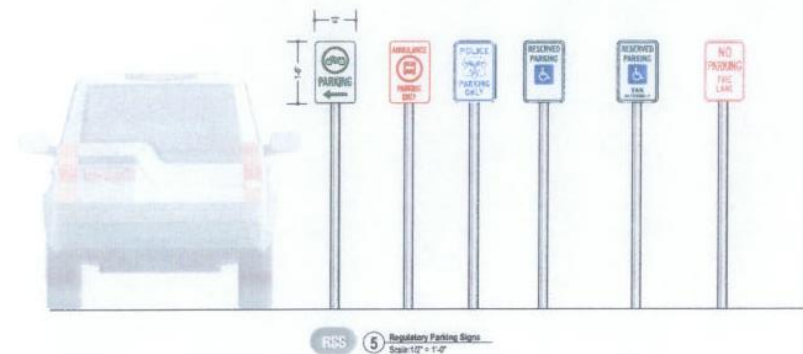
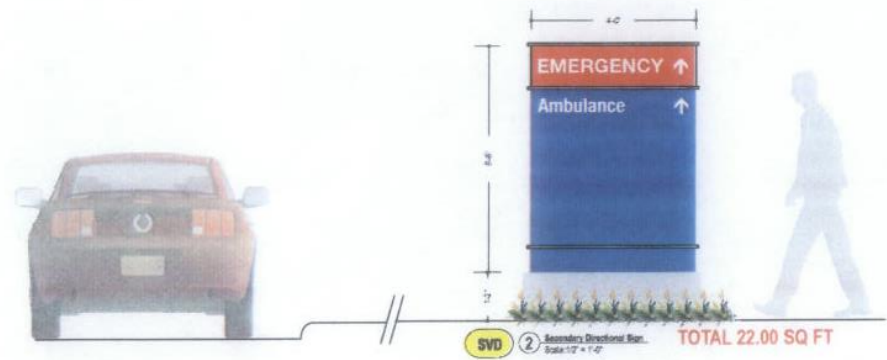
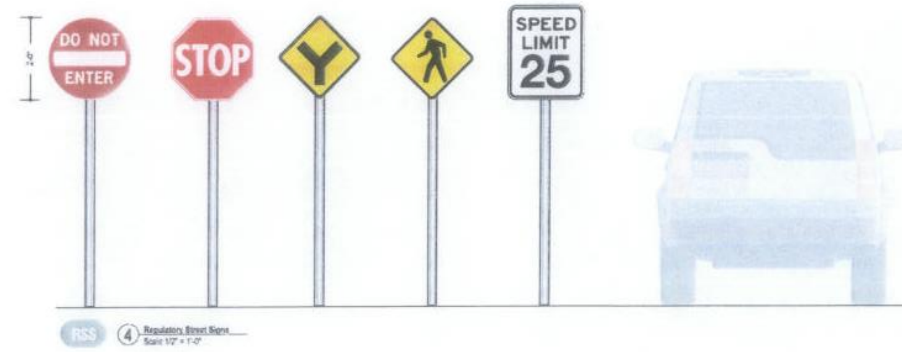
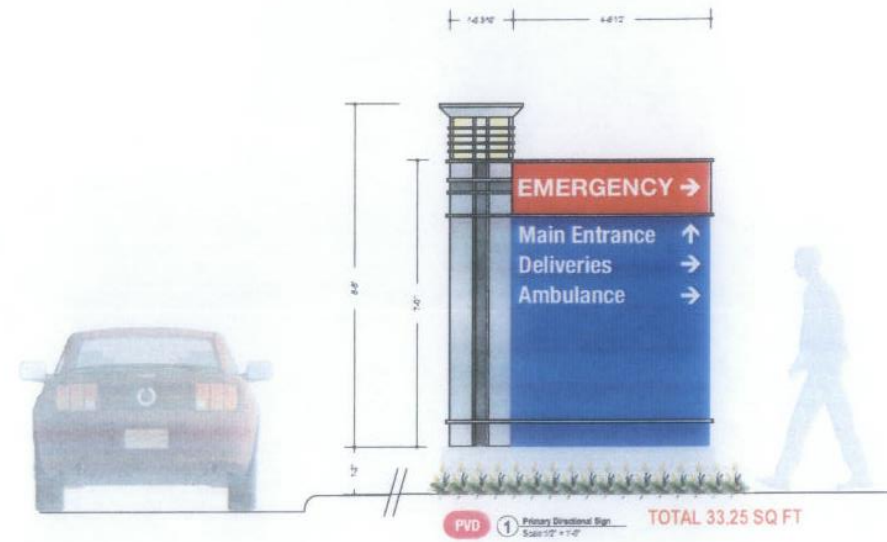
Revision	Date

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Issue Date: 05.27.18  
Project No: 13136.00  
Drawn By: CG/Checked: DH  
Drawing Title:  
**CEF**  
Ceremonial Entrance Feature

**SEF**  
Secondary Entrance Feature

Sheet Number  
**G1.DWG.3.0**





Seals

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

**FLORIDA HOSPITAL APOPKA**  
 SIGN PACKAGE

1901 HARMON ROAD | APOPKA, FLORIDA 32703

DOCUMENT CHANGES

Description	Date

Issue Description: Final Site Development Plan

Issue Date: 03.27.15

Project No: 13136.00

Drawn By: CG/Checked: DH

Drawing Title:

PVD, SVD, TVD

Directional Signs

RSS

Regulatory Street Signs

Sheet Number

G1.DWG.4.0







**Backup material for agenda item:**

1. Community-Wide Visioning Process Consultant - Authorize negotiation of a professional services agreement and scope of services with the firm ranked first by the selection committee as the Community-Wide Visioning Process Consultant.



**CITY OF APOPKA  
CITY COUNCIL**

     CONSENT AGENDA  
     PUBLIC HEARING  
     SPECIAL HEARING  
  X   OTHER:

MEETING OF: May 6, 2015  
FROM: Community Development  
EXHIBITS: Short-List Firms RFP Documents  
          Score Criteria  
          RFP Document

**SUBJECT:          COMMUNITY-WIDE VISIONING PROCESS CONSULTANT SELECTION**

**Request:          AUTHORIZE NEGOTIATION OF PROFESSIONAL SERVICES AGREEMENT  
                      AND SCOPE OF SERVICES WITH THE FIRM RANKED FIRST BY THE  
                      SELECTION COMMITTEE AS THE COMMUNITY-WIDE VISIONING  
                      PROCESS CONSULTANT**

**SUMMARY:**

On March 25, 2015, the City received six (6) sealed proposals to conduct a Community-Wide Visioning Process. City Council at its April 1, 2015 ratified the created of a Selection Committee comprised of city staff and residents of the City of Apopka. After review of the six responses to the Request for Proposals, the Selection Committee met on Friday, April 10 to discuss and rank the six proposals. Based on the ranking, the Selection Committee chose to interview the top three ranked firms (aka the short-list). The three firms invited for interview and presentation are: Keith & Schnars; Gianni Longo & Associates; and Analytica.

The short-listed firms were interviewed on April 30, 2015 by the Selection Committee. Final ranking of the consulting firms by the selection Committee is:

- 1<sup>st</sup> Keith & Schnars
- 2<sup>nd</sup> Giannia, Longo & Associates
- 3<sup>rd</sup> Analytica

All meetings of the Selection Committee were noticed by the City Clerk’s office. Process for the solicitation and review of the consultant followed procedures established by the Consultant’s Competitive Negotiation Act.

Community-wide Visioning Selection Committee: Glenn Irby, City Administrator; David Moon, AICP, Planning Manager; and city residents/community members: Reverend Hezekiah Bradford, Suzanne Kidd, Vernon Brown, and Paul Faircloth. Police Chief Robbie Manley was also appointed to this committee but his service was drawn to urgent responsibilities with the Police Department. A list of all six firms and their proposed bid price for this project are listed below:

<u>RFP Respondent</u>	<u>RFP Bid</u>
Keith & Schnars	\$ 123,661.00
Gianni, Longo & Associates	\$ 124,120.00
Analytica	\$ 121,000.00
VHB	\$ 187,550.00
Future I.Q. Partners	\$ 125,000.00
Dr. Clara Bostwick	\$ 14,000.00

**FUNDING SOURCE:** \$125,000.00 is earmarked in the City budget for this project.

**DISTRIBUTION:**

Mayor Kilsheimer	Finance Director	Public Ser. Director
Commissioners (4)	HR Director	City Clerk
City Administrator Irby	IT Director	Fire Chief
Dev. Director	Police Chief	

**RECOMMENDED ACTION:**

Authorize the City Administrator to negotiate and execute a professional service agreement and scope of services with the firm Keith & Schnars. If the firm ranked first fails to sign an agreement with the City within thirty days, the City Administrator will move to negotiate with the second ranked firm.





CITY OF  
**APOPKA**



DUE: March 25, 2015 • 3:00 PM

Community-Wide Visioning Process

Bid/Proposal No. 2015-02







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## SECTION THREE:

Experience of the Firm

## SECTION FOUR:

Organizational Chart and Resumes

## SECTION FIVE:

Project Completion Deadline

## SECTION SIX:

Projected Budget and Proposed Work Program Schedule

## SECTION SEVEN:

Required Forms



**KEITH and SCHNARS, P.A.**

FLORIDA'S *Big* LOCAL FIRM

6500 North Andrews Avenue  
Fort Lauderdale, Florida 33309  
Phone: (954) 776-1616  
Fax: (954) 771-7690  
Toll Free: (800) 488-1255  
[www.ksfla.com](http://www.ksfla.com)

This certificate hereby qualifies

## Debbie Love, AICP

as a member with all the benefits of a Certified Planner  
and a commitment to the AICP Code of Ethics and Professional Conduct.

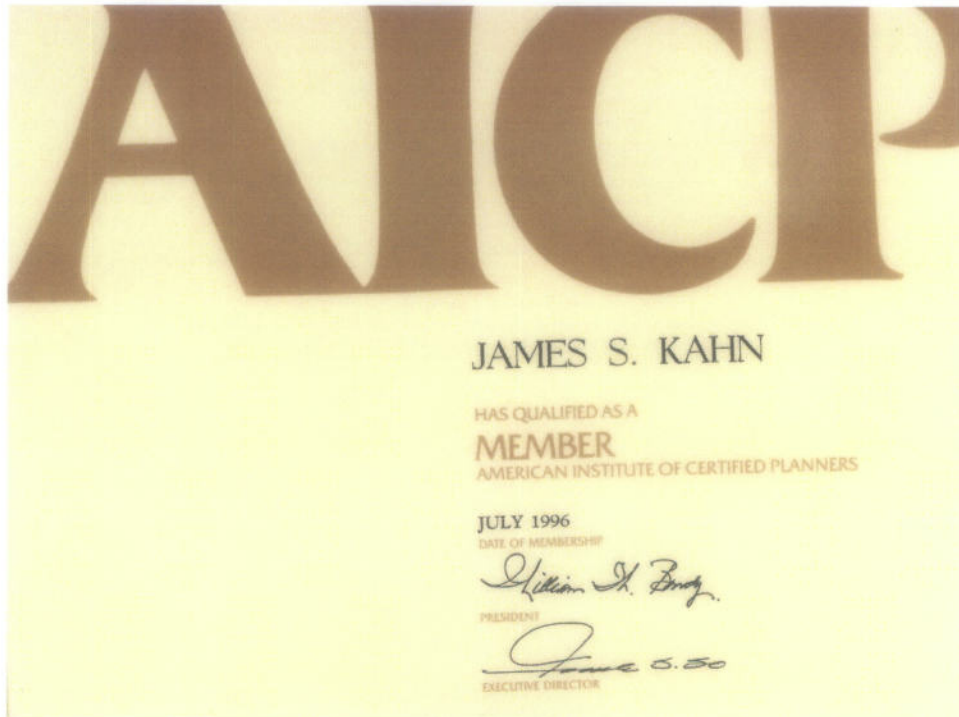
Certified Planner Number 022684



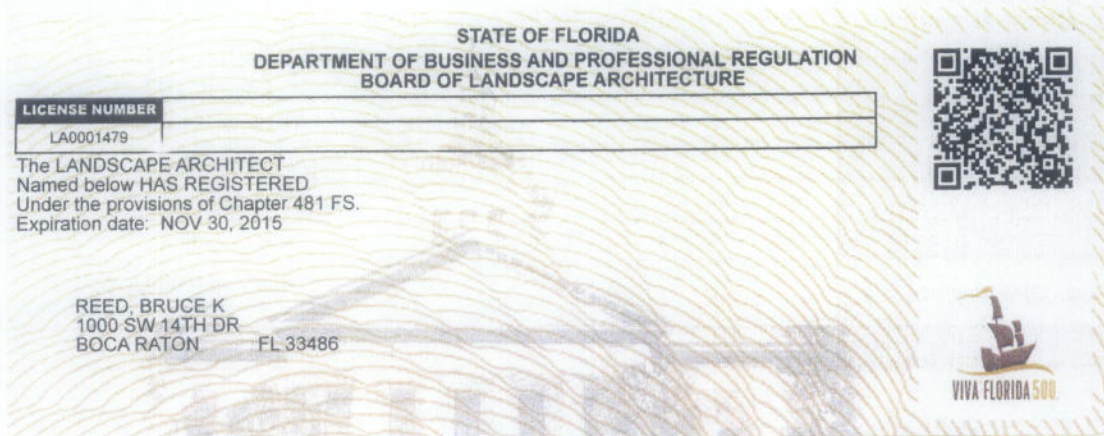
Paul Farmer, FAICP  
Executive Director and CEO



Graham Billingsley, AICP  
President







RICK SCOTT  
GOVERNOR

ISSUED: 10/07/2013 SEQ # L1310070001551  
DISPLAY AS REQUIRED BY LAW

KEN LAWSON  
SECRETARY

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY



ISSUED: 08/06/2014

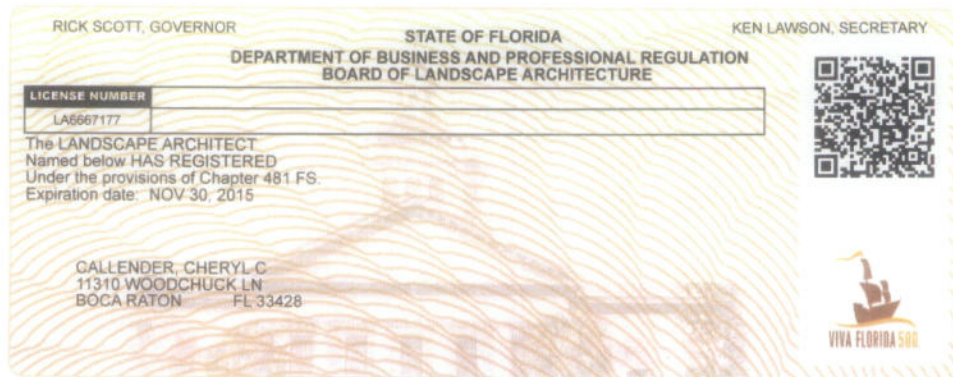
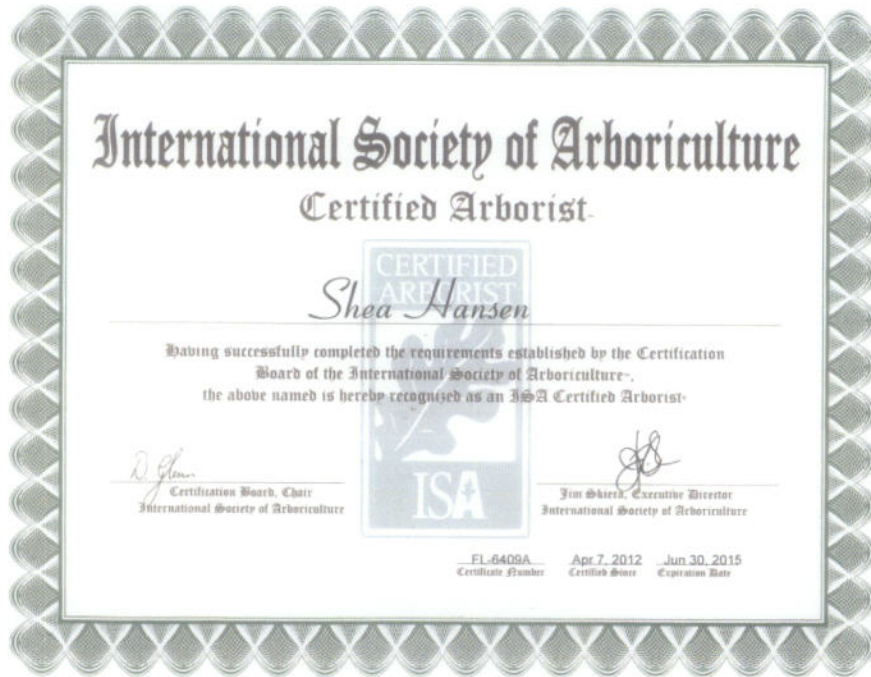
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SEQ # L1408060000520



SECTION ONE:

Licenses, Certifications, and References



ISSUED: 02/19/2014 SEQ # L1402190000472  
 DISPLAY AS REQUIRED BY LAW





SECTION ONE:

# Licenses, Certifications, and References

The following are references for visioning and strategic planning performed by similar communities.

**City of North Miami (K&S)**

**Address:** 12400 NE 8th Avenue, North Miami, FL 33161

**Contact:** Tanya Wilson-Sejour, City Planner

**Phone number:** (305) 895-9826

**City of Miami Lakes (Anaston-Karas)**

**Address:** 6601 Main Street, Miami Lakes FL 33014

**Contact:** Alex Rey, City Manager

**Phone number:** (305) 905-3700

**City of Sebring (K&S)**

**Address:** 368 South Commerce Avenue, Sebring, FL 33870

**Contact:** Robin Hinote

**Phone number:** (863) 471-5104

**Metropolitan Planning Organization (MRG)**

**Address:** 100 West Cypress Creek Road Suite #850, Fort Lauderdale, FL 33309

**Contact:** Gregory Stuart, Executive Director

**Phone number:** (954) 876-0035

**Martin County Enterprise Zone Strategic Development Plan (Anaston-Karas)**

**Address:** 15328 SW Warfield Boulevard, Indiantown, Florida 34956

**Contact:** David Powers, EZDA Chair, (Indiantown Realty Corporation)

**Phone number:** (772) 597-3355

**City of Oviedo (Anaston-Karas)**

**Address:** 400 Alexandria Boulevard, Oviedo, FL 32765

**Contact:** Bryan Cobb, City Manager

**Phone number:** (407) 971-5508





# Approach to Scope of Work

The K&S Team will deliver a Strategic Vision Plan that must effectively answer the question of what the community wants to become, together with a clear map of -- who's doing what, and by when -- to get there. As needed, the Plan we facilitate will tackle thorny issues such as human scale and increased density. A successful strategic vision will chart a course owned by all sectors of the community, meaning that undue influence from the privileged few, or outside developers should be mitigated while beneficial partnerships in the community's best interest are welcomed!

In consultation with the City's Project Team, we will tailor our outreach sessions to consider the needs and perspectives of each cohort in Apopka, and using techniques that will fit each situation. For large gatherings, key pad polling, where users respond to multiple choice questions using a wireless keypad may be appropriate; however, key pad polling is one tool that may/may not be ideal for its cost. Dot voting, where participants place dots/stickers next to the options they like best, is a more "organic" tool, which may be the more cost efficient. Both techniques deliver unbiased results, guaranteeing that one group's interests do not trample those of a less influential group.

In addition, K&S is the only team with a roving RV to visit every diverse neighborhood to get real mom and pop insights.

The K&S Team will draw upon its extensive experience working with steering committees, elected and appointed bodies, and multiple interest groups while it synthesizes

the Strategic Vision Plan. For example, one team member was the lead staff to the Florida House of Representatives Growth Management Subcommittee during which time he mastered organizing and coordinating rules of procedure, agendas, legislative analyses and conduct of meetings. In addition, Team members have served on steering committees and worked directly with elected officials at the local, regional, and state level to hone the skill of processing collaborative input.

## ESTABLISH WORK PROGRAM AND SCHEDULE

The basic sequence of major events will be:

1. Establishing Work Program and Schedule
2. Community Visioning Process (concurrent with survey, and Mobile Information Station), a total of eight meetings:
  - a. Neighborhood meetings (1 in each of 4 designated planning sub-area) (4)
  - b. Business and community leaders meeting (1)
  - c. Council workshop #1 (1)
  - d. Staff "Stand Up" Action Planning workshop (1)
  - e. Council workshop #2 (1)
  - f. Council Adoption (1)

The discussion included later in this section follows the Process Outline Matrix shown on the next page.





SECTION TWO:

# Approach to Scope of Work

NAME	STEPS	TIMELINE	
		Event	Cumulative
I. Bid Award		N/A	N/A
	<b>I. Final Work Program and Schedule</b>	2 Weeks	2 Weeks
	A. Establish Final Work Program and Schedule	2 Weeks	4 Weeks
	B. Establish Final Community Participation Program, Including Public Outreach Plan	Concurrent with I.A.	
	I. Delineate Neighborhood Areas. Potential Areas:		
	a. Expressway Study Area		
	b. Plymouth Study Area		
	c. West Study Area		
	d. Northwest Study Area		
	e. Community Redevelopment Area, including the Central Business District		
	f. South Apopka, CDBG Target Area and Enterprise Zone		
	g. Lake Apopka Enterprise Zone		
	h. US-441 Corridor		
	i. SR-436/Semorán Boulevard Corridor		
	j. Community and Business Leaders Meeting		
	2. Public Outreach Plan		
	a. Develop Vision Narrative (e.g., what is visioning, proposed process, why you should participate, how to participate, timeline)	5 weeks	5th Week
	b. Conduct Media Outreach Campaign	2 Weeks	Ongoing
	(1) Public Service Announcements/Drop and Click Articles		
	(a). Chambers and Trade Associations		
	(b). Major Employer Newsletters		
	(c). School and PTA Newspapers/Newsletters		
	(d). Faith-based Organizations Newsletters		
	(e). Neighborhood/Homeowners Association Newsletters		
	(f). Homebuilders Association		
	(g). Realtors Association		
	(h). Bankers Association		
	(2). Print Media Interviews	Concurrent with I.B.2	
	(a). Apopka Chief		
	(b). Apopka Planter		
(c). Orlando Sentinel (David Breen)			
(d). Elder Newspaper (Name TBD)			
(e). Orlando Times			
(f). Florida Sun			
(3). Electronic Media	Concurrent with I.B.2		
(a). Local Television Stations			



# Approach to Scope of Work

NAME	STEPS	TIMELINE	
	(b). NPR		
	(c). Social Media		
	(d). Bloggers		
	(4). Attend meetings with community-based organizations, major employers, associations, etc.	Ongoing	
	c. Designate and Maintain Media Relations Lead who will be sponsive to ongoing requests for information about the process and its status. This will include monitoring media to address misinformation promulgated/propagated about the visioning		
	d. Communicate Vision Schedule		6th Week
	e. Communicate Public Information Plan and Opportunities to Participate		6th Week
2. Public Engagement Process	<b>2. Community Visioning Process Participation</b>		
	A. Develop Survey		
	B. Conduct Survey	Concurrent with Public Forums	
	(1). Online using Survey Monkey or similar instrument		
	(2). Hardcopies for pickup and return at City Hall, library, and Community Centers		
	(3). Analyze and Code Survey Results		4th - 7th Week
	C. Conduct SWOT Analysis (since such a small budget, trends, forecast/trajectory determined here from SWOT analysis- minimal work from consultant; use community and/or staf sources unless they add budget)		4th - 7th Week
	D. Conduct Review of Current Comp Plan Policies and Compare to Community Input via Visioning	3 weeks	4th - 7th Week
	E. Conduct Review of Current Land Development Regulations Compare to Community Input via Visioning	Concurrent with 2.D.	
	F. Conduct Review of Other Relevant Policy Documents Compare to Community Input via Visioning	Concurrent with 2.D.	
	G. Conduct Minimum of Seven (7) Workshops with Neighb hoods and Business Groups, of which One (1) Meeting with Community and Business Leaders Identified by City and Two (2) Workshops with City Council		
	(1). Public Forums (Where Are We Now? Where Are We Going?) - 4 Meetings in Difference Quadrants of the city.		8th - 13th Week
	(a). Convey Socio-Demographic Data, Maps		8th - 13th Week
	(b). Describe Trend Map(s) based on build-out scenarios		8th - 13th Week
	(c). Breakout Sessions/Issue Identification		8th - 13th Week
(d). Prioritization of Issues and Summary of SWOT Conclusions		8th - 13th Week	



SECTION TWO:

# Approach to Scope of Work

NAME	STEPS	TIMELINE	
	(e). Assessment of Community Values		
	(2). Conduct Business and Community Leaders Meeting		14th Week
	(a). Convey Socio-Demographic Data, Maps		14th Week
	(b). Describe Trend Map(s) based on build-out scenarios		14th Week
	(c) Breakout Sessions/Issue Identification		14th Week
	(d). Prioritization of Issues and Summary of SWOT Conclusions		14th Week
	(e). Assessment of Community Values		14th Week
	H. Prepare Summary Results of the SWOT Analysis and the Values Assessment Held in each Neighborhood and District	3 Weeks	17th Week
	I. Prepare Vision Consistency Report on the Consistencies and Inconsistencies with Current Policies and Citizen Input via Visioning	3 Weeks	17th Week
	<b>3. Community Goals and Policy Direction</b>		
	A. Conduct Review of Current Comp Plan Policies and Compare to Community Input via Visioning	See 2.D. (Section Added to Remain Consistent with RFP Deliverables)	
	B. Conduct Review of Current Land Development Regulations Compare to Community Input via Visioning	See 2.D. (Section Added to Remain Consistent with RFP Deliverables)	
	C. Conduct Review of Other Relevant Policy Documents Compare to Community Input via Visioning	See 2.D. (Section Added to Remain Consistent with RFP Deliverables)	
	D. Prepare Vision Consistency Report on the Consistencies and Inconsistencies with Current Policies and Citizen Input via Visioning	See 2.I. (Section Added to Remain Consistent with RFP Deliverables)	

# Approach to Scope of Work

NAME	STEPS	TIMELINE	
	<b>4. Vision Statements</b>		
	A. Prepare Draft Communitywide Vision Statement Consensus	2 weeks	19th week
	B. Prepare Draft Neighborhood Vision Statement Consensus	Concurrent with 4.A	
	C. Conduct Additional Series of Media Outreach using same networks listed in Section 4	Ongoing	
	D. Develop Consensus with City Leaders and Public Regarding Vision Statements for the City and Neighborhoods		
	1. Community Forum 5 (Where DO We Want to Go?) Vision Scenarios		22nd Week
	a. Present Summary of Community Values Assessment	Concurrent with 4.D.1	
	b. Present Build-out Scenarios based on Neighborhood/ Business and Community Leaders' Input	Concurrent with 4.D.1	
	c. Present Draft Vision Statement and Strategic Objectives	Concurrent with 4.D.1	
	d. Conduct Keypad Polling to Gauge Consensus	Concurrent with 4.D.1	
	2. City Staff Workshop to Identify Best Paths to Integrate Strategic Objectives into Existing City Operations		25th Week
	3. City Council Workshop I		27th Week
	a. Present Summary of Community Values Assessment		27th Week
	b. Present Build-out Scenarios based on Community Input		27th Week
	c. Present Draft Vision Statements and Strategic Objectives		27th Week
	<b>5. Strategic Plan</b>		
	A. Prepare Five Year Strategic Plan with Implementation Actions to reach and Accomplish Vision Statement		28th Week
	1. Final City Council Workshop to Approve Vision		30th Week
	a. Develop Apopka's Shared Vision and Action Plan		30th Week
	b. Present Summary of Vision Plan		30th Week
	c. Present Recommended Actions to Achieve the Vision		30th Week
	d. Present Recommended Actions to Monitor Progress and Make Necessary Adjustments		30th Week
	e. Present Recommended Actions to Market the Vision		30th Week



# Approach to Scope of Work

## PUBLIC OUTREACH PLAN

The Plan outlined in the RFP is a Strategic Vision Plan, which is a good and desirable direction. This means preferences and priorities should be selected in the course of a consensus-based process.

A vision is "A picture in the mind's eye." It is aspirational, should be closely tied to the City's existing or new brand, and must be inspiring. People often mix goals, guiding principles/values, objectives, action items (strategies), and performance measures while they construct a future scenario; K&S knows how to clear the confusion.

Here is a hypothetical example of how these can be mixed up:

*"True to its slogan 'Indoor Foliage Capital of the World,' I envision a Apopka which is Central Florida's premier agribusiness and manufacturing hub [vision]. Served by regional road connectors and rail, improved walkability and other transit, [objective and strategy] the city must relieve congestion to move goods and workers, and provide adequate parking. However, the type of new jobs must be high-wage [goal value]. We'll know it's working when area business and commerce center revenue increases, and we can count new area business openings [performance measure]."*

The K&S Team knows how to diplomatically focus stakeholders into logical categories for each idea. It ensures that everyone's ideas are heard and categorized so they can be later evaluated in the totality of the emerging plan. This expertise is essential at facilitated discussions where hundreds of differing views are shared. Our Team is experienced at cataloging and synthesizing such volume of ideas into themes and stitching the components into



a coherent and manageable plan following the "planning pyramid."

**To select strategic vision priorities, a seasoned team of professionals can guide the process while forging political consensus.**

K&S will develop a public outreach plan to maximize input from residents, businesses and property owners. This strategy will produce the maximum possible input from the City's diverse, areas and groups including:

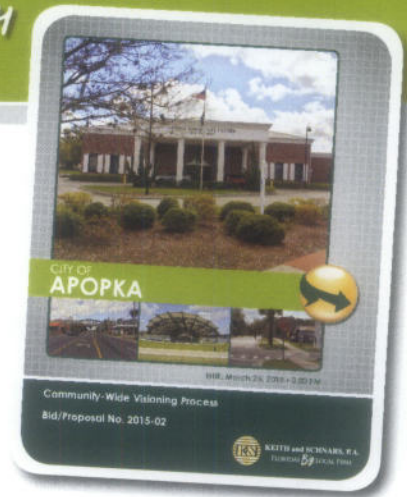
1. Expressway Study Area
2. Plymouth Study Area
3. West Study Area
4. Northwest Study Area
5. Community Redevelopment Area, including the Central Business District
6. South Apopka, CDBG Target Area and Enterprise Zone
7. Lake Apopka Enterprise Zone
8. US-441 Corridor
9. SR-436/Semorán Boulevard Corridor
10. Community and Business Leaders

K&S will assist the City to develop a visioning narrative. It will explain: what is visioning, the proposed process, why persons should participate, how to participate, and the visioning timeline. K&S would then conduct initial outreach, prior to the public workshops. This strategy ensures that citizens are aware of the visioning process, how and where to participate, and how to access information. Information will be available online and in hard copy at locations such as City Hall, the Library, and Community Centers.

The initial outreach campaign will consist of:

1. Develop and distribute public service announcements and articles for inclusion in newsletters and online content of partners. Partners included, but are not limited to: homeowners and neighborhood associations, Apopka Chamber of Commerce, trade associations, faith-based organizations, schools, parent-teacher associations, parent-teacher organizations, and major employers (greater than 100 employees).
2. Conduct print, online, television, and radio interviews, including Orlando Sentinel, Apopka Chief, Apopka Planter, Orlando Times, Florida Sun, Elder newspaper, WESH, WFTV, WKMG, and WOFL.
3. Attend meetings of community-based organizations, faith-based organizations, major employers, and trade and neighborhood associations to make presentations, discuss the visioning process, and answer questions.





March 25, 2015

City of Apopka  
Linda Goff, City Clerk  
120 E. Main Street  
Apopka, FL 34704

**RE: Community-Wide Visioning Process  
Bid/Proposal No. 2015-02**

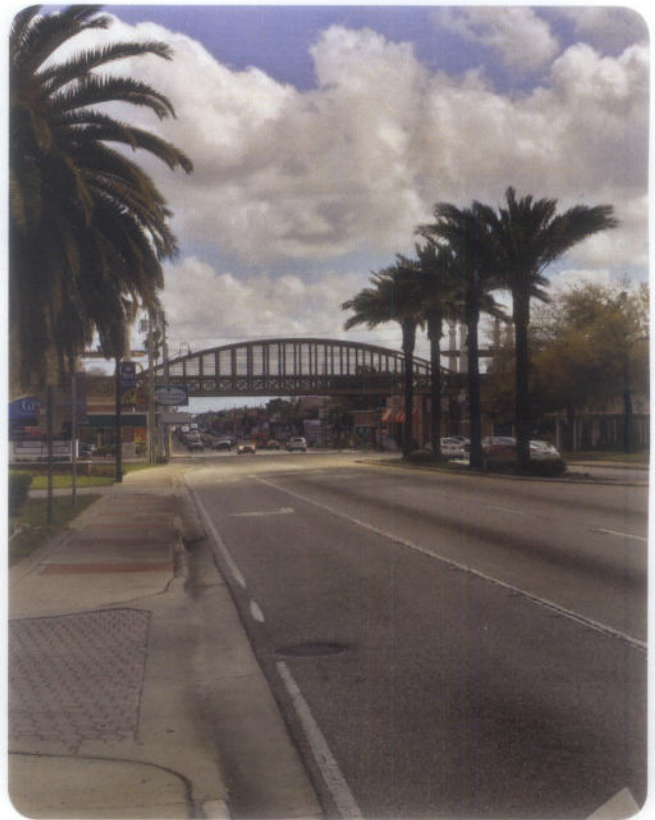
Dear Ms. Goff:

**Keith and Schnars, P.A. (K&S)** is excited to present our proposal and qualifications for Community-Wide Visioning Process. With more than 40 years of visioning and planning projects throughout Florida, the K&S Team brings extensive statewide experience and an intimate understanding of the Central Florida area.

Simply stated, this is what we love to do. We are passionate about immersing our experts into the fabric of a community. We walk the neighborhoods, and talk to a broad range of people. Our Team does not shy away from wrestling with longtime problems that have prevented a city from being all it can be to all of its diverse interest groups. We do our best work when we truly experience the culture, environment, history and dreams of the cities we serve. The most successful visioning plan is born of a partnership that truly embraces a community with recommendations that can capitalize on the positives and meaningfully resolve the negative issues.

To create Apopka's strategic vision for the future, we must reflect Apopka's diversity and cultures, and include as many participants as possible. The K&S Team is experienced at organizing, getting residents to participate and building consensus. Our specialized senior staff will work with all Apopka interested parties to create a realistic approach.

We have mastered the art of capturing broad-based public participation to synthesize a Vision, AND the branding, marketing, and measurable strategies toward making it real. One unique tool we use is our Mobile Information Station (MIS). Our MIS, a custom converted 34-foot recreational vehicle, provides a living room atmosphere where the public and stakeholders have the message brought directly to them, including informational displays, PowerPoint, video and the experts on our Team to provide one-on-one attention.



Debbie Love, AICP, Director of Planning and Public Relations & Outreach, will serve as our Project Manager and primary point-of-contact for City staff. Ms. Love has served as Project Manager for a wide variety of visioning, public involvement, and master planning projects throughout Florida. Bob Cambric, President of The Cambric Group, a resident of Apopka, will serve as Deputy Project Manager and will lead the consensus-building efforts. His deep roots and knowledge of Apopka, plus his extensive public facilitation and visioning experience, will be a key asset to the project.

The proposed creation of a shared strategic vision cannot be accomplished by a single group, but through a team of experts. Each of our Team's respected professionals is known for his or her practical experience, real-world solutions, creativity and commitment to the community. We are joined in this effort by four sub consultants, with whom we frequently team, and which bring critical and complementary skills, unsurpassed depth, and extensive strategic visioning experience:



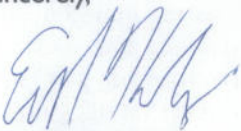
- **Bob Cambric, The Cambric Group:** Mr. Cambric will serve as the Deputy Project Manager. He has served as a facilitator and mediator for a many communities and agencies throughout Florida and specializes in dispute resolution. He has been involved in some of the most ambitious consensus visioning projects conducted in Florida, such as the Southeast Regional Seven50 Plan.
- **James Anaston-Karas, Planning, Facilitation and Advocacy:** Mr. Anaston-Karas is a skilled facilitator and consensus builder. His talents stem from resolving complex/contentious issues working for decades with local residents and elected officials from the Statehouse to City Hall; he has authored numerous strategic vision plans for communities throughout Florida.
- **Design2Form (D2F):** D2F is a full-service architectural firm with an extensive and diverse portfolio of projects. Their team of LEED Accredited professionals places a high priority upon engaging community leaders, agencies, business owners, residents and youth during the design process.
- **Media Relations Group (MRG),** MRG has vast proven experience with providing winning public outreach strategies to government agencies. The MRG staff specializes in providing community awareness through innovative media approaches and customized consensus building and polling exercises.

K&S's proud 40-year plus portfolio includes a wide range of successful projects and services to more than 60 cities, 22 towns, 17 counties and 12 state agencies. This extensive experience yields a keen understanding of all interests at stake, making the K&S Team the best suited to empower the City of Apopka to create a strategic consensus vision that ensures a prosperous and sustainable future.

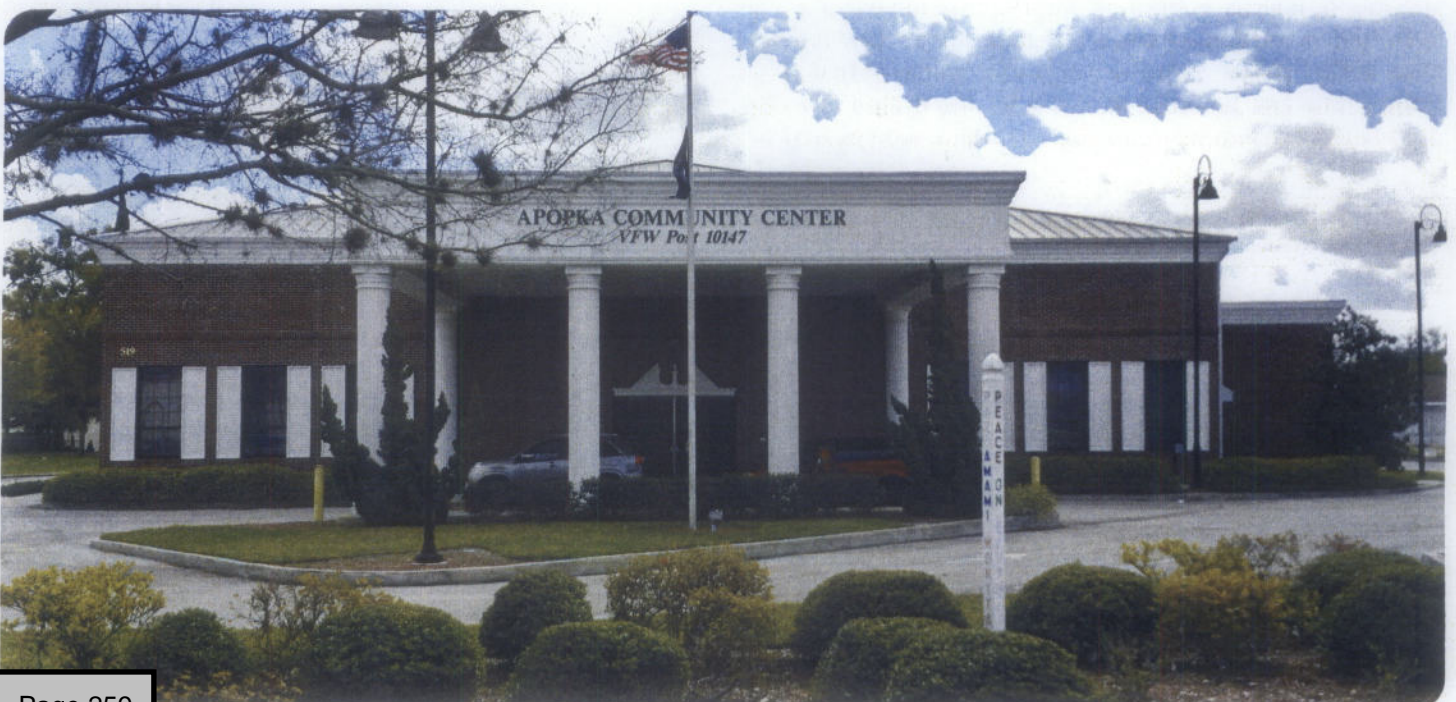
K&S has not worked for any developers in Central Florida and has no pending private sector contracts in the area. That means we have zero conflicts and can deliver a neutral third-party, 100% unbiased approach to visioning and consensus building for this project.

As Principal-in-Charge for this Project, I will actively oversee this project and take responsibility for its successful completion. Thank you for the opportunity to submit our proposal and qualifications. We are ready to get to work, and welcome your direct call to me at (954) 776-1616.

Sincerely,



Errol Kalayci, Esq.  
Vice President





# Approach to Scope of Work

4. Develop and distribute brochures, pamphlets, and Frequently Asked Questions regarding the visioning process and how to participate.
5. Design, conduct and analyze a survey.
6. Design and maintain content for a dedicated website, which details the visioning process, meeting schedule and locations, access to available socio-economic data and priority issue areas identified by citizens.
7. Employ social media (Facebook, Google +, Pinterest, Tumblr, Twitter) to advise citizens of the visioning process and how to participate.
8. Designate and maintain a Media Relations Lead, who will be responsive throughout the visioning process to ongoing requests for presentations and information about the process and its status. This will include monitoring media coverage of the visioning process in order to ensure the intended message is being consistently and accurately provided.

K&S will develop, based on guidance from the City, visuals illustrating current conditions in the City, pamphlets detailing the schedule of meetings for the visioning process, overviews of how to participate and provide input throughout the visioning process, and a list of Frequently Asked Questions received from attendees.

K&S will provide regular updates to citizens, partner organizations, and the media coinciding with the schedule of citywide, neighborhood, and district meetings. K&S will coordinate with the City regarding visioning process updates.

The Team is well-versed on a host of community outreach techniques. Community Workshops, as outlined in the recommended RFP/Scope of Work (SOW), are a sound approach that can be very successful with proper prior planning and design.



A unique feature of the K&S approach is to employ its neighborhood outreach RV. The MIS is a rolling office with project information for the benefit of any visitors who want to learn more about the project and offer their input.

A schedule of rotation among the neighborhoods would be and well publicized. Because of the comfort of

the RV, impromptu "walk-in" meetings are a well-attended, typical occurrence.

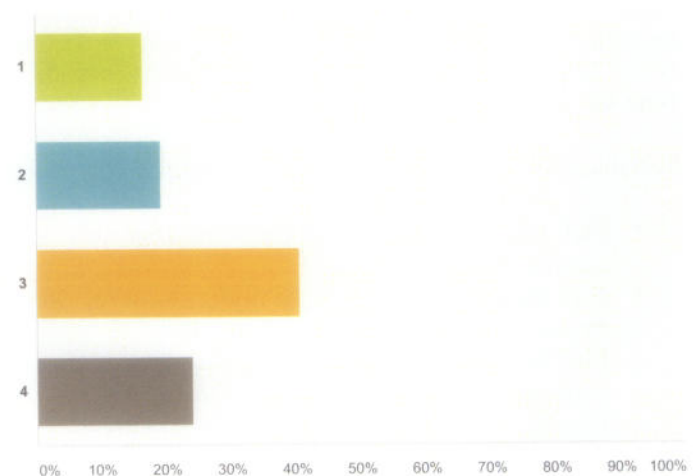
Prior to commencing the neighborhood and business group workshops, K&S will present the City with all background data and meeting materials, proposed agendas, and public input processes.

## INITIATE AND IMPLEMENT SURVEY

As part of the public outreach strategy, a survey will be designed to gauge resident and other interested parties' desires about opportunities and challenges toward a consensus strategic vision. It will be conducted over a several week period (see project timeline) to enable optimum response. The results will be tabulated, interpreted and summarized for policy makers. Members of the K&S team are experienced in surveying and social science research. They have lectured on proper survey design and use, published graduate-level survey research, and used results to shape community visions.

### Q1 Please select the section where you live on the map.

Answered: 225 Skipped: 1



The preferred means of surveying in this instance is to design a questionnaire after several iterations with project leaders, then administering the survey using Survey Monkey in tandem with announcements via US mail. Postcards (mailed by the City) will invite recipients to answer the survey via a web link; addresses will be selected to achieve a valid survey sample. This approach enables a reliable and affordable means of administration and tabulation. For other respondents (not geographically selected, non-residents, or residents without ready internet access), input would be invited by manual means (i.e. completing a paper



# Approach to Scope of Work

survey copy and coded accordingly), or visiting the project's Mobile Information Station. Manual surveys could be distributed and collected at City Hall, Community Centers, faith-based organizations including the Apopka Ministerial Alliance. Finally, non-geographically targeted responses could be solicited through the City/Project website, and coded accordingly.

The administration and coding described above enables the segregation and evaluation of input from residents versus non-residents.

The strategies outlined above also mean that an adequate, manageable and affordable number of survey responses could be obtained within a sufficient confidence interval (approx. 5%). This assumes a response rate of 3-6%, a reasonable assumption for a mail survey of this sort. Naturally, we would hope to exceed the minimum with the assistance of the Project Team and City's outreach and publicizing of the visioning process.

Survey Monkey provides summary results in ready to use tables and tabulations. Conclusions and preferences can be adequately drawn from such summary information provided by the software tool.

From other recent Team experience, such process could be administered rather inexpensively (meaning in the range of +/- \$10,000 -- which does not include project team staff time for the consultant or City staff).

Variables for cost or resources to be borne by City include:

- Staff time to assist consultant with geographic sampling
- Staff time to review, critique drafts of survey done by consultant
- Mailing of cards, (including obtaining addresses probably using property tax base data)
- Possible reward incentive provided by City
- Staff time for tabulation of manual surveys (not expected to be voluminous)
- Miscellaneous printing and copying

In the public policy and planning area, survey results should be considered in parallel with several other inputs. Like listening to the evening news, audiences can sometimes hear what they want to hear from survey results. Surveys are only one of several inputs, and should be considered in that context. Considering the desired level of quality input and relative cost, the Survey Monkey process described above is recommended as adequate the desired outcome.

## COMMUNITY VISIONING WORKSHOP SERIES

### Preparation

The first preparation for workshops is to best answer "Where are we now?" by conducting an "environmental scan." In essence, this means collecting as much information as possible (within time and budget constraints), and which draws heavily on prior planning and market analysis work for the City and region which is deemed credible.

Valid and current existing socio-demographic and economic data and projections will be collected and packaged from readily-available sources (at minimum those provided by the City, the East Central Florida Regional Planning Council (ECRPC), and myregion.org). Data and trends will be validated in consultation with Orange County and ECRPC senior staff, and updated and reconciled where necessary. Information will be portrayed in convenient tabular and map formats to convey characteristics and trends in a geo-spatial format to make it more user friendly in public workshops. In other words, tell the story simply.

Intermingled with the environmental scan will be early work on the "Vision Consistency Report" work requested in the RFP. This means examination of (a) Plans: Comprehensive Plan, Community Redevelopment Agency (CRA), Enterprise Zones, and others relevant; and (b) other relevant Policies discovered or recommended by staff. As we facilitate community wide discussions, we will test the public's attitudes toward selected parts of such local plans, code, and policies.

Ultimately, the environmental scan adds up to a "do nothing" scenario snapshot. In other words, "What happens if we do nothing to choose and implement a preferred vision?" "What environmental, market, business or other forces will continue to shape our community, absent our intervention?" Straight line trends might be drawn using the past 10 years of data as a reasonable forecast looking forward. The environmental scan and "do nothing" scenario can be used to provide an effective introduction to the workshops. It generally motivates an audience into action that "together, we can do better!"

For example, in recent experience on another project, a community's Comprehensive Plan was searched to find strategic direction, and next to none was discovered. This is all too common a deficiency for comprehensive plans. Another common deficiency is a plan's charge to do a smaller area plan. While this may sound meritorious, it falls short of providing strategic direction.



# Approach to Scope of Work

With this attitude in mind going in to the workshop, it will be our charge to challenge the community to attempt strategic action steps toward achieving a desired vision, instead of only talking about what might be done in a future plan. Those action steps, called strategies in this discussion, if adopted can be later abandoned, altered, or pursued more vigorously in the context of periodic progress reporting.

As for workshop locations, K&S will coordinate with the City to identify appropriate workshop locations in each designated planning area, and for the business/community leader forum. K&S will work through a critical checklist of meeting logistics with City project staff - many details such as size of the meeting space, room layout, meeting design, accessibility must be planned in order to ensure successful participation.

## Meeting Series

For all meetings, the K&S Team facilitators are guided by the 80/20 rule – meaning that meeting participants should contribute 80% of the conversation while our experts are listening, clarifying and categorizing ideas -- to ensure that presenters don't drown out the public.

Adequate notice and publicizing of meetings will be the shared responsibility of the City and consultant Team. Subject to approval from the City's Project Managers, media outreach would continue prior to and following all meetings; the K&S Team would use the media outreach network to encourage thorough understanding of the process, direction, and emerging consensus.

Early in the planning process, it will be essential to establish a basic understanding of the strategic vision planning terms of art. The following summary synthesizes meaning from several different sources to serve as a good resource for workshop audiences.

### DISTINGUISHING AMONG PLANNING TERMS OF ART

Vision	Picture on the mind's eye of aspiration.
Future Scenario	Plausible stories about a possible future.
Mission	Guiding light telling why you exist, how you'll behave to whom you serve.
Guiding Principles/ Values	How we'll conduct ourselves in pursuit of the vision.
Goals/Objectives	What's to be done, from the aspiration to the measurable.
Strategies/ Initiatives	How, who and how much to do it?
Tactics	Means to act on strategies
Performance Measures	Quantitative ways to measure progress over time.

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Exceeding the recommended Scope of Work outline by one meeting, eight planning meetings are anticipated, plus one City Council adoption hearing for a total of nine meetings. The number of such meetings is explained below.

## Meetings 1 through 5

Based on other project of similar scale -- five public outreach meetings combined with the survey, Mobile Information Station, and other public input avenues available for any transparent local government activity in Florida – will offer ample for quality contributions to the planning process.

What sets the K&S Team apart in its approach is the mastery of the Team's favored method of meeting facilitation which is a derivation of "nominal group technique" on a blue "magic" working wall, a method that is highly effective and sanctioned by the International Facilitators Association. With a skilled facilitator the technique allows groups to share, categorize and synthesize ideas to spawn vision statements, goals, objectives, strategies, or any other ideas in a very participatory "cardstorming" approach.

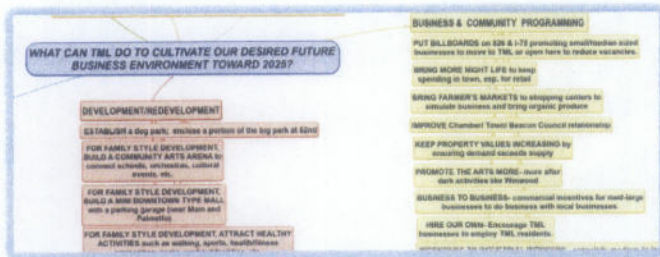




# Approach to Scope of Work

The nominal group technique has audience size limitations for its applicability; however, it can be adapted accordingly. If appropriate, audio/visual tools are available, another alternative which can facilitate the same technique with a larger group, is to real time record using facilitation software known as "Simplemind," wherein a skilled facilitator records comments and categorizes them according to the Strategic Vision template.

An example of such deliverable is below:



Each of the public outreach meetings will use the nominal group technique, use a substantially similar agenda, and use a combination of plenary and small group discussions. Charrette-style map based discussion is a useful tool for small group breakouts.

The basic agenda for an approximate 3-4 hour hands on workshop meeting is:

- A. Trends & "Do Nothing" Scenario (presentation)
- B. Analysis using Strengths, Weaknesses, Opportunities, Threats; or Opportunities/Constraints (participatory)
- C. Desired Vision and Goals (participatory)
- D. Strategic solutions (participatory)
- E. Preference polling (using dotting or key pads)

Four neighborhood based meeting will be designed, each in a different quadrant of the City, and focusing on those corresponding constraints and opportunities more unique to that area. One meeting will be designed for business and community leaders, and tailored accordingly to their perspectives on constraints and opportunities.

The meeting series results, plus the survey results now available and summarized, will allow a compilation of an emerging strategic vision plan, with one overall vision, and vision/goals for each corresponding sector or neighborhood of the city. Accordingly, goals, objectives, and strategies will emerge with some general indication of community preference of each.

This lays the groundwork for **Meeting 6**.

## Meeting 6 - Council Retreat-style Workshop

This dynamic workshop setting will allow a closer look at the community survey results, and the emerging Plan, but not in a traditional fashion of page-by-page draft review. Instead, the working "magic" blue wall and nominal group technique will again be employed to dissect, reorganize, truncate, and/or augment the emerging Plan.

The working wall technique will allow Council members to express new or original ideas, and delve deeper into the plan ideas already captured from the input gathered to date. Upon closing of this anticipated 3-4 hour meeting, Council members will be asked to express preferences using either numeric scoring, or dotting. In this manner, the Plan taking shape will have mostly settled on a vision, while desired goals and strategies will now be ranked in order of importance.

Going into this meeting, the component vision, goals, objectives and strategies will be emerging, ultimately fashioned into a strategic planning matrix (excerpt from another project shown below).

Figure 6. Goals, Objectives, Ranked Strategies, and Performance Measures

GOALS (Strategic)	OBJECTIVES	PERFORMANCE MEASURES	PERFORMANCE INDICATORS
<p>1. Stimulate economic growth and business development to increase job opportunities, property values, housing market stimulus, and urban vitality.</p>	<p>1. Increase available jobs and wages in a larger middle class core program, with priority rate will decline.</p> <p>2. Foster business and economic development on our highest potential urban industrial development including the Port of Houston, and increasing local and foreign visitors.</p> <p>3. Enhance the local economy, attracting real estate investment, and improving with downtown catalytic projects.</p> <p>4. Secure the regional attraction for entertainment, recreation, and cultural events through enhanced business and marketing programming.</p>	<p>1. Increase the number of jobs created in the city and surrounding areas.</p> <p>2. Increase the number of jobs created in the city and surrounding areas.</p> <p>3. Increase the number of jobs created in the city and surrounding areas.</p> <p>4. Increase the number of jobs created in the city and surrounding areas.</p>	<p>1. Increase the number of jobs created in the city and surrounding areas.</p> <p>2. Increase the number of jobs created in the city and surrounding areas.</p> <p>3. Increase the number of jobs created in the city and surrounding areas.</p> <p>4. Increase the number of jobs created in the city and surrounding areas.</p>

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This process proves valuable to the community and staff alike, as we begin to see the preferred goals and desired work plan, which lays the groundwork for meeting 7.

## Meeting 7 - "Stand Up" Action Planning

So named since participants usually stand up against a wall posted timeline to explain action strategies. This stage of the process is vitally important and must be done with advance homework by staff.

In an approximate 5-6 hour consultant-facilitated working session with senior staff, the overall emphasis at this stage is to better define strategies, in other words HOW each goal can be achieved, if it can be achieved, and with critical analysis of how long it should take, how much it would cost,



# Approach to Scope of Work

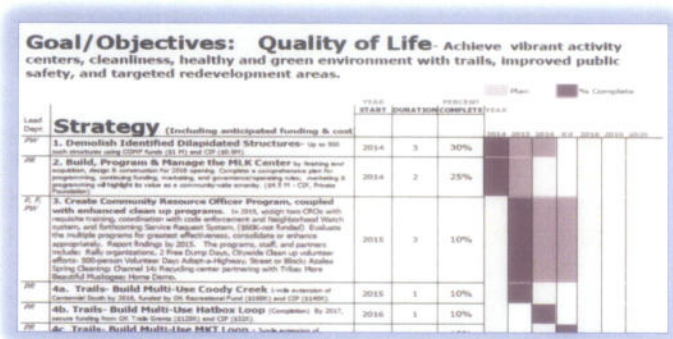
who should be primarily responsible, etc. If available- the more detail the better - as this lays the groundwork for staff's workload, capital improvements planning, and annual workload planning.

The goal of this step is to return to Council and the Community with the staff and consultants' best estimation of the achievability of the preferred Strategic Vision Plan.

At this stage, there may be strategies which emerge as unachievable without changes in law, unrealistic funding expectations. There may be other items which emerge as more feasible than originally thought due to discovery of new funding sources, a new willing partner, or the like.

Another outcome anticipated at this stage is linkage back to the "Vision Consistency Report" requested in the RFP. With the vision and goals now made clearer from the Community and Council, gaps, contradictions, impediments, or opportunities in any of the body of current plans, regulations or policies should be rectified as action strategies. For example, if a new economic development goal for enhanced industrial development in a particular neighborhood is identified in the planning process, however a Floor Area Ratio restriction is impeding the attraction of a new industrial company, the FAR code rewrite would become a specific strategy to be adopted within reasonable timeframe, assigned to a the Community Development Department, and (if necessary) budgeted for in the upcoming work plan.

Below is example of the deliverable from this stage of planning -- showing for each ranked action strategy— a good description of action items, the lead department responsible (or could be a partner agency), the anticipated timeline and progress, anticipated costs and funding (if known).



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## Meeting 8 - The Council and Community Consideration a Recommended Strategic Vision Plan

The objective of this anticipated 3 hour retreat-style relaxed meeting setting will be the facilitated and participatory discussion of a staff and consultant recommended, prioritized Plan. Synthesizing all prior work to this point, and considering the results of Meeting 7, the plan and plan components will now have more detail as to feasibility, timeline, cost, etc.

Recommendations may include that some strategies may have to be deferred, or are found to be infeasible, while others may be accelerated or elevated in priority rank.

For this meeting facilitation, a variation of American Assembly (AA) is recommended, where Council members and members of the public provide feedback on recommended plan components in a collegial format. Very generally described, AA provides a format wherein if Council and interested parties reach general consensus, the policies, components and planks move forward. If objections are raised, the item may be referred back to a small group so it can possibly be amended to be more palatable. Or if impasse is reached, it is so noted.

It is possible that key pad polling can be integrated to better discern the preferences of the audience. These results are intended as a general view on emerging consensus, but not binding in this collegial workshop setting.

Various interest groups, business and community and civic leadership, and residents will have a workshop-style forum to vet their perspectives with the members of City Council assembled.

From the meeting the Council members will have a good indication of community preferences, and success or shortfalls of the planning process. This lays the groundwork for possible Plan adoption by Council.

## Meeting 9 - Plan Adoption by Council

K&S will attend the Council adoption meeting to either lead the presentation, or to answer questions. The final Plan will include recommendations on how the Plan should be implemented, monitored, and updated based on a menu of options to be presented to the City Manager.



# Approach to Scope of Work

## QUALIFICATIONS OF PROJECT STAFF

The K&S Team is comprised of highly skilled professionals. Attached is an Organizational Chart showing the structure of the Team, including members' primary assigned functions. The biographical summaries and attached resumes illustrate the depth of the key team members and their expertise. The team includes the following areas of expertise necessary to complete the assignments and provide a successful completion of the project:

- Visioning/Consensus
- Planning
- Landscape Architecture/Architecture
- Media Relations/Community Outreach

K&S is the firm with the primary responsibility for delivery of the project and client contact. Ms. Debbie Love, AICP will be the Project Manager overseeing the entire project. Ms. Love, who is a seasoned professional with years of similar experience, is a certified public involvement specialist and charrette facilitator. She is joined by Bob Cambric, who will serve as the Deputy Project Manager. Mr. Cambric is an accomplished facilitator and community collaborator with extensive knowledgeable of issues in the Apopka community.

The following is a brief description of each of the key team members. Their individual curriculum vitae are attached.

### Debbie Love, AICP



**Project Manager/Primary Contact Person:** Ms. Love is the Director of Planning and Public Relations and Outreach for K&S. For over 25 years, she has helped communities identify the key aspects of place that are important, voice their needs and express their desires and vision for the future. Her full range of expertise includes urban

design, and transportation and land use planning. Ms. Love is a Certified Charrette Manager with extensive community engagement and meeting facilitation experience and has successfully lead visioning and master plan projects in cities large and small, addressing issues at the neighborhood, city-wide and regional levels.

### James Kahn, AICP

Mr. Kahn understands the governmental aspects of planning and translating ideas into projects that that can be implemented. He has hands on experience in urban



design solutions and working with developers to implement the visions many codes provide. Mr. Kahn has a broad range of interdisciplinary experience gained from more than 40 years in the fields of planning, transportation, permitting, land development regulations, project management and construction; he has worked with numerous developers, consultants and government agencies. Mr. Kahn's full range of planning experience includes master planning, site plan design, rezoning and land use plan amendments. He also has extensive experience in feasibility studies, permitting, Developments of Regional Impact (DRIs), project coordination, and administration of development review process. He has worked with capital improvement plans and the administration of zoning codes, including preparation of land development regulations as well as eminent domain cases.

### Bob Cambric



Mr. Cambric has over 25 years of urban planning and implementation experience specializing in public policy, growth management, community redevelopment, and consensus-building. He has assisted citizens and organizations to reach consensus on a diverse range of complex issues.

- Serving as lead staff for statewide and regional task forces addressing construction, redevelopment, and emergency preparedness within Florida's coastal high hazard areas and new growth and protection of the Wekiva River Basin.
- Assisting elected officials and citizen volunteers to deliberate coordinated approaches to address school construction planning in conjunction with new residential development in Miami-Dade County. Miami-Dade County Public Schools is the fourth largest school district in the country and coordinates facilities planning and construction with Miami-Dade County and its 36 municipalities.
- Working with regional and local economic development organizations to create and implement integrated strategies to address unemployment, underemployment, and small businesses' access to capital. Mr. Cambric is intimately aware of the issues in the Central Florida region - from his work efforts, of course, but just as importantly as a resident. He was born in Orlando and has lived in Apopka. He has remained connected to Apopka, where friends and members of his family live and work, visiting regularly when he resided in Tallahassee and Hollywood, Florida Florida.



# Approach to Scope of Work

- Mr. Cambric is now based in Apopka, Florida, where he currently works as Bob Cambric specializing in areas of mediation, facilitation, land planning, community development, and strategic planning.

## Jim Anaston-Karas

Mr. Anaston-Karas' versatile 30-year plus career in the public and private sectors complements the Team with emphasis on:



- **Consensus building:** From negotiating complex issues as staff to the Florida Legislature, to regional water managers, and local government officials.
- **Facilitating and educating:** Practicing advanced nominal group and other methods among small and large groups for visioning, strategic planning, design and planning charrettes; teaching as a leadership coach and adjunct professor.
- **Policy and politics:** Serving elected officials, a Speaker of the Florida House, and appointed boards; and serving on steering committees.
- **Involving the public:** Applying best practices on multiple vision/strategic plan projects in Florida, publishing through the American Planning Association and lecturing through the American Institute of Certified Planners.
- **Downtowns, Mainstreets, and CRAs:** Bringing strategic and market-based solutions to landowners and neighborhoods for master community plans ranging from an Enterprise Zone Strategic Development Plan and other distressed area planning, to large industrial development.

Mr. Anaston-Karas has worked in countless communities throughout Florida, many in the private sector while directing a satellite office of Orlando-based MSCW, Inc. (now VHB MillerSellen).

## Bruce Reed, RLA



Mr. Reed has extensive experience in a wide variety of projects where he has provided a full range of landscape architectural services. His land development expertise includes: master planning, programming, plan review, site design and development, landscape and irrigation design, cost analysis, environmental mitigation design/permitting, site approval processing/permitting and public presentation. As project manager, Mr. Reed has prepared

and administered construction and bid documents, spearheaded QA/QC, led contract negotiation, written reports and correspondence, reviewed project invoices and overseen construction. Mr. Reed directs and schedules design teams to completion of landscape architectural design development. He understands the unique perspective needed to serve municipalities with roadway, streetscape, park and recreational facility design. Mr. Reed has significant experience in the areas of commercial/industrial/residential land development analysis and design. His state-of-the-art computer technology capability produces presentations and submissions enhanced by the latest computer-aided calculations.

## Laila Haddad



Ms. Haddad has served as lead Public Information Officer on countless planning and visioning projects. Her firm, Media Relations Group, specializes in public involvement and community awareness. She has built consensus and performed educational outreach for: the City of Fort Lauderdale, Broward County Metropolitan Planning Organization, Florida Department of Transportation District Four and Six and Florida's Turnpike Enterprise. She has managed and provided technical leadership on several transportation projects -- taking them from the planning phase through design, construction and post design services. Ms. Haddad has coordinated with clients, implemented effective Quality Assurance and Quality Control plans and the supervised personnel on major planning projects. Prior to joining the MRG team, Ms. Haddad was the Public Information Manager for the City of Fort Lauderdale's utility capital improvements program and the Public Information Officer for a portion of Florida's Turnpike.



# Experience of the Firm

The K&S Team members have been instrumental in creating strategic future vision plans for bodies ranging from villages to regional authorities. Our approach is NOT academic. Our collaborative approach is rooted in real world-communication and focused by market awareness.

The Team has a down to earth approach, which brings City Government to the people at the neighborhood level. Using our Mobile Information Station, a converted Recreational Vehicle, we reach out to citizens who do not typically or cannot attend public meetings, or do not have ready internet access. This technique creates a non-combative setting; therefore, it is a highly effective approach to present information, discover new ideas and preferences, answer questions and criticism, and sometimes quell frustration.



Our Team will bring a fresh perspective to Apopka. We will create consensus through straightforward talk and advanced facilitation methods. To build a strategic vision, the Team will seek answers to the basic questions:

- *Where we now and where are we going?*
- *What should the City of Apopka become?*
- *How will my neighborhood fit into a new vision?*
- *How do we get there?*

This plain language approach answers a participant's most basic question – what's in it for me? Using clear language and everyday examples, we quickly educate citizens on the value of a strategic vision. Every element of our outreach makes it very clear that the plan can only be successful if all members of the community share their unique viewpoints.

Our Team of experts was chosen because each member's track record of completing successful visioning plans in communities with goals that match Apopka's. Selected examples of K&S or Team member projects most relevant to Apopka's RFP are:

## Client: Pompano Beach

**Description of Work:** East Pompano Beach Community Redevelopment Plan and Atlantic Boulevard Overlay District. The redevelopment planning process began with a two-day visioning session and design charrette, which was attended by over 200 interested persons. As a result of the extensive public involvement and consensus building efforts, the redevelopment plan focused on urban revitalization strategies that allowed the City of Pompano Beach to fully utilize the existing man-made resources while preserving and enhancing the existing natural resources. The redevelopment plan embraced new urbanist principals with a sustainable mix of uses, capital improvements, land acquisition strategies, funding strategies and quality urban design concepts that were supported by a detailed market analysis. The redevelopment plans included a beach park promenade, an esplanade along Atlantic Boulevard, mix-use, infill/redevelopment, new residential development, public open space and parks, and new civic buildings. In addition to the redevelopment plan, K&S prepared and submitted for the designation as a Local Activity Center for the area.

As a result of the numerous public meetings on community ideas for redevelopment, a consensus was reached that a theme for the area should be developed that promoted the urbanist principles. At the direction of the City, K&S developed an Atlantic Boulevard Overlay District which coincided with the redevelopment boundary, and was intended to give the area an identity and provide design standards that could be implemented to achieve the principles.

## Client: City of North Miami

**Description of Work:** Visioning and development of a Downtown Development and Major Corridor Master Plan. The City desired to create a redevelopment/development plan that includes City's main street, the most significant North-south corridor in all of SOFLA, and a busy but underutilized major street.) Services included data collection and analysis of all existing conditions within the project areas, numerous public visioning workshops and a master plan document that serves as a guide to the future redevelopment efforts within these areas of the City. The plan details constraints and opportunities, graphic representations of the corridors, including streetscape design, gateway features, cross-sections, design guidelines, land development code amendment recommendations and an action plan with implementation strategies. The project won award from the Florida Chapter of The American Planning Association.



## Experience of the Firm

**Staff:** Debbie Love, AICP (27 yrs), James Kahn, AICP (40 yrs), Kenneth Wenning (10 yrs)

**Client:** City of Muskogee

**Description of work:** The work of one of our Team members was to synthesize prior planning efforts; assess daunting urban blight, financial challenges, and a declining Downtown. The goal was to prioritize community strengths; answer skeptical critics; and facilitate and compose the City's first 2020 Strategic Plan (with Vision) in a compressed 7-month period (March - November 2014). The Plan emerged from the leadership of a new city manager, collaboration with senior staff, and workshop retreats with 9 Council members. Their input crystallized the inspirational vision to: "Experience the heart of Green Country! Where commerce, rich history and culture, arts, sports & education converge with three rivers in everyone's quaint and vibrant community." Three overall goals, 13 objectives and 23 ranked strategies will drive budget and capital investments of over \$158 million as the Plan is integrated into annual budgeting. The Plan includes timelines for completion of action strategies, together with performance measures. Consulting staff has accordingly been engaged to ensure accountability by monitoring progress by facilitating repeat workshops.

**Staff:** James Anaston-Karas (27 yrs)

**Client:** City of Stuart

**Description of work:** Stuart 2024 Strategic Plan (with Vision). Years after leading Stuart's CRA Plan update, this repeat client engaged a team member to recover a stagnating planning process. Its vision was bogged down with voluminous and divergent priorities from prior years, skepticism toward over-development, and other complex challenges. Our Team member's fresh intervention in 2014 produced the unanimous adoption of the Stuart 2024 Strategic Plan. Using a nominal group facilitation process and collaboration with senior staff, a vision was developed and synched with prior branding. This collaboration created a Mission Statement, Staff Leadership Credo, 4 main goals, 10 objectives, and 23 strategies with preliminary performance measures.

**Staff:** James Anaston-Karas (27 yrs)

**Client:** City of Miami Gardens

**Description of work:** Visioning and Completion of a Finding of Necessity to establish a Community Redevelopment Agency in 1,707-acres in the City. We completed socio-economic and land use analyses, to determine if the Study

Area satisfied the required criteria to establish findings of slum and blight. Factors evaluated included: demographic and economic conditions, population densities; poverty levels and incomes; taxable value of real property, tenure and occupancy; code violation and crime. As part of the land use analysis, we evaluated physical and infrastructure conditions; current land use and zoning; incompatible uses; code violations; current building structural conditions; and existence of conditions that endanger life and property. Efforts included numerous public outreach meetings and workshops to establish the vision for the proposed CRA.

**Staff:** Debbie Love, AICP (27 yrs), James Kahn, AICP (40 yrs)

**Client:** City of Fort Lauderdale, City of Fort Lauderdale Vision and Downtown Master Plan

**Description of work:** K&S completed a comprehensive urban design and planning framework plan for the 860-acre downtown area in Fort Lauderdale. This master plan coordinates various ongoing studies with public and private initiatives into an integrated vision for the city center and surrounding neighborhoods. The project is structured around a public involvement program, including citywide public workshops and stakeholder interviews, to integrate public feedback and build consensus support for emerging principles and design concepts. Planning themes include public realm and open space systems, infill/redevelopment, transportation, development and building form, land use, sustainability, market economics and implementation techniques.

The master plan highlights opportunities and identifies constraints relevant to future population growth and development within the city. The themes and concepts provided in the plan include: the creation of a dense urban core with walkable residential neighborhoods close to the city center, mixed-use development areas at key locations and civic gateways, a network of parks, trails and open spaces to provide connections throughout the city, a "greened" street system to create a pedestrian friendly environment, and a renewed focus on the New River as the city's center public space. Approaches to implementation were considered throughout the master plan process, making the plan an effective tool in guiding public and private development efforts. Successful implementation of the Downtown Master Plan has been driven by the cooperation between the public and private sectors and has resulted in many new projects that help carry out the vision of a vibrant, walkable, interactive downtown.

**Staff:** Debbie Love, AICP (27 yrs), James Kahn, AICP (40 yrs)



# Experience of the Firm

## Client: Martin County

**Description of Work:** In coordination with Martin County and the Business Development Board, Anaston-Karas served as Martin County's first Enterprise Zone Coordinator (2011-2012) to lead the approval of the first Indiantown Enterprise Zone Strategic Plan, a 9.7 square mile area which overlaps mostly with the existing Indiantown CRA and abuts the Okeechobee Waterway. Working with a 9-member Board, he facilitated several workshops to synthesize ideas into a Plan which garnered unanimous approval from the Martin County Board of County Commissioners and meets the requirements of enabling legislation and state law to offer tax incentives for qualifying businesses in the Zone.

**Staff:** James Anaston-Karas (27 yrs)

## Client: City of Plantation

**Description of Work:** K&S conducted a visioning process and prepared a conceptual master plan for a large scale (860-acre) suburban area located in Central Plantation. This suburban area is considered the central business district for the City of Plantation and includes two regional shopping malls, corporate office parks, institutional centers and a limited amount of residential development. The objective of the study was to work with the public, key stakeholders and city officials to define a vision for the area to foster economic sustainability, improve mobility, encourage mixed-use and infill development, create a pedestrian friendly environment and provide a "sense of place" for the entire community.

The plan's vision and objectives were accomplished through a series of plans, studies, recommendations and graphic illustrations with intervention and redevelopment strategies. Implementation of the Conceptual Master Plan has assisted in transforming an aging suburban business district into an economically vibrant, mixed-use community with housing, cultural centers, plazas, a "Mainstreet," enhanced capital facilities and a new and improved multi-modal transportation system. The plan was approved by the City Council, implementation actions are in progress, and the transformation of Central Plantation is well underway.

**Staff:** Debbie Love, AICP (27 yrs), James Kahn, AICP (40 yrs), Bruce Reed, RLA (27 years)

## Client: City of Miami Lakes

**Description of work:** This ongoing project of one of our team members involves collaboration with senior staff to lead a 10-year Strategic Planning effort.

Planning tools include: one-on-one interviews, SWOT, Environmental Scan (trend analysis), future scenarios, on-line and printed citizen survey, facilitated public and interest group workshops, white paper analysis of potential priority strategies, and a series of workshop retreats with a 9-member Council. Anticipated completion in mid-2015.

**Staff:** James Anaston-Karas (27 yrs)



## Client: City of Miami Beach

**Description of work:** Beginning in 2014, work began for Miami Beach to support the update and implementation of its 5-Year Citywide Strategic Plan by facilitating multiple small and large workshops. As in many of the above examples, the workshops were customized using a favored "blue magic cloth/working wall" (sanctioned by the International Facilitators Association) with senior staff and City commissioners) applying advanced consensus building and ranking techniques to discover priorities, key intended outcomes, and to winnow down too many poorly-framed initiatives to more actionable and tactical efforts.

**Staff:** James Anaston-Karas (27 yrs)

## Client: City of Oviedo

**Work Product:** Oviedo, FL Priorities Strategic Plan 2015. Throughout the state, residents and leaders repeat the crucial question – "How do older-Florida settlements cut by major state or regional roadways remake themselves while balancing historic heritage and natural resources with pressures to modernize and thrive?" This project answered that very relevant question by leading a staff-driven Citywide Strategic Plan (with Vision and Re-Branding.) The Plan identifies active sports and natural recreational areas as a cornerstone for the City's pursuit of national recreation accreditation. It prioritizes three economic/urban development hubs while mitigating the negative impacts of high-speed, pass-through traffic. The plan supports Oviedo's goal of maintaining itself as a "Highest Quality Community."



## SECTION THREE:

# Experience of the Firm

The work was informed by one-on-one interviews with Council Members and two strategic planning workshops with staff and Council. The team worked seamlessly with a rebranding expert to incorporate the new vision statement, "An undiscovered Florida gem harmonizing family, business, recreation, schooling, community, nature and history." The Plan focused staff allocation and capital improvements, while boosting the city's anticipated return on investment of tax dollars.

**Staff:** James Anaston-Karas (27 yrs)

**Client:** South Florida Regional Planning Council

**Description of work:** Seven50 ("Seven counties, 50 years") Plan is a blueprint for growing a more prosperous, more desirable Southeast Florida during the next 50 years and beyond. Seven50 is mapping the strategy for the best-possible quality of life for the more than six million residents of Monroe, Miami-Dade, Broward, Palm Beach, Martin, St. Lucie and Indian River counties. The plan is being devised through a series of public summits, workshops, on-line outreach and high-impact studies led by the region's top thinkers. One of our K&S team members facilitated local workshops and roundtable discussions to identify existing and future challenges for the area.

**Staff:** Bob Cambric (25 yrs)

**Client:** Broward County Metropolitan Planning Organization

**Description of work:** MRG developed the brand and overall public outreach strategy for the 2040 Long Range Transportation Plan Update and implemented innovative public outreach strategies that leveraged online resources, non-governmental graphic design and data-driven performance measures. An extensive public outreach strategy generated interest in the project and boosted attendance at community meetings and public workshops. Developed compelling content and printed materials to distribute to diverse audience. Additionally, they created a 30-second, bilingual public service announcement.

**Staff:** Leila Haddad (30 yrs)

**Client:** City of Marathon

**Description of Work:** City-Wide Redevelopment Master Plan - K&S conducted a visioning process, hosted a week-long design charrette and prepared a City-Wide Redevelopment Master Plan which addressed the physical and socio-economic issues specific to individual neighborhoods, commercial and business districts, and

the City as a whole within the State of Florida designated "Area of Critical Concern". The Master Plan utilized market conditions, demographics, employment, public service, and other relevant data and extensive public involvement and input to create the vision for the future of the City.

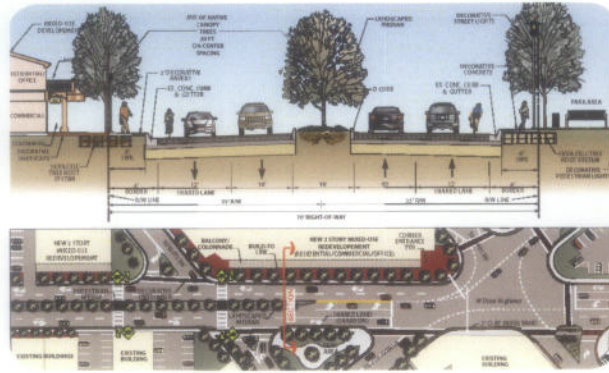
**Staff:** Debbie Love, AICP (27 yrs.), James Kahn, AICP (40 yrs)

**Client:** City of Sebring

**Description of work:** Washington Heights Neighborhood Urban Design Plan. The Washington Heights neighborhood was one of the first communities established in the City and still values its deep cultural and historical roots. In an effort to embrace the heritage of Washington Heights, address neighborhood problems and needs, as well as seek the future desired type and style of development in the neighborhood, K&S conducted a design charrette, including a community visioning and urban design workshop. From the charrette, K&S developed approximately one dozen urban design plans, including streetscaping strategies; open space and park plans; affordable multifamily and senior housing options; mixed use village center concept plans and building elevations; civic center conceptual plan, including community center, plaza, market space, outdoor staging, and parking. The development of these plans has considered various factors, including the expressed needs of the neighborhood; the necessary infrastructure upgrades; community character; desired economic and residential growth factors; and the historical and cultural relevancy of the neighborhood to the City.

**Staff:** Debbie Love, AICP (27 yrs), James Kahn, AICP (40 yrs), Bruce Reed, RLA (27 yrs)





## North Miami Downtown Development and Major Corridor Master Plan North Miami, FL

The City of North Miami desired to create a Downtown Development and Major Corridor Master Plan (the "Plan") to implement the City's vision for the downtown core and major corridors. The Plan areas include the downtown core and the major corridors of NE 125th Street, West Dixie Highway, NE 6th Avenue, NW 7th Avenue, NW 119th Street and Biscayne Boulevard.

As part of the preparations for the Plan, Keith and Schnars compiled and analyzed existing data and studies that the City had undertaken over the past few years, including reviewing their Land Development Regulations and Comprehensive Plan. Additionally, an economic/market analysis was performed identifying potential retail gaps or opportunities.

During the data and analysis task, the opportunities and constraints of each corridor were analyzed and graphic representations created illustrating the existing conditions, opportunities and constraints of the corridors. These graphics and the findings became useful tools during the public involvement phase.

The Plan portrays the ideas from the elected leadership, City staff, citizens and stakeholders within the City, and incorporates their desires for the future. The Plan will guide development and redevelopment within the downtown core and major corridors. For this purpose, City Council briefings and two business community workshops were held early in the process. The stakeholders participated in a "listening and work session", where they visited each of the corridor "stations" to discuss the issues with staff members and markup aerial maps of the corridor with their thoughts, ideas and desires. Participants completed a Preference Survey for each of the corridors. The surveys sought to determine how the corridors were used, the needs of the community, and identify the preferred architectural styles.

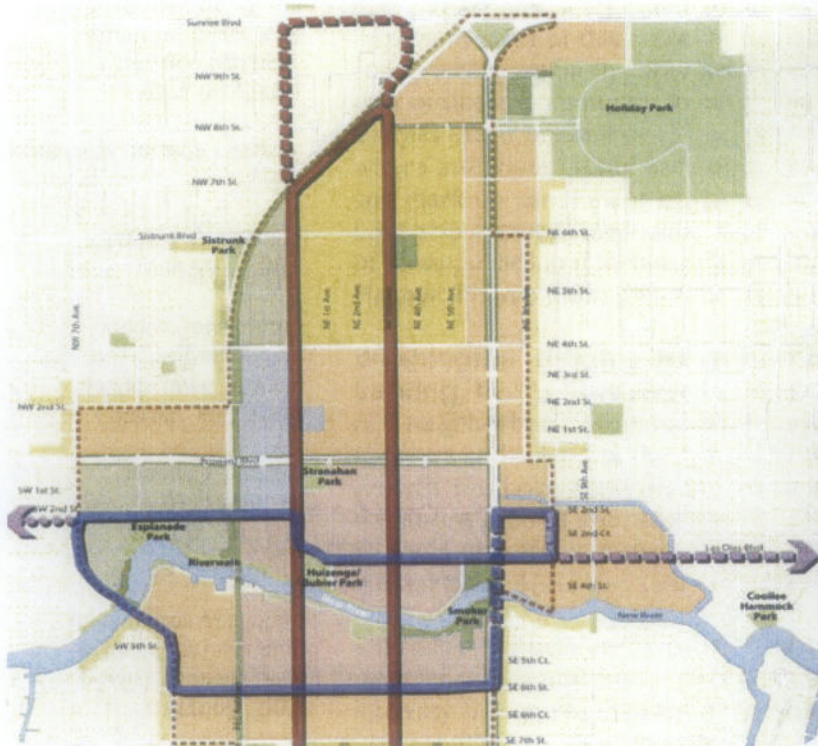
The Plan includes mixed-use development and architectural design guidelines which address building layout; parking, vehicular and pedestrian circulation and parking lot design; streetscape design; signage; safety, desired architectural treatments related to building design, massing, scale and proportions, façade treatments and the preferred architectural style for each corridor.

As well, the six major corridors were conceptually designed to include the City's desired multimodal and complete streets goals. The recommended corridor designs were represented graphically in section and plan view renderings. In addition, street furnishing, hardscape details, roadway and pedestrian lighting fixtures and gateway features were recommended.

**Client:** City of North Miami  
**Contact:** Tanya Wilson-Sejour, City Planner  
**Address:** 12400 NE 8th Avenue, North Miami, FL 33161  
**Phone:** (305) 895-9826  
**Email:** tsejour@northmiamifl.gov  
**Start Date:** November 2011  
**Completion Date:** April 2013  
**Design Fees:** \$124,000



## SECTION THREE: Experience of the Firm



### City of Fort Lauderdale Downtown Master Plan Fort Lauderdale, FL

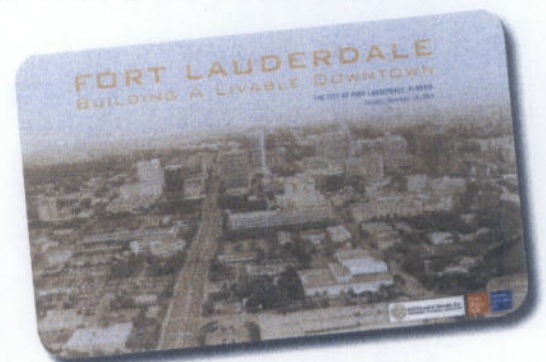
Keith and Schnars, in association with Beyer Blinder Belle and Greenberg Consultants Inc. completed a comprehensive urban design and planning framework plan for the 860-acre downtown area in Fort Lauderdale. This master plan coordinates various ongoing studies with public and private initiatives into an integrated vision for the city center and surrounding neighborhoods. The project is structured around a public involvement program, including citywide public workshops and stakeholder interviews, to integrate public feedback and build consensus support for emerging principles and design concepts. Planning themes include public realm and open space systems, infill/redevelopment, transportation, development and building form, land use, sustainability, market economics and implementation techniques.

The master plan highlights opportunities and identifies constraints relevant to future population growth and development within the city. The themes and concepts provided in the plan include: the creation of a dense urban core with walkable residential neighborhoods close to the city center, mixed-use development areas at key locations and civic gateways, a network of parks, trails and open spaces to provide connections throughout the city, a "greened" street system to create a pedestrian friendly environment, and a renewed focus on the New River as the city's center public space. Approaches to implementation were considered throughout the master plan process, making the plan an effective tool in guiding public and private development efforts. Successful implementation of the Downtown Master Plan has been driven by the cooperation between the public and private sectors and has resulted in many new projects that help carry out the vision of a vibrant, walkable, interactive downtown.

**Client:** City of Fort Lauderdale  
**Contact:** Greg Brewton, Director of Planning and Zoning  
**Address:** 634 NE 3rd Avenue, Fort Lauderdale, FL 33301  
**Phone:** (954) 828-5261  
**Start Date:** September 2002

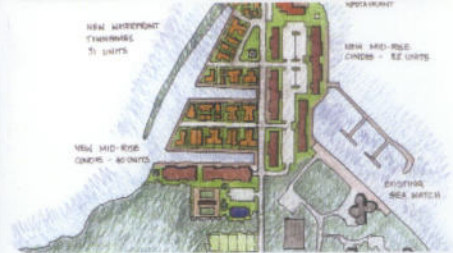
**End Date:** November 2003

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# Experience of the Firm



## City of Marathon General Planning Consulting Services, Master Plan, and Land Development Regulations Marathon, FL

Keith and Schnars was hired by the City of Marathon as their Planning Consultant for their newly incorporated City. Keith and Schnars staff was responsible for the processing of all applications for development approval and the administration of the City's Comprehensive Plan. This included the creation and processing of amendments of the Monroe County Comprehensive Plan, which was initially adopted by the City. In addition to our daily planning efforts, Keith and Schnars completed a City-Wide Redevelopment Master Plan which addressed the physical and socio-economic issues specific to individual neighborhoods, commercial and business districts, and the City as a whole within the State of Florida designated "Area of Critical Concern". The Master Plan utilized market conditions, demographics, employment, public service, and other relevant data and extensive public involvement and input. Keith and Schnars prepared a new set of Land Development Regulations for the City and facilitated the regulations through the Department of Community Affairs approval process. The new regulations were carefully crafted to meet the Goals, Objectives and Policies of the Comprehensive Plan, as well as the recommendations of the Master Plan. The regulations were created to: guide development/redevelopment in order to preserve the unique threatened/endangered habitat and fauna of the Florida Keys; promote mixed-use development; provide architectural and site design guidelines; promote quality redevelopment; ensure eco-friendly development; and provide for a broad range of affordable housing to the community's workforce.

**Client:** City of Marathon

**Contact:** George Garrett, Planning Director

**Address:** 9805 Overseas Highway, Marathon, FL 33050

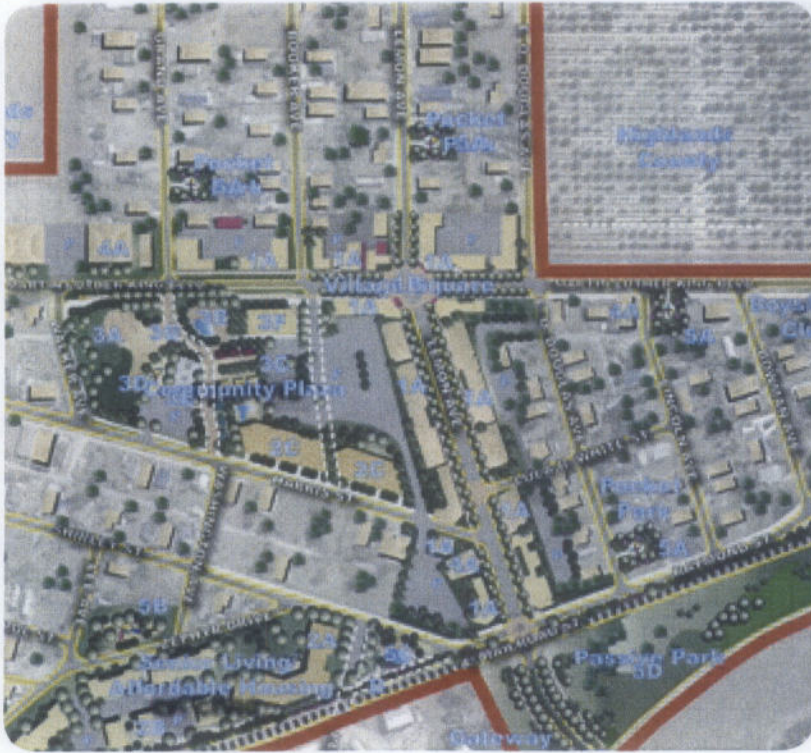
**Phone:** (305) 743-0033

**Start Date:** June 2002

**Completion Date:** February 2007



# Experience of the Firm



## Washington Heights Neighborhood Plan Sebring, FL

The City of Sebring Community Redevelopment Agency (CRA) sought the assistance of Keith and Schnars to develop a neighborhood Plan for the Washington Heights community, one of the first communities established in the City that still values its deep cultural and historical roots. The Concerned Citizens of Washington Heights group works closely with the CRA, focused on revitalizing infrastructure and reinvestment in the commercial and residential areas. Keith and Schnars consultants designed a charrette process to elicit community input on the desired type and style of development in the neighborhood that included a **community visioning and urban design workshop**.

**Public Involvement** is a key factor for stakeholder support of local initiatives. Keith and Schnars professionals from the Public Involvement, Landscape Architecture and Planning Divisions conducted a successful charrette to define the distinctive cultural heritage of Washington Heights and identify neighborhood challenges and needs. Based on charrette results, Keith and Schnars has developed approximately one dozen urban design plans, including streetscaping strategies; open space and park plans; affordable multifamily and senior housing options; mixed use village center concept plans and building elevations; civic center conceptual plan, including community center, plaza, market space, outdoor staging, and parking. Plan development was informed by many factors, including the expressed needs of the neighborhood; necessary infrastructure upgrades; community character; desired economic and residential growth factors; and the historical and cultural relevancy of the Washington Heights neighborhood to the City.

**Client:** City of Sebring

**Contact:** Robin Hinote, CRA Executive Director

**Address:** 368 South Commerce Avenue, Sebring, FL 33870

**Phone:** (863) 471-5104

**E-mail:** rhinote@mysebring.com

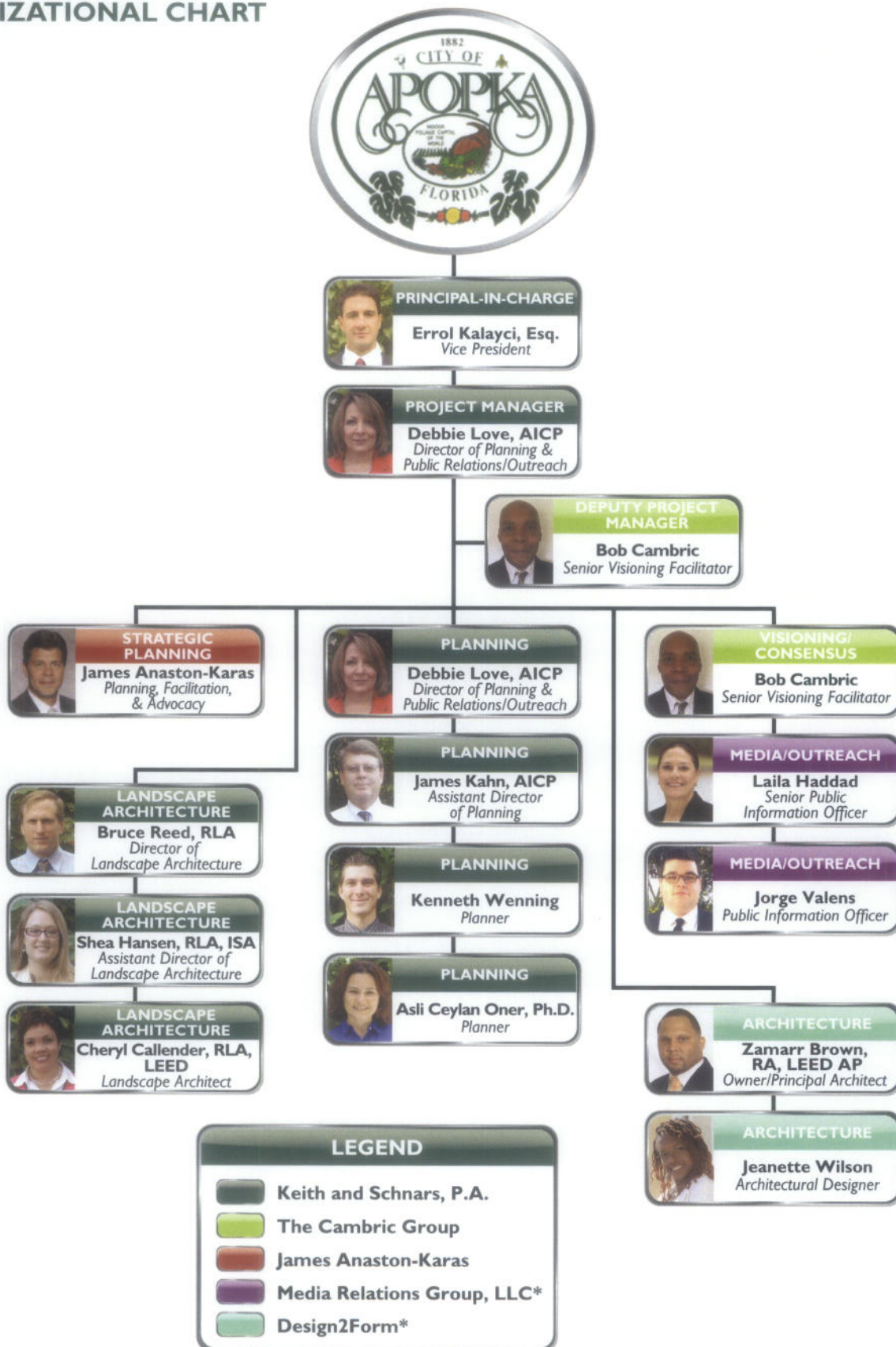
**Start Date:** May 2008

**Completion Date:** 2009

**Fees:** \$75,000



## ORGANIZATIONAL CHART



\* DBE





## Debbie Love, AICP

### Academic Background

B.S., Business Administration:  
Applied Management  
Specialty, Kaplan School of  
Business, 2002

### Professional Certifications

Certified Member of the  
American Institute of  
Certified Planners,  
AICP #022684

National Charrette Institute,  
2007

Certified Watershed  
Manager, 2003

Florida Green Home  
Standard Certifying Agent,  
Florida Green Building  
Coalition, Inc., 2006

Planning Director  
Management  
American Planning  
Association, 2003

All Hazards Mitigation  
Planning Certification,  
Emergency Management  
Institute, 2002

### Professional Affiliations

American Planning  
Association (APA)

Florida Chapter American  
Planning Association (FAPA),  
Broward & Treasure Coast  
Sections

Florida FEMA Task Force,  
2000-Current

Page 276 Florida Hazard  
Advisory Team

Ms. Love has over 27 years of experience in community visioning and workshop facilitation. She has expertise in urban, transportation, comprehensive and land planning, including the preparation of neighborhood and redevelopment plans. Ms. Love's strengths include public engagement strategies, design workshops, charrette planning and project management. She has served as Project Manager for a wide variety of visioning activities, both large and small, throughout Florida. Her completed projects include: the North Miami Downtown Development and Major Corridors Master Plan, the Washington Heights Neighborhood and Urban Design Plan, the City of Marathon Master Plan, the Mobility Plan for the City of Maitland, and the Mobility Plan for Osceola County.

### Relevant Experience

**Downtown Master Development and Major Corridor Plan and Design Guidelines, North Miami, FL:** Principal Planner - A downtown development and major corridor master plan that includes the downtown core, NE 125th Street, NE 6th Avenue, West Dixie Highway, NW 7th Avenue, NW 119th Street, and Biscayne Boulevard. The plan implements a transient oriented, pedestrian-friendly vision for the City. One of the important tasks of this project was obtaining input from the residents, business owners and stakeholders within the downtown core and along the major corridors. Ms. Love facilitated two business community forums held in two areas of the City. The data collection and analysis were presented to the public and then a "listening and work session" occurred where attendees visited each of the corridor "stations" to discuss the issues with the team and mark-up aerial maps of the corridors with their thoughts, ideas and preferences. Ms. Love also created Stakeholder Preference Surveys for each corridor that was an integral part of these public input forums. Client/Contact: City of North Miami/Tanya Wilson-Sejour, City Planner, Phone: (305) 895-9826. (11/11 to 4/13)

**Washington Heights Neighborhood and Urban Design Plan, Sebring CRA, Sebring, FL:** Ms. Love served as Project Manager and Principal Planner for the development of a neighborhood development/redevelopment plan. Its recommendations are intended to preserve and celebrate the rich cultural heritage of the community and encourage economic growth. Ms. Love designed and managed the charrette and visioning exercise that identified the future desired type and style of development and redevelopment in the neighborhood. She was the Plan's primary author. Client/Contact: City of Sebring CRA/Robin Hinote, Phone: (863) 471-5104. (5/08 to 4/09)

**Citywide Redevelopment Master Plan, City of Marathon, FL:** This newly-incorporated city of 10,000 in the Florida Keys sought to discover the redevelopment intensity and approach desired by residents and stakeholders. A week-long design charrette was conducted. Visioning exercises included numerous public meetings. The Master Plan acknowledged the unique characteristics of the different areas of the city and sought to provide development/redevelopment strategies and concepts that not only preserved those unique aspects of place, but encouraged appropriate levels and type of development. Client/Contact: City of Marathon/George Garrett, Phone: (305) 743-0033. (6/02 to 2/07)

**Major Arterial Corridor Study, Tamarac, FL:** A major arterial roadway study that includes University Drive, SR-7, Commercial Boulevard and McNab Road. The study focuses on developing a vision that defines the physical, functional, aesthetic and cultural character of each corridor. Ms. Love lead the public outreach for this project, including facilitating a city-wide community workshop to obtain important public input for each corridor. Client/Contact: City of Tamarac/Jennifer Bramley, Community Development Director, Phone: (954) 597-3530, email: jenniferb@tamarac.org, (2/12 to 12/12)





## Debbie Love, AICP

**Comprehensive Plan Update, Evaluation and Appraisal Report (EAR), and LDC Re-Write for Monroe County, FL:** This project will update the Comprehensive Plan Policy and Technical Documents to the 2010-2030 planning timeframe. Due to the diversity of the various communities comprising the Keys, this project required the development of a Public Involvement Plan with the goal to provide a wide variety of activities to engage the public in the planning process. To date, there have been over 45 community outreach meetings. Ms. Love serves as Project Manager and Principal Planner. Client/Contact: Monroe County BOCC/Christine Hurley, Growth Management Division Director, Phone: (305) 289-2517, email: hurley-christine@monroecounty-fl.gov. (12/09 to Present)

**Mobility Fee, Osceola County, FL:** Project Manager for the development of a Mobility Plan and Fee that will replace transportation concurrency, proportionate share and Impact Fees. Services include providing a tool for placemaking and assisting the Planning Office Staff of Osceola County with updates to the Comprehensive Plan to establish the basis for a Mobility Fee. Client/Contact: Osceola County/Kerry Godwin, Director of Planning & Design for Community Development Division, Phone: (407) 742-0200. (Present)

**Mobility Plan and Fee, Maitland, FL:** Project Manager for the development of a Mobility Plan that will be incorporated into the Capital Improvement Plan and a Mobility Fee that will replace existing Transportation Concurrency Exemption Areas, proportionate share and Impact Fees. The Plan will provide a redevelopment and placemaking tool. Client/Contact: City of Maitland/Richard Wells, Community Development Director, Phone: (407) 539-6268. (Present)

**SW 157th Avenue Widening, Miami-Dade County, FL:** Ms. Love lead the public outreach for this Miami-Dade County road-widening project. Services include preparation of a Community Awareness Plan (CAP), community meeting preparation, meeting announcements/flyers, coordination and meeting facilitation. Client/Contact: Miami-Dade County/Raul Quintela, P.E., Project Manager, Phone: (305) 375-3971. (1/13 to Present)





BOB CAMBRIC  
52 EAST MICHAEL GLADDEN BOULEVARD  
APOPKA, FLORIDA 32703  
407.889.4334  
[BOB.CAMBRIC@GMAIL.COM](mailto:BOB.CAMBRIC@GMAIL.COM)

## RESUME

**Education:** *Masters of Science in Planning*  
The Florida State University, Department of Urban and Regional Planning

*Bachelor of Arts*  
The Florida State University, Department of International Affairs

### Relevant Experience

#### **North Miami Downtown Revitalization Initiative Downtown Action Plan Forums**

Mr. Cambric served as the lead facilitator for a series of citizen forums. The forums allowed residents, elected officials, business and property owners, and potential investors to identify and prioritize community challenges and implementation strategies to address redevelopment with the city's downtown. The forums were held at various locations to increase citizen participation and input. Client Contact: Tanya Wilson-Sejour, Phone: 954.815.3268. (April - June 2014)

#### **Miami-Dade County Public Schools Elected Officials Workshops and Joint Planning Forums of the School Site Planning and Construction Committee and Staff Working Group**

Mr. Cambric served as lead facilitator to assist Miami-Dade County Public Schools to identify challenges and implementation strategies to address coordinated approaches to address new school construction to meet the demands of residential development. The participants included elected officials and citizen volunteers representing MDPS, Miami-Dade County and its 36 municipalities, and private sector representatives. Client Contact: Miami-Dade County Public Schools, Ivan Rodriguez., Phone: 305.995.4501. (2010 - 2013)

#### **South East Florida Comprehensive Economic Development Strategy Committee**

Mr. Cambric served as lead facilitator to assist the Committee to identify, create and implement integrated strategies to address unemployment, underemployment, economic diversification, and small businesses' access to capital. The CEDS was integrated into the State of Florida Five-Year Statewide Strategic Plan. The Committee's 42-members represented Broward, Miami-Dade, and Monroe counties, which comprises nearly 30% of the population of Florida. The Committee included representatives of the private sector, public officials, community leaders; and representatives of institutions of higher education, minority and labor groups, and workforce development boards. Client Contact: South Florida Regional Planning Council, James F. Murley, Phone: 954.985.4416. (March - July 2012)

#### **The Good Government Institute's Ethics and Lobbying Workshop**

Mr. Cambric served as moderator for a workshop which presented a panel of experts on ethics issues affecting elected officials. Mr. Cambric also facilitated discussions among the elected officials attending the workshop. Client Contact: The Good Government Institute, Katy Sorenson, Phone: 305.689.8210. (August 2013).

**Wekiva River Basin Coordinating Committee.** Mr. Cambric served as staff liaison to the 28-members of the Committee. The Commission was created by Governor Jeb Bush to identify land use planning strategies and development standards with protected property rights, and which improve and assure protection of surface and groundwater resources, including the recharge potential of the Wekiva Study Area. The Committee included elected officials, citizens, and representatives of the environmental organizations, development interests, and governmental agencies. As the Committee liaison, Mr. Cambric assisted the Secretary of the Department of Community Affairs, the Committee's Vice-Chair, to ensure meetings agendas and support materials meet the needs of the members and the various interested parties participating in the process. Client Contact: Florida Department of Economic Opportunity, James Stansbury, Phone: 850.717.8512. (July 2003 - March 2004).



**Employment History:** *Owner*

Bob Cambric

Apopka, Florida

March 2014 – Present

Responsibilities: Development and maintenance of client relations; provision of firm services, including government relations, land planning, mediation, facilitation, strategic planning, affordable housing, emergency management, and community development.

*Director of Policy and Planning*

South Florida Regional Planning Council

Hollywood, Florida

January 2009 – February 2014

Responsibilities: Coordination and implementation of the Council's planning and programs related to growth management, transportation, alternative fuels and technologies, healthy communities/health and the built environment, economic development, consensus-building and conflict resolution, community outreach, and technical assistance to constituents. Management and operational oversight of Institute for Community Collaboration, Inc.'s overall work program and projects. Worked in partnership with local, regional, state, and federal agencies as well as the private sector to reach consensus on and implement solutions to short- and long-term challenges.

*President*

The Cambric Group

Tallahassee, Florida

October 2004 – Present

Responsibilities: Development and maintenance of client relations; provision of firm services, including government relations, land planning, mediation, facilitation, strategic planning, affordable housing, emergency management, and community development.

*Intergovernmental Resources Coordinator/Community and Citizen Liaison*

Florida Department of Community Affairs

Tallahassee, Florida

June 1999 – October 2004

Responsibilities: Ensured public awareness regarding agency issues, fostered effective and open communication, promoted the Department of Community Affairs (Department) as responsive and user-friendly. Conducted mediations and facilitations in order to reach consensus between and among the Department; citizens, public interest groups; private sector groups; and local, regional, and state agencies. Supervised and coordinated a team of 17 planners and support staff. The team conducted reviews of comprehensive plan amendments and developments of regional impact and provided technical assistance to local communities

*Assistant Director*

Apalachee Regional Planning Council  
Blountstown, Florida  
October 1989 - June 1999

Responsibilities: Coordination and supervision of approximately 45 programs, including growth management, economic development, transportation, emergency Management, conflict resolution, strategic planning, and intergovernmental coordination; Development and implementation of a six-month, strategic, work planning process for programs; development and implementation of a revised personnel review process that incorporates the six-month workplan outcomes into bi-annual reviews; staff training and recruitment; and external outreach and coordination.

*Adjunct Professor*

Florida State University  
Tallahassee, Florida  
Course: Land Use Planning  
January 1999 - April 1999  
January 1996 - April 1996

Responsibilities: Developed and implemented the Course Syllabus, lesson plan, and lectures. Also prepared and graded exams and designed a land use planning exercise involving the analysis of potential future uses of vacant land within a traditionally residential neighborhood that allowed mixed-use development.

*Research Associate*

Florida Department of Transportation  
Tallahassee, Florida  
April 1989 - September 1989

Responsibilities: Assistant Editor of the "Making Cities Livable Conference Proceedings"; collection and analysis of data relating to urban mobility; assistant to the State Bicycle/Pedestrian Office.





# James Anaston-Karas, Planning and Facilitation Services

www.linkedin/in/jeakarass • 772.341.0524 • A limited liability Florida company.

## Professional Synopsis

Senior manager and certified facilitator applying public outreach and consensus building techniques for shared strategic visions; advocacy and conflict resolution. Reported directly to City and County Councils/Commissions and City Managers, Water Management Board Members, and State Legislators.

## Relevant Experience (Years)

- **Strategic Planner/Facilitator.** Certified facilitator using various nominal group workshop techniques and Charrette-style planning to consensus visions and strategic priorities plans for local governments, not-for-profits, neighborhoods, landowners and businesses. Example here: [http://www.cityofstuart.us/images/stories/Finance/2024\\_Strategic\\_Plan.pdf](http://www.cityofstuart.us/images/stories/Finance/2024_Strategic_Plan.pdf) (8)
- **Master Planning Manager/Director. VHB Miller Sellen's (formerly MSCW)** Stuart, FL office providing community and resource planning, civil engineering, and design services to public/private clients for 35,000+ acres in Treasure Coast region. Master, site, comprehensive; mixed-use, recreation planning for clients ranging from community redevelopment agencies to large agri-business land owners. Applied urban design, planning, and sustainability principles. (5)
- **Legislative Manager, Broward County.** Executed legislative agenda as registered lobbyist to manage complex issues including annexation and growth management; helped forge coalitions and secure multi-millions in grants and appropriations for wide range of projects and programs. (5)
- **Director, South Florida Water Management District, Broward County Service Center.** Applied policies for symmetry between economic development/urban growth and sustainable water resources. Managed public and media outreach, land use, and \$50 M water supply planning projects/grants. Staff to Governor's Commission for Sustainable South Florida. (8)
- **Policy Coordinator for Speaker of Florida House, Growth Management House Subcommittee Chief Analyst, and Senior Legislative Aide in the Florida Senate.** Specialties in growth management, water and natural resources, and special districts. Coalition building/negotiating while drafting, assisting with major legislation. (8)
- **Media Outreach, Spokesman, and Public Speaker.** Project spokesman for multi-million dollar community master plans. Frequent conference presenter and moderator; Coordinated media relations and organized press conferences. Multi-media interviews. (16)
- **Adjunct Professor, Environmental Planning, Florida Atlantic University.** Created and taught new core curriculum. (3)

## Education/ Certifications

- Master of City and Regional Planning, Ohio State University, 1983.
- Certificate, Liberal Arts and Architecture, Oxford University, England, 1981
- Bachelor of Arts, Political Science, Southern Illinois University, 1980
- Certificate, Charrette Planning, National Charrette Institute.
- Certificate, Advanced Facilitation, Broward County Board of County Commissioners.
- Merchant Mariner Credential, (Sea Captain) 50 Ton Master, United States Coast Guard.

## Select Memberships/Activities

- **Urban Land Institute.** Vice Chair of Southeast Florida/Caribbean Advisory Board.
- **American Planning Association, Member & Speaker;** Legislative Policy Committee; National Instructor for Institute of Certified Planner (AICP) on-line study courses.
- **Florida League of Cities.** "Strategic Planning in Tight Budget Times" seminar leader at Annual Conference 2011. Florida Redevelopment Association, Member.
- **Florida Association for Intergovernmental Relations.** President.
- **South Florida Regional Planning Council.** Ex-officio gubernatorial appointee.
- **Strategic Plan Steering Committee, Arcosanti, AZ.** International appointees charting a strategic future for this \$250M+ solar-designed architectural/urban prototype. Not-for-profit Foundation.
- **Waterways, Marine Master Plan Steering Committees.** Served to assist with waterways/ marine master plans in Treasure Coast and Broward Counties.
- **Leadership Broward Foundation, Inc.** Vice President, Event Chair, Honoree.
- **Chambers of Commerce/Economic Development Councils.** Various memberships and guest speaking/ collaboration.
- **Boys and Girls Clubs, Mentoring.** Broward & Martin Counties. Unit President, Board Member; Mentor of the Year, STARS Academy for at-risk youth; Over \$50,000 not-for-profit fund-raising.

## Select Projects/ Clients

**Vision/Strategic Priorities Plans/ Various Florida Municipalities and Counties** from 15,000-160,000; Non-profits such as Mainstreets, Education Foundation and History/Heritage Center; Businesses and Downtown Business Associations.

**Enterprise Zone Strategic Development Plan/ Martin County, FL**

**2024 Strategic Plan with Vision 1/ City of Stuart, FL**

**Redevelopment and Enterprise Zone Master/Strategic Planning/ Palm Bay Bayfront Village CRA, Stuart CRA, Martin County (Indiantown).**

**Charrette-style Master Planning for Port of Ft. Pierce/ AECOM/ FDOT project team for St. Lucie County & Ft. Pierce.**

**Best Practices for Citizen Participation in Florida Planning (Primary Author)/ American Planning Association Florida**





## James Kahn, AICP

### Academic Background

M.S., Management and Public Service, Nova University, 1978

Bachelor of Technology in Urban Systems, Florida International University, 1976

B.A., Geography, University of South Florida, 1973

A.A., Pre-Architecture, Miami Dade Community College, 1971

### Professional Certifications

Certified Member of the American Institute of Certified Planners, AICP #005537

National Incident Management Certificates: ICS 100, ICS 200, ICS 300, ICS 400, IS 700, IS 800

### Professional Affiliations

American Planning Association (APA)

Florida Chapter American Planning Association (FAPA) Treasure Coast Section

Mr. Kahn has a broad range of interdisciplinary experience gained from his work with developers, consultants and governmental agencies for more than 40 years in the fields of planning, transportation, permitting, land development regulations, project management and construction. Mr. Kahn's full range of planning experience includes master planning, site plan design, rezoning and land use plan amendments. He also has extensive experience in feasibility studies, permitting, Developments of Regional Impact (DRIs), project coordination, administration of development review process. He has worked with capital improvement plans and the administration of zoning codes, including preparation of land development regulations as well as eminent domain cases.

### Relevant Experience

**Citywide Master Plan, Hollywood, FL:** Project Manager for the preparation of a city-wide Master Plan for the City of Hollywood. The Plan addressed physical and socio-economic issues as they pertain to individual neighborhoods, commercial and business districts and the City as a whole. Market conditions, demographic, employment, public facility and other evaluation criteria were analyzed. The Plan in large part has been implemented through the City's Capital Improvements Program and has been highly implemented to make Hollywood what it is today. Client/Contact: City of Hollywood/Jaye Epstein, Phone: (954) 921-3471. (10/99 to 10/01)

**MainStreet Design Manual, Coconut Creek, FL:** Project Planner and planning team member responsible for advising in the areas of Land Use, Zoning, Platting, and Infrastructure. This main street project created a pedestrian-oriented, sustainable, green community in one of the last large tracts (400 acres) of undeveloped infill parcels in northern Broward County. The design standards are a result of a master planning process that involved numerous community meetings and stakeholder input and is oriented towards green technology and LEED principles in a traditional design concept. The design manual was also subsequently approved by the City as a Regional Activity Center (RAC). The project received an Award of Excellence from the Florida APA in 2005. Client/Contact: City of Coconut Creek/Shelia Rose, Phone: (954) 973-6770. (3/04 to 11/04)

**Central Plantation Master Plan, Plantation, FL:** Mr. Kahn served as a team member responsible for design coordination and document preparation. Duties also included assistance in numerous Charrettes and analysis of design issues. This project is a conceptual master plan for an 860-acre suburban area located in Central Plantation's, central business district. The objective of the study was to work with the public, key stakeholders and city officials to define a vision for the area to foster economic sustainability, improve mobility, encourage transit, mixed-use and infill development, create a pedestrian friendly environment and provide a "sense of place" for the entire community. The project included a Transit Greenway Study to determine the feasibility of implementing a transit greenway system in the district. The study applied transit greenway components throughout the master plan area for a multimodal corridor that included pedestrian improvements, bikeways, transit, landscaping and public involvement. Client/Contact: City of Plantation/Larry Leeds, Phone: (954) 797-2622 (4/02 to 5/03)

**Downtown Fort Lauderdale Master Plan and Design Guidelines, Fort Lauderdale, FL:** Mr. Kahn served as coordinator for document preparation of a Design Guideline Manual that was the culmination of dozens of Charrette meetings and public hearings for the future development of downtown Fort Lauderdale. Efforts included assisting numerous design professionals on graphics and illustrations which were essential to the success of the document. Client/Contact: City of Fort Lauderdale/Greg Brewton, Phone: (954) 828-5261. (10/02 to 11/03)



## James Kahn, AICP

**East Pompano Beach Community Redevelopment Plan, Atlantic Boulevard Overlay District and LAC Plan Amendment, Pompano Beach, FL:** Lead Project Planner for the preparation of a Community Redevelopment Plan for the 160-acre East Pompano Beach Redevelopment Area. This included a two-day design charrette, which was attended by over 200 interested persons. The redevelopment plan focused on urban revitalization strategies that allowed the City to fully utilize the existing man-made resources while preserving and enhancing the exiting natural resources. The redevelopment plan embraced new urbanism principles with a sustainable mix of uses, capital improvements, land acquisition strategies, funding strategies and urban design concepts that were supported by a detailed market analysis. Included in this project was the preparation and submittal of a comprehensive plan amendment for the designation as a Local Activity Center (LAC) for the area; and the Atlantic Boulevard Overlay District which created design standards, development regulations and included public involvement for the redevelopment of the corridor. Client/Contact: City of Pompano Beach/Mark Lauzier, Assistant City Manager, Phone: (954) 786-4601. (6/01 to 3/02)

**Washington Heights Neighborhood and Urban Design Plan, Sebring, FL:** Washington Heights is one of the first communities established in the City and one of the first African-American communities in Highlands County. The project included a one-day charrette and visioning exercise that identified the future desired type and style of development and redevelopment in the neighborhood. Mr. Kahn was the lead Planner and his duties included: public outreach, design charrette assistance; guidance in preparation of the design plans; and QA/QC for the project. Client/Contact: City of Sebring CRA/Robin Hinote, Phone: (863) 471-5104. (5/08 to 4/09)

**Peninsula Corporate Center DRI, Boca Raton, FL:** Project Manager for a mixed use Development of Regional Impact (DRI) located in the City of Boca Raton. Mr. Kahn's duties included responsibility for design team coordination and production of the DRI documents for approvals. Mr. Kahn also acted as Project Manager on all the individual projects within the DRI which included: Hilton Hotels, 360,000 square feet of office and a residential village. The DRI also included extensive transportation improvements which included a park and ride facility, I-95 interchange, 5 miles of HOV lanes, and extensive widening of major arterials surrounding the project. Client/Contact: CarrAmerica, Inc./Earle Yancey, Phone: (770) 618-2430. (5/87 to Present)

**Seminole Coconut Creek Casino, Coconut Creek, FL:** Mr. Kahn acted as Project Manager for the Seminole Tribe of Florida for the expansion of the Seminole Coconut Creek Casino Complex in the Main Street Design District. The project was a key parcel in the City's MainStreet District to create a new town center based on Traditional Design Guidelines to create a sustainable community. Mr. Kahn coordinated the various services for the project, including Architectural, Engineering, Landscape Architects and Environmental consultants to create a project that exceeded the Design Guidelines of the MainStreet District. Client/ Contact: Seminole Tribe of Florida/Debbie Grant, Development Manager, Phone: (954) 585-5652. (2006 to 2012)

**City of North Miami Downtown Development and Major Corridor Master Plan, North Miami, FL:** The city desired to create a redevelopment plan that included the downtown core and adjacent major corridors. Mr. Kahn participated in design solutions and facilitated at public involvement workshops that included visioning the city future and analyzing perceived strengths and weaknesses that the community provided at the workshops. The North Miami project won an award from the Gold Coast Chapter of the APA.





## Kenneth Wenning

### Academic Background

B.A., *Urban and Regional Planning & Development*, Ball State University, 2005

Minor, *Geography*, Ball State University, 2005

Minor, *Natural Resources*, Ball State University, 2005

### Professional Certifications

PADI Scuba

Mr. Wenning has a broad range of interdisciplinary experience gained from his work with developers, consultants and governmental agencies in the fields of planning, environmental, landscaping, permitting, development approval, project management, and site/master plan design. Mr. Wenning's full range of experience includes, rezoning, land use plan amendments, environmental site assessments (ESA's), endangered & threatened species surveys/relocations, monitoring, and mitigation. He also has extensive experience in project coordination, administration of development review process, computer aided design (CAD), geographic information systems (GIS), due diligence, and marine surveying/mapping/photography.

### Relevant Experience

**2030 Monroe County Comprehensive Plan updates, Monroe County, FL:** Mr. Wenning assisted with the statutorily required amendments to the comprehensive plan and land development codes. Numerous text amendments were needed in both documents to facilitate future growth within unincorporated areas within the Florida Keys. Mr. Wenning also drafted conservation regulations and low impact development standards for the landscaping section. Client/Contact: Monroe County/Mayte Santamaria, Phone: (305) 289-2500.

**Action Plan, North Miami, FL:** Mr. Wenning prepared implementation strategies and funding mechanisms to achieve goals outlined in the city's Master Plan. The goal of the Action Plan was to revitalize the downtown and its' major transportation corridors by providing the following: Streetscaping, landscaping, façade enhancements, multi-modal transportation options, civic complex, pedestrian connectivity, student housing, capital improvement projects, university incubators, and public outreach/advisory committee. Client/Contact: City of North Miami/Tanya Wilson-Sejour, Phone: (305) 895-9286.

**Various Municipalities, FL:** Mr. Wenning has conducted various types of due diligence on many development projects. He also provides utility coordination, site plan processing, permitting, benthic surveys, comprehensive plan amendments, and development review.

**Various Municipalities, FL:** Mr. Wenning has written zoning regulations within land development codes for Monroe County, Florida. He also provides input upon the following: Development of Regional Impact (DRI), Planned Unit Development (PUD), and Transit-Oriented Development (TOD).

**C-51 ICW Access Study, Various Municipalities, FL:** Mr. Wenning prepared a map to indicate parcels which could benefit from the construction of a boat lift at the C-51 control structure (S-155) located between West Palm Beach, and Lake Worth. Nearly 1,500 parcels could potentially gain boat access to the Atlantic Ocean, and municipalities would likely gain additional property taxes from the construction of personal boat docks. Client/Contact: James Anaston-Karas, Phone: (772) 341-0524.

**Community Charette, Village of Canfield, OH:** Mr. Wenning facilitated in the community charrette and assisted in the development of the Strategic Vision Plan for the small village in northeastern Ohio. Consensus building was gathered at public meetings whereby the community (400 citizens) were broken into smaller groups and participated in identifying the strengths and weaknesses of their community with a series of maps and personalized lists. The groups discussed the liabilities, assets, needs, and dreams of the community. The information gathered at the public meetings was then used to build a database for the most desired areas of redevelopment within the community by the residents. The analysis was used to provide the community with a plan based upon their desires about future growth and development opportunities.

**Palm Beach County Multi-Modal Intracoastal Waterway Access Study: The C-51 Coastal Connection, Various Municipalities, FL:** Mr. Wenning prepared a map to indicate parcels which could benefit from the construction of a boat lift at the C-51 control structure (S-155) located between West Palm Beach, and Lake Worth. Nearly 1,500 parcels could potentially gain boat access to the Atlantic Ocean, and municipalities would likely gain additional property taxes from the construction of personal boat docks. Client/Contact: Treasure Coast Regional Planning Council/James Anaston-Karas, Phone: (772) 341-0524. (Present)





## Asli Ceylan Oner, Ph.D.

Ms. Oner is an Assistant Professor at Florida Atlantic University in the School of Urban and Regional Planning. She has a vast experience in urban design, and governmental systems. Ms. Oner will assist the planning team with design and public involvement issues.

### Relevant Experience

**Assistant Professor and Bachelor of Urban and Regional Planning, Undergraduate Program Coordinator, School of Urban and Regional Planning (SURP), Florida Atlantic University, Boca Raton, FL: (2008 to Present)**

**SURP Undergraduate Program Coordinator, Boca Raton, FL:** Ms. Oner advises around 170 students each semester in terms of their class scheduling and career paths. She is the first point of contact for students that would like to participate in the program. Ms. Oner responsibilities include organizing information sessions for undergraduate students at the beginning of every academic semester. She also prepares annual assessment plans for the Bachelor of Urban and Regional Planning Program (BURP) and writes assessment results at the end of every academic year.

**Adjunct Faculty, College of Architecture and Urban Studies, Virginia Tech, Blacksburg, VA: (2007 to 2008)**

**Research Assistant, Metropolitan Institute, Virginia Tech, Blacksburg, VA: (2006 to 2007)**

**Teaching Assistant, College of Architecture and Urban Studies, Virginia Tech, Blacksburg, VA: (2006 to 2007)**

**Research Assistant, College of Architecture and Urban Studies, Virginia Tech, Blacksburg, VA: (2003 to 2006)**

**Assistant Webmaster: data handling in Globalization and World Cities Research Group: (2003 to 2006)**

**Research Assistant, Miller College of Business, Ball State University, Muncie, IN: (2001 to 2003)**

**Graduate Assistant, London Center, Ball State University in London, United Kingdom: (2001 to 2003)**

**Project Collaborator and Subsequent Planner, Wellington 2060 Living Laboratory, Wellington, FL:**

- Principal Investigator, Wellington Community Satisfaction Survey, Fall 2013 effort: 25%
- Principal Investigator, Wellington Neighborhood Action Plans, Summer 2013 effort: 6%
- Principal Investigator, Wellington Business Inventory Analysis, Spring 2012 effort: 5%, Fall 2012 effort: 25%
- Co-Principal Investigator, Wellington Equestrian Survey, Summer 2012 effort: 25%, Spring 2012 effort: 5%
- Co-Principal Investigator, Wellington Economic Inventory Analysis, Fall 2011 effort: 25%

**Project Planner, City of Holly 2012 Redistricting Project, Hollywood, FL:**

- Principal Investigator, Spring 2012 effort: 5%

**Transit Supportive Infrastructure and Land Use Study Midtown Plantation and Southwest Sunrise, Broward Metropolitan Planning Organization, Broward County, FL:**

- Collaborator, Spring 2010 effort: 5%

**Transit Supportive Infrastructure and Land Use Study Northern Broward County, Broward County, FL:**

- Collaborator, Fall 2009 effort: 25%

### Academic Background

*Ph.D. Environmental Design & Planning, Virginia Polytechnic Institute & State University, 2008*

*Masters of Architecture, Ball State University, 2003*

*M.B.A. Finance, Ball State University, 2003*

*M.Sc. City Space & Society, London School of Economics & Political Science, 2000*

*B.Arch. Architecture, Middle East Technical University, 1999*

### Awards & Recognition

*2011-2012 FAU College for Design & Social Inquiry Distinguished Teacher Award*

*2011-2012 FAU College for Design & Social Inquiry Excellence and Innovation in Advising Award*



# Laila A. Haddad

Senior Public Information Officer



### Professional Credentials

Bachelor of Science,  
Business Administration  
(Cum Laude),  
University of New  
Hampshire - 1979

### Basis For Team Selection

Extensive experience  
working with stakeholders  
on previous projects to  
include elected/appointed  
officials, and other  
agencies

Intensive media relations  
and crisis communications  
training

Has provided public  
involvement services for  
numerous transportation  
projects

### Office Location:

18001 Old Cutler Road  
Suite 459  
Palmetto Bay, FL 33157

Ms. Haddad is a public relations professional with more than 30 years of diversified experience, the past ten years exclusively in the planning, design and construction management of major Florida Department of Transportation (FDOT) and municipal projects. Her particular expertise is in the production and management of all phases of roadway design projects, specifically Construction Engineering Inspection (CEI) contracts. **She has served as lead Public Information Officer (PIO) on countless projects, and specializes in overseeing public involvement and community awareness activities, including consensus building and educational outreach for many agencies throughout Florida such as: the Florida Department of Transportation District Four and Six, Florida's Turnpike Enterprise and the Broward County Metropolitan Planning Organization (MPO) and the City of Fort Lauderdale.**

She has also managed and provided technical leadership on a number of transportation projects taking them from the planning phase through design, construction and post design services. Ms. Haddad has also been responsible for coordination with clients, implementation of effective Quality Assurance and Quality Control plan (QA/QC) and the supervision of project personnel on major projects. Prior to joining the MRG team, Ms. Haddad was the Public Information Manager for the City of Fort Lauderdale's utility capital improvements program and the Public Information Officer for a portion of Florida's Turnpike. She was assigned the position of Senior Public Information Officer on the I-595 Express Corridor Improvements Project in 2009 until its completion in the summer of 2014.

*Select Project Experience includes:*

- **April 2014 – Present – FDOT District Four 95 Express Corridor Design Consultant (CDC) Phase 3A, Broward County, Florida** – Ms. Haddad successfully executed the efforts for all the public involvement activities which took place on the project to date. She coordinated several outreach meetings, including an open house, a public workshop, an industry forum as well as several small group meetings, with key stakeholders and HOA's. Ms. Haddad was responsible for overseeing the design and production of meeting collaterals, as well as distribution of meeting notifications. In doing so she worked very closely with the Department's project manager and continues to be the main point of contact on this project. Client: FDOT District 4; Reference: FDOT Project Manager, Robert Bostian, (954)777-4427; Will Suero, P.E., Senior Project Manager, HDR, (954)535-1876. *Project Role: Sr. Public Information Officer*
- **2009 – 2014 – FDOT District Four I-595 Corridor Design/Build/Operate/ Finance/Maintain (DBFOM) Broward County, Florida** – Ms. Haddad served as the Senior Public Information Officer on the I-595 Express Corridor Improvements Project for the Florida Department of Transportation, District Four. She oversaw all public information strategy in coordination with the District's Public Information Office and served as the day-to-day contact on the project. She created and disseminated project fact sheets and electronic construction alerts,



continuously updated the project website, and served as a liaison for the residents and businesses to address and mitigate their concerns. Ms. Haddad was also responsible for all QA/QC measures for outreach collaterals and activities, including extensive coordination with the media. Project Manager: Phil Schwab, P.E., Reynolds Smith & Hills, Inc., (954)236-7366. FDOT Project Manager, Paul Lampley, P.E., (954)845-9550. *Project Role: Sr. Public Information Officer*

- **2012 – 2013 – FDOT District Four, I-75 Managed Lanes, Broward County, Florida** – Ms. Haddad assisted in the preparation and attended an industry workshop and public meeting as part of the outreach effort for this project. She also led the coordination with the homeowner associations along the corridor to advise property owners of the plans for sound barriers and the impacts of construction. Sound barrier wall outreach efforts included association meetings, one-on-one meetings and mailings. Project Manager: Jay Turner, P. E., RS&H, (954)236-7366. *Project Role: Sr. Public Information Officer*
- **2013 – Present – Broward County MPO Commitment 2040 – 2040 Long Range Transportation Plan, Broward County, Florida** – Ms. Haddad staffed an outreach event and attended a sample group presentation that involved interactive polling of a small group responding to controlled questions in real time. She distributed printed materials to multiple outlets as part of the outreach efforts in preparation for the event. Project Manager: Todd Brauer, The Whitehouse Group, (202)674-0500. *Project Role: Sr. Public Information Officer*
- **2008 – 2009 – Broward County Metropolitan Planning Organization Long-Range Transportation Plan (LRFTP) 2035 Update, Broward County, Florida** – Ms. Haddad assisted with the coordination and staffing of numerous successful public workshops and various other meetings for this project. Project Manager: Zafar Alikhan, P.E., Jacobs Engineering, (954)315-1001. *Project Role: Sr. Public Information Officer*
- **2007 – 2009 – Florida’s Turnpike Enterprise (FTE) Lantana Conversion to Open Road Tolling Construction Engineering Inspection (CEI) Project, Broward County, Florida** - Ms. Haddad oversaw all public outreach related to construction activities within her assigned territory. Her duties included media relations and coordination; writing and publishing FTE’s monthly construction newsletter and serving as a daily liaison with members of general public in South Florida. Project Manager: Kurt Stone P.E., Parsons Brinkerhoff Construction Manager, (954)975-4855. FTE Communications Director, Kim Poulton, (954)934-1288. *Project Role: Sr. Public Information Officer*



# Jorge Valens

Public Information Officer



### Professional Credentials

Bachelor of Science,  
Major: Political Science  
Florida International  
University, Miami, Florida  
2008 - 2012

### Basis For Team Selection

Currently assigned as APIS to major District Six contracts, including the Monroe County Construction Projects and PIO on the Intergovernmental Affairs and Community Services Liaison Contract, the ongoing BMPO Long Range Transportation Plan 2040 Update and the SFTRA Wave Modern Streetcar project

Communications  
Professional with expertise in digital outreach, print journalism, marketing and management

Bilingual

Office Location  
18001 Old Cutler Road  
Suite 459  
Palmetto Bay, FL 33157

Mr. Valens has earned over six years of online media and editorial experience in the newsrooms of some of South Florida's most recognizable news organizations. He is a graduate of Florida International University, where he served as editor-in-chief of the school's newspaper, The Beacon. While there, he helped re-launch the paper's website and innovate its web presence. Mr. Valens has covered a variety of beats and stories for The Miami Herald, Scripps Howard News Service in Washington, D.C., and the South Florida Sun Sentinel. **He specializes in online engagement, social media and digital outreach including the use of a new outreach tool, *OptionFinders*, which allows him to capture stakeholder feedback. This tool was used during the Broward Metropolitan Planning Organization's Commitment 2040 Long Range Transportation Planning process where participants were polled on their transportation preferences during public meetings, in real-time, and this feedback was available for immediate and future use by agency officials.**

*Select Project Experience includes:*

- 2012 – Present - Long Range Transportation Plan 2040 Update, Broward Metropolitan Planning Organization, Broward County, Florida;** As Lead Public Information Officer, Mr. Valens advises the Broward Metropolitan Planning Organization and the Whitehouse Group on new and innovative public outreach methods for the 2040 update to its Long Range Transportation Plan. He plays an active role in creating the report's overall brand, design and online presence. Mr. Valens developed a simple and innovative website within the MPO's existing content management system that communicated the report's message in a clear and concise voice. Additionally, he utilized digital tools and strategies to ensure a higher rate of return and better outreach outcomes in minority populations. Reference: Todd Brauer, The Whitehouse Group, (202) 674-0500; *Primary Role: Lead Public Information Officer*
- 2013 – Present - Wave Modern Streetcar, South Florida Regional Transportation Authority, Broward County, Florida -** Mr. Valens is *responsible* for the marketing, graphic design and digital outreach strategy for the Wave, a modern streetcar project that will travel throughout downtown Fort Lauderdale in 2016. He has led all branding efforts and meetings to date and also been involved in drafting a Community Awareness Plan for the project that lays out a specific outreach strategy for the culturally and economically diverse population of Downtown Fort Lauderdale. Reference: David Vozzolo, HDR, (941) 342-2706; *Primary Role: Public Information Officer*
- 2013 - Florida Department of Transportation District Four – 75-express.com Website Maintenance, Miami-Dade, Florida;** Mr. Valens managed the 75-Express website over the course of the design phase of the project. He performed regular technical maintenance, database maintenance and updated its content. Reference: Jay Turner, Reynolds, Smith and Hills, (954) 236-7366; *Primary Role: Web Specialist*



- **2009 – Present - Florida Department of Transportation (FDOT) District Six Districtwide Intergovernmental Affairs and Community Services Liaison Contract, Miami-Dade and Monroe Counties, Florida;** Mr. Valens coordinated all technology related aspects of the 2013 and 2014 Work Program Public Hearings. In 2013 he successfully broadcast the Miami-Dade meeting online via GoToWebinar, an online broadcasting tool, for the Department as well as coordinated the live streaming on Monroe County Television. Reference: Maribel Lena, FDOT, (305) 470-5277; *Primary Role: Public Information Officer*
- **SunGuide Traffic Management Center, Miami-Dade, Florida - -** Mr. Valens currently assists MRG's ITS Public Information Officer, who works alongside FDOT ITS Management Staff, to disseminate material via industry publications and interact directly with the public as the customer service and online component of 95 Express. He also assists the center with the development of materials and software and transitioned SunGuide.info to Google Analytics for better website maintenance and growth. Reference: Javier Rodriguez, FDOT, (305) 470-5757; *Primary Role: Assistant Public Information Officer*
- **2012 – Present - FDOT District Six State Road (SR) 5/US 1/Overseas Highway from Mile Marker (MM) MM 90.74 to MM 97, Tavernier in Monroe County, Florida;** As the Assistant Public Information Specialist for this project, Mr. Valens is responsible for supporting the lead Public Information Specialist, with managing project records, performing data entry tasks and documenting key stakeholder issues in the log. Reference: Former FDOT Construction Project Manager, Felix Rodriguez, (305) 216-5944; *Primary Role: Assistant Public Information Specialist*
- **2014 - FDOT District Six SR/US-1/Overseas Highway/Windley Key (from MM 84.04 to MM 85.6) SR/US-1/Overseas Highway/Lower Matecumbe Key from Jerome Avenue (MM 81.42) to Whale Harbor (MM 84.04) Islamorada, Village of Islands in Monroe County, Florida;** As the Assistant Public Information Specialist for this project, Mr. Valens is responsible for supporting the lead Public Information Specialist, with managing project records, performing data entry tasks and documenting key stakeholder issues in the log. Reference: Former FDOT Construction Project Manager, Felix Rodriguez, (305) 216-5944; *Primary Role: Assistant Public Information Specialist*
- **2011 – 2012 - Online News/ Audience Engagement Producer (Intern), South Florida Sun Sentinel, Fort Lauderdale/Deerfield Beach, Florida;** Mr. Valens was responsible for curating and creating sharp content for web, mobile and social products. He interpreted online metrics to spot trends and drive traffic, managed and innovated the Sun Sentinel's social media presence and created and helped launch new web services including a live food truck tracker and database. He trained senior editors and reporters on best practices for online news, search engine optimization and content management. Also, Mr. Valens covered breaking news and crime for the Sentinel's Palm Beach bureau. Reference: Dan Scapusio, Social Media Editor, The Palm Beach Post, (561)206-2876





## Bruce Reed, RLA

Bruce Reed, RLA is the Director of Landscape Architecture at Keith and Schnars. Included in his 25 years of experience Mr. Reed has extensive experience in a wide variety of projects where he has provided a full range of landscape architectural services. These services consist of the following land development activities: master planning, programming, plan review, site design and development, landscape and irrigation design, cost analysis, environmental mitigation design/permitting, site approval processing/permitting and public/client presentation. As an experienced project manager, Mr. Reed has competently prepared and administered construction and bid documents, QA/QC, contract negotiation, written reports and correspondence, review of project invoices and construction observation. As a divisional staff supervisor, he directs and schedules the design teams in completion of landscape architectural design development. Mr. Reed has developed a perceptive understanding of roadway, streetscapes, park and recreational facility design and has consistently established positive rapport with municipal and agency personnel.

### Academic Background

B.S., Landscape Architecture, University of Florida, 1987

### Professional Registration

Registered Landscape Architect, FL #0001479

### Professional Certifications

Crime Prevention Through Environmental Design (CPTED)

### Professional Affiliations

American Society of Landscape Architects (ASLA)

### Relevant Experience

**Miramar Town Center, Miramar, FL:** Served as the Project Manager, providing landscape architecture services for this urban mixed-use development. The Miramar Town Center was designed as an idyllic traditional downtown with pedestrian oriented streets, beautiful Mediterranean style architecture, "main street" store fronts and waterfront views characteristic of historic towns of Florida. Site amenities included a plaza, fountain, site furniture, decorative pavers, planters, tree grates, and landscape lighting. Client/Contact: CKC Ltd./Centex Rooney for the City of Miramar/Cotter Christian, Phone: (954) 452-9100. (2002 to 2005)

**North Miami Downtown Master Development and Major Corridor Plan, North Miami, FL:** Project included corridor plans implementing complete street concepts, enhancing the corridors transit, pedestrian and bicycle environment through public and private design guidelines. Client/Contact: City of North Miami/Tanya Wilson-Sejour, City Planner, Phone: (305) 895-9826. (11/11 to 4/13)

**Beach Streetscape Las Olas Boulevard Phase, Fort Lauderdale, FL:** Project Manager/Landscape Architect of Record - .5 roadway improvements that consisted of roadway realignment, hardscape treatments, ADA upgrades, landscaping, decorative lighting, signage and improved stormwater drainage for a tourist destination known around the world. Services provided: Streetscape, roadway, planting, hardscape, irrigation, landscape, pedestrian and street lighting design, tree relocation plans, bidding assistance, and construction management. Client/Contact: City of Fort Lauderdale/Hal Barnes, P.E., Phone: (954) 828-5065. (2006 to 2009)

**Boca Raton Downtown Redevelopment, Palm Beach County, FL:** Served as Project Manager for the streetscape aspects of US-1 (3 miles) and the Downtown side streets between US-1 and Dixie Highway, including hardscapes, site amenities, planting and irrigation plans. Client/Contact: City of Boca Raton/Tony Puerta, Phone: (561) 416-3402. (1994 to 1996)

**Heron Bay Commercial, Coral Springs, FL:** Landscape and site amenities plans for a 42-acre mixed-use development encompassing a 19-acre residential zone and a 23-acre office and retail zone in the City of Coral Springs.





## Shea Hansen, RLA, ISA

Ms. Hansen is a Landscape Architect and Assistant Director of the Landscape Architecture Division with a variety of experience at Keith and Schnars since arriving in 2006. Her bring a valuable perspective to the Keith and Schnars Landscape Architecture Division, where she has worked on and managed a wide range of projects that include site assessment, complex design, production of final construction documents, post-design revisions and site inspections; as well as, master planning and public presentations

### Relevant Experience

**Coconut Creek Casino, Coconut Creek, FL:** Designer - Ms. Hansen has designed and followed the landscape and irrigation plans surrounding the well-known Chickee Hut from the initial design phase through construction observation. Client/Contact: Seminole Tribe of Florida/ Deborah Grant, Phone: (954) 585-5652. (2006)

**Washington Heights CRA Master Plan, Sebring, FL:** Designer - Ms. Hansen contributed to the hardscape, planting, and irrigation design for streetscape and roadway improvements made to five areas designated by the Community Redevelopment Authority in Sebring. The work undertaken was in conjunction with the City's wider master planning and beautification program. Client/Contact: City of Sebring/Pete Pollard, CRA Executive Director, Phone: (863) 471-5104. (5/08 to 2009)

**I-75 from Wildwood to the Florida/Georgia State line, Northern FL:** Designer - Intensive visual landscape assessment of 145 miles of the I-75 corridor, more than 25,600-acres, to create a tool for FDOT and local governments as they plan transportation improvements for the region to give motorists a favorable impression of Florida. Ms. Hansen was involved in proposal writing for the dynamic I-75 Beautification Project. Upon receiving the project Ms. Hansen's contributions have included research, onsite documentation and analysis of the I-75 project corridor. Client/Contact: Central Office of the FDOT Highway Beautification Concept Plan/Jeff Caster, RLA, Phone: (866) 374-3368. (2007 to 2008)

**Major Arterial Corridor Study: Creating Identity and Sense of Place, Tamarac, FL:** Project Manager - Four major corridors within the City of Tamarac were analyzed based on three design initiatives- gateway treatments, streetscape treatments and neighborhood buffer wall treatments. Design concepts were created for gateway treatments, signage and hardscape treatments; in addition, an evaluation was performed to determine which 10 out of 28 neighborhoods should receive neighborhood buffer walls. A public involvement meeting allowed for gathering valuable input from stakeholders. Client/Contract: City of Tamarac/Frank Zickar, Phone: (954) 597-3535. (2012 to 2013)

**North Miami Downtown Development and Major Corridor Master Plan, North Miami, FL:** Designer - Six major corridors within the City of North Miami were analyzed based on a Complete Streets Initiatives, gateway treatments, streetscape initiatives, landscape and hardscape treatments. As well, design guidelines and code recommendations were created for the development of mixed-use buildings. Conceptual designs demonstrated recommendations for each roadway. Client/Contact: City of North Miami/Tanya Wilson-Sejour, City Planner, Phone: (305) 895-9826. (2013)

**City of Miami Beach, Miami-Dade County, FL:** Designer - Contributions to the landscape design of City properties, including site analysis for one of the city's municipal parking lots and the design of irrigation plans for it. She also provided the landscape design for a neighborhood pump station.

**Rolling Oaks and Bunche Parks Improvement Program, Miami Gardens, FL:** Designer - Master planning and grant assistance for City of Miami Gardens parks, including a nature trail, recreation center, maintenance buildings, pavilions, press boxes, a concession/restroom facility, soccer/football fields, tennis courts, a par course, volleyball courts, an aquatic play structure, lighting, signage, parking, and playgrounds. Ms. Hansen contributed to the site analysis, and site layout and the landscape design through onsite preconstruction observations. Client/Contact: City of Miami Gardens/Jay Marder, Development Service Director, Phone: (305) 622-2225. (11/05)

**Academic Background**  
MLA, Florida A&M University, 2007

BFA, Studio Arts, Florida State University, 2001

### Professional Certifications

Registered Landscape Architect, FL #LA6667200

ISA Certified Arborist, FL #6409A

### Professional Affiliations

International Society of Arboriculture (ISA)  
Certified Arborist





# Cheryl Callender, RLA, LEED

Ms. Callender is a trilingual (English, Spanish, and French) professional designer with over 15 years of experience. Her career as a licensed professional Architect in Panama includes designing and managing high profile urban projects. Since receiving her Masters of landscape Architecture here in Florida expertise has been applied to numerous streetscapes and roadway designs. In addition to her design duties, Ms. Callender has responsibilities for reviews and quality analysis and control over projects as well as field inspections. Ms. Callender has considerable experience in all the major software systems used in these types of designs which include Autocad, Microstation, Sketchup, Adobe Photoshop, Adobe Illustrator, and Adobe In-Design. She also is responsible for several of the division's presentation plans and graphics.

### Academic Background

M.L.A., Landscape Architecture, Florida A&M University, 2006

B.S., Architecture, University of Panama, 1997

### Professional Registration

Registered Landscape Architect, FL#LA6667177

Registered Architect, Panama

### Professional Certifications

LEED Green Associate

### Relevant Experience

**Rolling Oaks Park, Miami Gardens, FL:** Designer - Overall site included nature trails, pavilions, a concession/restroom facility, press boxes, soccer/football fields, lighting, entry signage, playgrounds and parking all designed in a manner to preserve 1000 plus existing specimen size Live Oaks and Slash Pines at this 35-acre park site. Client/Contact: City of Miami Gardens/Jay Marder, Phone: (305) 622-2225. (11/05)

**Bunche Park, Miami Gardens, FL:** Designer - Renovation of this 50 year old aquatic facility which would include the restoration of existing pool structures and provide for a new children's splash play area, picnic areas and new entry plaza. Client/Contact: City of Miami Gardens/Jay Marder, Phone: (305) 622-2225. (11/05)

**Miami Intermodal Center (MIC) Rental Car Center (RCC), Miami-Dade County, FL:** Designer - A major transportation hub building, parking, and bus infrastructure facility serving as the primary vehicle entrance to Miami International Airport; Tree relocations, landscape, irrigation and lighting plans, and construction observation for the 4 acre site and surroundings in conjunction with the Lejeune Road project. Ms. Callender's role for this project was primarily re-design of sections during construction, QA/QC and field inspections/ observations. Client/Contact: FDOT District 6/Paul Moss, RLA, Phone: (305) 470-5384. (2005 to 2011)

**Atlantic Boulevard Streetscape CRA, Pompano Beach, FL:** Designer/Project Manager - A significant streetscape beautification improvement to an existing urban mixed use street of 1-mile length which includes landscape inventories, ADA upgrades, landscaping, irrigation, decorative lighting, signage and improved stormwater drainage for the main roadway corridor from US-1 to Pompano Beach beachfront. Ms. Callender's role also included significant public meetings and graphic presentations as well as coordination with other professional teams preparing designs on adjacent projects for the City. Client/Contact: City of Pompano Beach/Horacio Danovich, CRA Engineer, Phone: (954) 786-7834. (2010 to 2011)

**A1A Restoration and Streetscape, Fort Lauderdale Beach, FL:** Designer/Project Manager - The improvements consisted of the repair and restoration of the existing seawall and sidewalk damaged by Hurricane Sandy, roadway realignment, bike lanes, on street parking, hardscape treatments, ADA upgrades, landscape, decorative lighting, signage and improved stormwater drainage. Services provided include the design of sidewalk and crosswalk hardscape, wave seawall and beach access entrances, beach shower pad areas, irrigation and landscape/planting areas. Client/Contact: FDOT District 4/Scott Peterson, Phone: (954) 777-4416. (2013 to 2014)





Mr. Brown is the Founder, Owner and Principal Architect of Design2Form (D2F) an Architectural, Interior Design, Planning, and Project Management Firm located in Miami, FL. Mr. Brown has over 15 year experience with several facets of project types such as commercial, institutional, municipal, hospitality, inspirational, industrial, recreational, single-family residential and multi-family residential facilities. Professional awards include the Greater Miami Chamber of Commerce 2013 Top Minority Business Award and the Legacy Magazine 2013 40 Under 40 Black Leaders of Today and Tomorrow Award. Mr. Brown recognizes the importance of building communities by revitalizing the fabric of neighborhoods and commercial corridors through responsible, environmentally-conscious and contextual embraced design. This has been achieved by Mr. Brown and his Firm proudly taking the initiative to engage community leaders, agencies, business owners, residents, and youth while working on projects. His goal on any project is to stand as a common thread uniting ideas, concepts, budgets and contexts.

### PROFESSIONAL EXPERIENCE

**Owner / Principal Architect | Design2Form | Miami, FL | January 2002 - Present**

#### Notable Projects

- Urban League of Broward County Community Empowerment Center (Ft. Lauderdale, FL)
- Opa-Locka CDC Magnolia North Master Plan and Revitalization Project (Opa-Locka, FL)
- 7th Avenue / 15th Avenue Commercial Corridor Rehabilitation Project (Liberty City, FL)
- Historic Hurt Building Preservation (Opa-Locka, FL)
- NW 12th Avenue Linear Park Neighborhood Revitalization & Parks Master Plan (Miami, FL)
- Martin Memorial A.M.E. Church Master Plan (Richmond Heights, FL)
- North Miami Police Athletic League Training Facility (North Miami, FL)
- Miami Marlins Stadium Site Parking (Miami, FL)
- CARISHOCA (Caribbean Showcase and Trade Center) Development Project (Lauderhill, FL)
- Mahogany Grille Restaurant and Lounge (Miami Gardens, FL)
- Shiloh Family Worship Center (West Palm Beach, FL)
- Antioch Missionary Baptist Church (Miami Gardens, FL)

**Project Manager | C3TS | Miami, FL | 1998 - 2002**

#### Notable Projects

- Belafonte Tacolcy Center Alterations and Improvements (Liberty City, FL)
- Pierce Park Renovation (Coral Gables, FL)
- Vincent Torres Park Renovation (Lauderdale Lakes, FL)
- Willie Web Community Center (Lauderdale Lakes, FL)
- West Miami Emergency Disaster Shelter (West Miami, FL)
- Florida Atlantic University (FAU) Satellite Chiller Plant (Boca Raton, FL)

### REGISTRATIONS & CERTIFICATIONS

- Florida Registered Architect (AR92013)
- Georgia Registered Architect (RA013556)
- NCARB Certified (National Council of Architectural Registration Boards)
- LEED AP (Leadership in Energy and Environmental Design Accredited Professional)
- CPTED Practitioner (Crime Prevention Through Environmental Design)

### EDUCATION

- Tuskegee University | Tuskegee, AL | 1998 | Bachelor of Architecture
- Miami Dade College | Miami, FL | 1995 | Associates of Arts in Interior Design

### PROFESSIONAL AFFILIATIONS

- NOMA (National Organization for Minority Architects)
- South Florida NOMA, President / Founder
- Miami-Dade Chamber of Commerce
- Urban League of Broward County Young Professionals Network
- Miami Dade Housing Finance Authority - Architectural Design & Review Advisory Committee Member (ADRAC)



Ms. Wilson is a designer with a high level of interpersonal communication that she continues to build upon in her architectural career. With more than 10 years experience under her belt, she easily designs, develops and delivers dynamic concepts and designs for multi-family residential homes, commercial properties, urban planning and resort design projects. Jeanette also shares a special interest in the timeless art of hand renderings and perspectives as a tool for visualization with clients.

**Principal Responsibilities:** Creative problem solving, creating and surpassing deadlines for projects starting from schematic design conception to construction development completion. As a team player, she ensures that project drawings meet the standards of quality and meet construction goals and building codes. technical and design quality control. Conducts client meetings and coordinates with consultants. Maintains records to document phases of client / architect / contractor relationship and activities.

### PROFESSIONAL EXPERIENCE

#### Designer/Production Artist | Design2Form | Miami, FL | 2014 - Present

##### Notable Projects

- OLCDC Creative Staff Offices and Artist Studio
- Blazin Skates Skating Rink
- La Costa Condominium Lanai Improvements
- Opa-locka Gateway Entrance Signage
- Hamilton Residence
- B.A.M. Art Gallery and Studio
- Pembroke Park Church of Christ
- Guild Collaborative Office and Design Studio

#### Design Assistant | MS2 Design Studio | 2012

##### Notable Projects

- Multi-family Residential Home (Miami Beach)
- Multi-family Residential Home (Coconut Grove)
- Single family residential Home (Gable Estates)

#### Architectural Assistant | Meshberg Group | New York | 2008-2009

##### Notable Projects

- Adaptive Re-Use - Mason Fisk Building
- Residence Interiors - East 11th Street
- Residence Interiors - Greenwich Ave townhouse
- Berry Street Renovation

#### Designer | American Training Center | New York | 2008

##### Notable Projects

- Graduating student interior design portfolios
- Graduating students resume/business professionalism/career readiness

#### Production Architect | Robert Swedroe Architects | South Florida, Caribbean | 2003-2005

##### Notable Projects

- High-Rise Multi-family Residential - Fisher Island, Blue and Green Diamond, BellaMare, One Singer island, Palazzo Del Mare
- Exotic Resort and Spa - Seven Stars, Turks and Caicos Island; Aqualina, Aventura

### EDUCATION

- University of Miami | Miami, FL | 2008 | Master of Architecture in Suburb & Town Design (New Urbanism)
- Syracuse University | B.F.A. | Fine Arts Specializing In Interior Design | 2003
- FLDOE Art Education Certificate | K - 12 | 2006



# Project Completion Deadline

All Team members have dedicated the time and resources necessary to provide services required within the scheduled deadlines. K&S is committed to ensuring resources are available and through continual project task monitoring and reporting project status to the City schedules can be achieved.





SECTION SIX:

# Projected Budget and Proposed Work Program Schedule

The following is a breakdown of the proposed budget and the timeline for completion of the project.

## PROPOSED BUDGET

CODE	JOB CLASSIFICATION	BILLING RATE
72	Administrative Assistant	\$65.00
73	Associate 1	\$85.00
74	Associate 2	\$100.00
75	Senior Associate	\$125.00
76	Project Manager	\$135.00
77	Senior Project Manager	\$175.00
78	Director	\$200.00
79	Principal-in-Charge	To Be Quoted
42	2 Person Survey Crew	\$125.00
43	3 Person Survey Crew	\$160.00
44	Specialty Survey Crew	\$200.00

ACTIVITY	BILLING RATE
1. Final Work Program Schedule	\$8,122.00
2. Community Visioning Process Participation	\$70,014.00
3. Community Goals and Policy Direction	\$9,006.00
4. Vision Statements	\$26,402.00
5. Strategic Plan	\$10,117.00
<b>TOTAL</b>	<b>\$123,661.00</b>

NAME	COST
Bob Cambric	\$85.00
James Anasron-Karas	\$100.00
Laila Haddad	\$110.00
Jorge Valens	\$70.00
Zamarr Brown	\$220.00
Jeanette Wilson	\$120.00

## TIMELINE

ACTIVITY	START MONTH	DURATION	MONTHS							
			1	2	3	4	5	6	7	
1. Final Work Program Schedule	1	1-6 Weeks	■	■						
2. Community Visioning Process Participation	1	2-17 Weeks		■	■	■	■	■		
3. Community Goals and Policy Direction	2	4-17 Weeks			■	■	■	■		
4. Vision Statements	1	2-27 Weeks	■	■	■	■	■	■	■	■
5. Strategic Plan	2	4-30 Weeks		■	■	■	■	■	■	■

**INVITATION TO PROPOSAL/BID**

**SUBMIT PROPOSAL/BIDS TO:** City of Apopka City Clerk  
120 East Main Street Apopka, Florida 32703  
407-703-1704

**Bid/Proposal No. 2015-02**

**Bid/Proposal Title: Community-Wide Visioning Process**

Page 1 of 56 pages.

Sealed Bids/Proposals must be received in the City Clerk's Office **not later** than:

Date: March 25, 2015 Time: 3:00 P.M.

Location: City Council Chambers - City Hall, 120 E Main Street, Apopka, FL 32703

Bid Opening: March 25, 2015 Time: 3:15 P.M.

Agency Mailing Date: March 24, 2015

Vendor Name: <b>Keith and Schnars, P.A.</b>		Reason for No Bid/Proposal:			
Vendor Mailing Address: <b>6500 North Andrews Avenue</b>					
City: <b>Fort Lauderdale</b>	State: <b>FL</b>	Zip: <b>33309</b>			
Vendor No.:	FEI No.: <b>59-1406307</b>				
Telephone No.: <b>(954) 776-1616</b>	Fax No.: <b>(954) 771-7690</b>	E-Mail: <b>ekalayci@ksfla.com</b>			

Certified or Cashier's Check is attached, when required, in the amount of \$ N/A.

THE CITY COUNCIL HAS THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY OR NO REASON. THE CITY COUNCIL FURTHER ADVISES APPROVAL OF THE APPARENT LOW BIDDER DOES NOT CONSTITUTE NOTICE OF ACCEPTANCE NOR IS IT INTENDED TO CREATE A CONTRACT OR ANY CONTRACTUAL RIGHT CONCERNING THIS PROPOSAL/BID. NO ONE HAS ANY CLAIM TO A CONTRACT/OR ANY CONTRACTUAL RIGHT UNTIL THE CITY COUNCIL SPECIFICALLY AUTHORIZES THE CONTRACT TO BE SIGNED BY THE MAYOR.

I CERTIFY THAT THIS RFP/BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY CORPORATION, FIRM OR PERSON SUBMITTING AN RFP/BID FOR THE SAME SERVICE, MATERIALS, SUPPLIES, OR EQUIPMENT, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL CONDITIONS OF THIS RFP/BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP/BID FOR THE BIDDER.

I FURTHER CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS AND CONDITIONS OF THIS RFP/BID.

  
Authorized Signature

**Errol Kalayci, Esq.**  
Printed Name

***This page must accompany bid proposal***



# Required Forms

CITY OF APOPKA  
INVITATION TO RFP/BID

## EXHIBIT "B"

### PROPOSAL SIGNATURE FORM

I, Errol Kalayci, Esq., OF Keith and Schnars, P.A. CERTIFY THAT I, HAVING PERSONALLY APPEARED FOR IDENTIFICATION AND THAT I AM AN AUTHORIZED REPRESENTATIVE OF A FIRM, COMPANY, PARTNERSHIP, OR ANY OTHER LEGAL BUSINESS ENTITY SUBMITTING A PROPOSAL UNDER THE CITY OF APOPKA REQUEST FOR PROPOSAL OR THAT I DO HEREBY AUTHORIZE THE FOLLOWING TO ACT AS MY AGENT(S) IN SUBMITTING A REQUEST FOR PROPOSAL TO THE CITY OF APOPKA:

- 1) Debbie Love, AICP  
(List Agent)

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE PROPOSAL APPLICATION AS SUBMITTED BY MY AGENT(S), AS REFERENCED ABOVE, I FURTHER UNDERSTAND THAT EACH TIME MY AGENT(S) SUBMITS A PROPOSAL OR SIGNS ANY REQUIRED DOCUMENTATION, THAT THE INDIVIDUAL MUST EXHIBIT THIS AUTHORIZATION FORM TO THE CITY STAFF UPON REQUEST.



Signature of Proposer

STATE OF Florida  
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 25<sup>th</sup> day of March, 2015, by ERROL Kalayci who is personally known to me or has provided the following identification personally known.



Notary Public

Commission/Stamp/Seal:





SECTION SEVEN:  
**Required Forms**

CITY OF APOPKA  
INVITATION TO RFP/BID

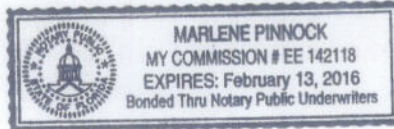
**AUTHORIZED AGENT'S SIGNATURE AND NOTARY FOR PROPOSAL FORM**

1)   
(Agent's Signature)

STATE OF Florida  
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 25<sup>th</sup> day of MARCH, 2015,  
by Erol Kalayci who is personally known to me or has provided the fol-  
lowing identification personally known.

  
Notary Public  
Commission/Stamp/Seal:



# Required Forms

## CITY OF APOPKA INVITATION TO RFP/BID

### EXHIBIT "C"

#### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

(Submit in Triplicate)

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Apopka City Council by Errol Kalayci, Esq., Vice President  
[Print individual's name and title]  
\_\_\_\_\_ for Keith and Schnars, P.A.  
[print name of entity submitting sworn statement]

whose business address is: 6500 North Andrews Avenue, Fort Lauderdale, FL 33309

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-104-6307.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.

I understand that no person or entity shall be awarded or receive a city contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of city monies unless such person or entity has submitted a written certification to the City that it has not:

- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.





# Required Forms

## CITY OF APOPKA INVITATION TO RFP/BID

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's Project Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**



Signature of Proposer

STATE OF Florida  
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 25<sup>th</sup> day of March, 2015, by Errol Kalayci who is personally known to me or has provided the following identification personally known.

  
Notary Public

Commission/Stamp/Seal:

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.



# Required Forms

**CITY OF APOPKA  
INVITATION TO RFP/BID**

**EXHIBIT "D"**

**DRUG FREE WORKPLACE CERTIFICATION**

**DRUG-FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Keith and Schnars, P.A.  
BUSINESS NAME

\_\_\_\_\_  
*Eugene M. Keith*  
PROVIDER'S SIGNATURE



# SECTION SEVEN: Required Forms

CITY OF APOPKA  
INVITATION TO RFP/BID

## EXHIBIT "E"

### BIDDER'S CERTIFICATION

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to \_\_\_\_\_ days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the Apopka Police Department prior to award.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Apopka or of any other bidder is interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Keith and Schnars, P.A.

NAME OF BUSINESS

*Errol Kalayci*

SIGNATURE

Errol Kalayci, Esq., Vice President

NAME & TITLE, TYPE OR PRINTED

6500 North Andrews Avenue

MAILING ADDRESS

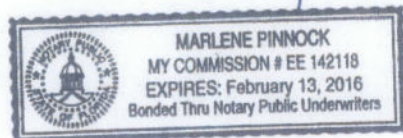
Fort Lauderdale, FL 33309

CITY, STATE, ZIP

STATE OF Florida  
COUNTY OF Broward

Signed and sworn to (or affirmed) before me this 25<sup>th</sup> day of March, 2015, by Errol Kalayci, who is personally known or produced personally known as identification.

[SEAL]



*Marlene Pinnock*

SIGNATURE OF NOTARY PUBLIC

MARLENE PINNOCK

PRINT, TYPE OF STAMP COMMISSIONED NAME OF NOTARY PUBLIC





**KEITH and SCHNARS, P.A.**  
FLORIDA'S *Big* LOCAL FIRM

6500 North Andrews Avenue • Fort Lauderdale, Florida 33309  
Phone: (954) 776-1616 • Fax: (954) 771-7690 • Toll Free: (800) 488-1255  
[www.ksfla.com](http://www.ksfla.com)

*leading the way*

**SURVEYING THE PAST  
ENGINEERING THE PRESENT  
PLANNING THE FUTURE  
SINCE 1972**



GIANNI LONGO AND ASSOCIATES  
VRANA CONSULTING INC  
THE COMMUNITY LAND USE AND  
ECONOMICS GROUP



# Apopka Community-wide Visioning Process

## A Proposal







March 25, 2015

Ms. Linda Goff  
City Clerk  
120 East Main Street  
Apopka, Florida

Re: Apopka Community-wide Visioning Process Proposal

Dear Ms. Goff:

On behalf of the Gianni Longo and Associates (GLA) team, I would like to thank you for the opportunity to submit our proposal for assisting the City of Apopka in conducting the Community-wide Visioning Process. Our team has the interest, capacity, and skills to successfully complete the project. There are specific advantages to considering our team:

*Leaders in Visioning...* No firm in the nation has more experience than GLA in helping communities developing shared visions for the future.

*Commitment to Place...* Our team has worked tirelessly to make placemaking a cornerstone of the planning practice and to create better places and better communities with our projects, publications, and advocacy.

*A Track Record of Implementation...* Hallmarks of our team is an exceptional focus on plan implementation, resulting in a vision process that helps the community understand and own the plan; and, unmatched technical competency.

*Facilitation Skills...* The team has developed a rich toolbox of techniques to empower communities in making informed and reality-based decisions.

I hope we will have the opportunity to demonstrate our competencies and, ultimately, earn your trust to become a partner to the Apopka community in this important effort.

Thank you for your consideration.

Sincerely,

Gianni Longo  
President

**INVITATION TO PROPOSAL/BID**

**SUBMIT PROPOSAL/BIDS TO:** City of Apopka City Clerk  
120 East Main Street Apopka, Florida 32703  
407-703-1704

**Bid/Proposal No. 2015-02**

**Bid/Proposal Title: Community-Wide Visioning Process**

Page 1 of 65 pages.

Sealed Bids/Proposals must be received in the City Clerk's Office **not later** than:

Date: March 25, 2015 Time: 3:00 P.M. Location: City Council Chambers - City Hall, 120 E Main Street, Apopka, FL 32703  
Bid Opening: March 25, 2015 Time: 3:15 P.M.

Agency Mailing Date: \_\_\_\_\_

Vendor Name: <u>GIANNI LONGO AND ASSOCIATES</u>		Reason for No Bid/Proposal: <u>NONE</u>			
Vendor Mailing Address: <u>636 BROADWAY, SUITE 1111</u>					
City: <u>NEW YORK</u>		State: <u>NY</u>		Zip: <u>10012</u>	
Vendor No.:		FEI No.:	<u>47-1320907</u>		
Telephone No.:	<u>917-992-1884</u>	Fax No.:	<u>212 9650690</u>	E-Mail:	<u>GIANNI@GIANNILONGO.COM</u>

Certified or Cashier's Check is attached, when required, in the amount of \$ N/A.

THE CITY COUNCIL HAS THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY OR NO REASON. THE CITY COUNCIL FURTHER ADVISES APPROVAL OF THE APPARENT LOW BIDDER DOES NOT CONSTITUTE NOTICE OF ACCEPTANCE NOR IS IT INTENDED TO CREATE A CONTRACT OR ANY CONTRACTUAL RIGHT CONCERNING THIS PROPOSAL/BID. NO ONE HAS ANY CLAIM TO A CONTRACT/OR ANY CONTRACTUAL RIGHT UNTIL THE CITY COUNCIL SPECIFICALLY AUTHORIZES THE CONTRACT TO BE SIGNED BY THE MAYOR.

I CERTIFY THAT THIS RFP/BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY CORPORATION, FIRM OR PERSON SUBMITTING AN RFP/BID FOR THE SAME SERVICE, MATERIALS, SUPPLIES, OR EQUIPMENT, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL CONDITIONS OF THIS RFP/BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP/BID FOR THE BIDDER.

I FURTHER CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS AND CONDITIONS OF THIS RFP/BID.

  
Authorized Signature

GIANNI LONGO  
Printed Name

***This page must accompany bid proposal***





# Contents

Proposal Signature Page	
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Section 3 – Relevant Experience	13
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Section 5 – Commitment to Schedule	29
Section 6 – General Work Program	31
Section 7 – Fee for Services	39
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# 1

## Section 1: Statement of Qualifications

Gianni Longo and Associates

# Section 1 – Statement of Qualifications

## OVERVIEW

This section gives an overview of the qualifications of the team Gianni Longo and Associates has assembled to address the goals and specific requirements of the *Apopka Community-wide Visioning Process*. It is divided in four parts:

- A. Understanding the Place
- B. The Team
- C. Why This Team
- D. References

## A. UNDERSTANDING THE PLACE

Apopka is at a crossroads. It is undergoing a transition from a predominantly rural, agricultural economy to a more diversified one. External factors such as the completion of the Orlando Beltway are likely to bring about strong economic and residential growth. In the next decade, 30,000 new residents are projected and demographics are changing. As the population grows, the city is becoming more diverse with a stronger demand for a more complex cultural, art, and entertainment infrastructure.

These factors make developing an agreed upon and implementable vision for the future timely. The vision is a rare opportunity for the community to come together, imagine possibilities, and ask critical questions. The outcome of those civic conversations is a narrative that the community develops and owns. It is a powerful road map to guide Apopka in its efforts to reposition itself in the region and rebrand.



## GLA AWARDS

Gianni Longo's work has been recognized for its high quality. Among others:

### Nationally Recognized

*The firm has received several awards for our visions, the pinnacle being the National American Vision Award by the American Planning Association to recognize Imagine New York, the largest public participation efforts for the recovery and redevelopment of the World Trade Center site.*

### **American Planning Association**

National American Vision Award for Imagine New York. The American Planning Association also acknowledged Imagine New York as one of the Top 25 Planning Stories Worldwide in the past 25 years.

### **International Downtown Association**

Award of Distinction for the City of Fort Wayne, Indiana, Vision and Downtown Plan.

### **Alliance for Regional Stewardship**

National Regional Stewardship Award for Region 2020, a regional visioning process for Birmingham, Alabama.

### **American Planning Association—Hawaii Chapter**

Outstanding Planning Award for the Kona Community Development Plan.

### **American Planning Association—Pennsylvania Chapter**

Daniel Burnham Award for Growing Together: A Comprehensive Plan for Central Lancaster County.





## B. THE TEAM

Our team includes three highly qualified firms: Gianni Longo and Associates (GLA), Vrana Consulting, Inc. (VCI), and the Community Land Use and Economics Group (the CLUE Group). In a departure from the RFP, the team includes the economic skillset provided by the CLUE Group to create a solid economic underpinning to the vision. The team has the skills and capacity to produce:

- A bold and strategic community-wide vision designed to detail what Apopka has the potential of becoming while respecting the character and visions of individual neighborhoods and district;
- An inventory of adopted policies and regulatory tools that identifies similarities and differences between those policies and tools and the emerging vision;
- An understanding of the economic forces at play that will shape the community future prosperity; and
- A strategic plan that specifies beneficial steps to implement and best practices to adopt and that prioritizes leadership and the appropriate timing for their implementation.

A summary description of the team's experience is provided below.

Additional information about each firm and the key personnel they will dedicate to the Apopka vision process is provided in *Section 3: Relevant Experience* and *Section 4: Project Team*.

### ***Gianni Longo and Associates, Ltd.***

No firm in the nation has more experience in helping communities engaging the public and developing shared visions for the future. Principal Gianni Longo conducted his first community-wide visioning process in 1983 for the city of Chattanooga. He has since assisted dozens of communities in developing their own specific brand of community vision. A selected list is provided to the right.

GLA believes that rigorous public engagement creates great communities and authentic places and is focused on delivering a lean and streamlined public engagement process that retains legitimacy, is defensible, and leads to strategic and implementable solutions.

The firm's methodology and record of success is based on a principled approach to visioning and on an extensive and well-tested toolbox of techniques developed over the years. The firm has worked at every scale from boardrooms and council chambers to neighborhoods, towns, cities, and regions, and has been called upon by some of the most complex places in the country to design and facilitate inclusive and transparent community visions.

### **Gianni Longo and Associates**

*Gianni Longo and Associates was formerly known as ACP Visioning and Planning. Principal Gianni Longo founded ACP in 1996 and established the firm as a leader in visioning and strategic planning, with dozens of projects conducted throughout the country and abroad. GLA is continuing that legacy. Listed below is a selection of visions led by Gianni Longo that shows the breadth and depth of his experience from small towns, to cities, like Apopka, that are part of large urbanized areas, to counties, and regions.*

#### **Small Cities**

- Amherst, Massachusetts
- Winter Haven, Florida
- Champaign, Illinois
- Lancaster, Pennsylvania
- Columbia, Missouri
- Ada Village, Michigan
- Warwick, New York

#### **Cities within Large Metro Areas**

- Hyattsville, DC, Maryland
- Oceanside, San Diego, California
- Dublin, Columbus, California
- Oxford, Cincinnati, Ohio
- Rockville, DC, Maryland

#### **Mid-size Cities**

- Lakeland, Florida
- Lubbock, Texas
- Kona, Hawaii
- Santa Fe, New Mexico
- Muncie, Indiana
- Chattanooga, Tennessee
- Fort Wayne, Indiana

#### **Counties, Metropolitan Areas, and Regions**

- Manatee County, Florida
- Collier County, Florida
- Kansas City Region, Missouri and Kansas
- Southwest North Carolina
- Nashville, Tennessee
- Knoxville, Tennessee

### ***Florida Experience***

Gianni Longo has worked with a number of communities and jurisdictions in Florida, starting with Collier County and the City of Naples where he designed and conducted one of the early vision processes in the country: *FoCuS – The Future of Collier County Created by Us*. Stimulus for the program came from the rapid growth occurring in the southwestern portion of Florida and its impact on natural resources and on Naples' distinctive character. The program became the catalyst for transformative initiatives in downtown's Fifth Avenue and in neighborhoods. Gianni Longo and Associates has since led visions in Manatee County, Lakeland, and Winter Haven.

### ***Vrana Consulting, Inc.***

Vrana Consulting, Inc. specializes in community planning for state and local governments. VCI staff has expertise in developing comprehensive plans for Florida municipalities and counties and strategic plans addressing community issues and aspirations.

VCI seeks to understand the sociocultural drivers, interrelationships, and opportunities at play in a community to produce equitable and synergistic planning outcomes. Public involvement is integral to successful community planning. Our outreach materials and activities are thoughtfully designed to generate interest and participation by all stakeholders. VCI staff has worked extensively with Hispanic communities on neighborhood planning and implementation.

Established in 2007, the firm is a Florida corporation located in Safety Harbor, Florida, and is certified by the State of Florida as a Minority Business Enterprise and the Florida Department of Transportation (FDOT) as a Disadvantaged Business Enterprise.

### ***Florida Experience***

Tammy Vrana, AICP, has 28 years of Florida planning. She has served in long-range planning, downtown redevelopment, and economic development capacities for a large municipality in Florida; as current and long-range planner for a rapidly urbanizing Florida county; and as a project manager in multidisciplinary consulting firms. She specializes in comprehensive planning that integrates land use, multi-modal transportation, and placemaking to create livable, sustainable communities. Tammy has a deep understanding of community development and methods for synthesizing issues and developing policy solutions. She currently provides general planning services to the cities of New Port Richey, Dade City, Port Richey, and Zephyrhills and expertise in community impact assessment to the Florida Department of Transportation State Environmental Management Office. Tammy is a member of the Planning and Zoning Board and Zoning Board of Appeals in her hometown of Safety Harbor and is certified by UF/IFAS as a Master Sustainable Floridian.



### **Community Land Use and Economics Group (the CLUE Group)**

The Community Land Use and Economics Group is a small, specialized consulting firm that helps community leaders create economically vibrant communities and downtowns. The firm has worked with local and state governments, nonprofit organizations, business improvement districts developers, and others to develop practical and innovative economic development strategies, cultivate independent businesses, identify regulatory and financial barriers, attract new investment, and make solid, forward looking decisions about the economic uses of older, historic and traditional commercial districts.

Founder Kennedy Smith, one of the nation's foremost experts on commercial district and main street economics, is experienced in conducting economic analysis and, if desired, can recommend economic development strategies for Apopka.

### **Florida Experience**

While on the staff of the National Main Street Center, CLUE Group principal Kennedy Smith worked with more than a dozen communities participating in the Florida Main Street program, including the cities of Tarpon Springs, Panama City, Bartow, Sebring, and Lake Wales. She provided training in downtown revitalization to staff and volunteers in each community, helped identify key issues, outlined economic development strategies, and evaluated progress. She also conducted a retail market analysis for Seaside in the Florida Panhandle in 1992, helping shape the retail development strategy for the community's new downtown. She is currently working on an assignment in Perdido Key, helping create an economic development strategy for the community's new comprehensive plan.

### **C. WHY THIS TEAM**

In addition to its well-tested expertise and technical competency, the team brings to the *Apopka Community-wide Visioning Process* four unique qualities:

#### ***A Track Record of Implementation***

One of the hallmarks of our team is an exceptional focus on vision implementation the result of: a process that helps the community understand and own the vision; a focus on identifying vision stewards and champions; and unmatched technical competency.

Principal Longo's work in Chattanooga, Tennessee is a classic example of the profound impact a vision can have on a community. The city's *Vision 2000* process resulted in the implementation of 253 initiatives that can be traced to the vision's original 40 goals, and in public and private investments of over \$1 billion over a period of 10 years. It was an experience that transformed and rebranded Chattanooga from an old, polluted industrial city into the poster child of a dynamic and sustainable community.

### ***Innovation in Technology***

The team has pioneered the use of technology in community engagement. Principal Gianni Longo coauthored *Visioning & Visualization – People, Pixels, and Plans* that provides an overview of those techniques and their application to visions and plans.

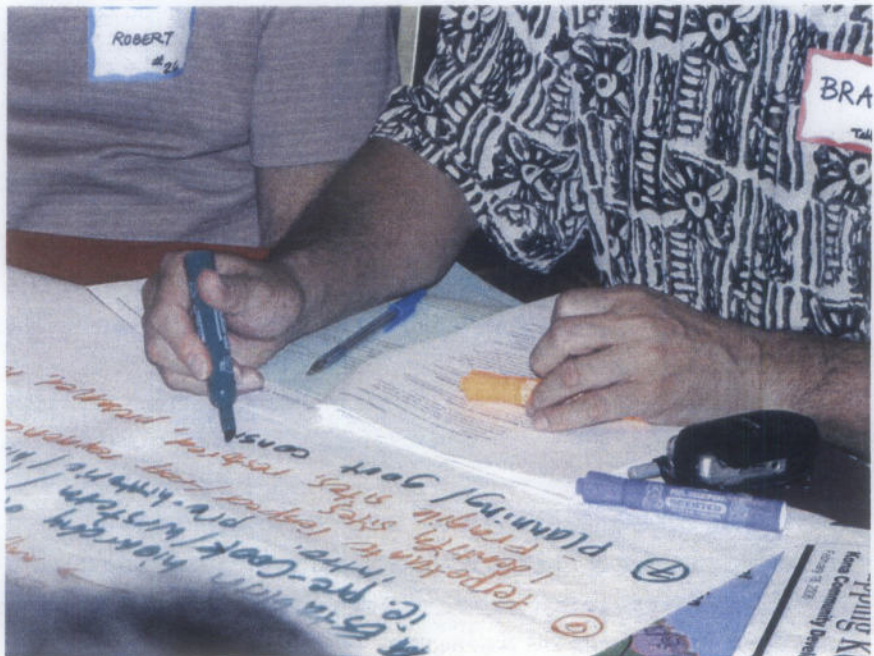
### ***Florida Expertise with a National Perspective***

The team has extensive knowledge of local and regional issues. VCI principal Tammy Vrana has great familiarity with Florida's planning and land regulation environment. GLA and the CLUE group add an extensive national perspective. The combination of the two will be critical in understanding issues, designing an innovative public process that involves Apopka's diverse communities in new and interactive ways, and delivering a bold yet implementable vision.

### ***Hands-on involvement***

Firm principals will be directly involved in the design and implementation of the vision process. We believe this is a precondition for success in view of the process timeline that will require swift and timely decision making.

***Our expertise goes one step further... The team's qualifications will reveal that each member has a profound commitment and know-how in helping envision, plan, and design better places and better communities. This unique skill set and sensitivity to place and growth issues are integral to our team and will be placed at the service of Apopka's community-wide vision.***



## D. REFERENCES

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### ***The CLUE Group***

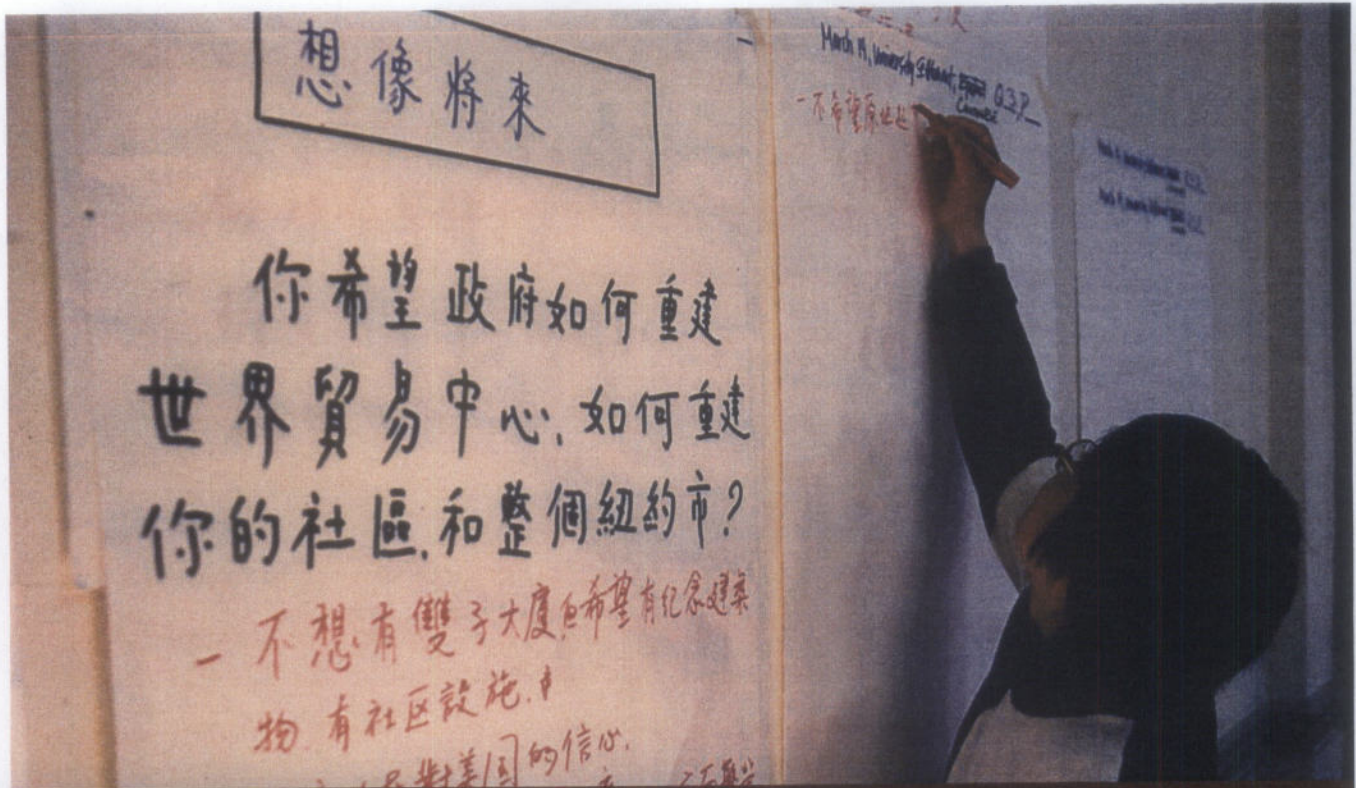
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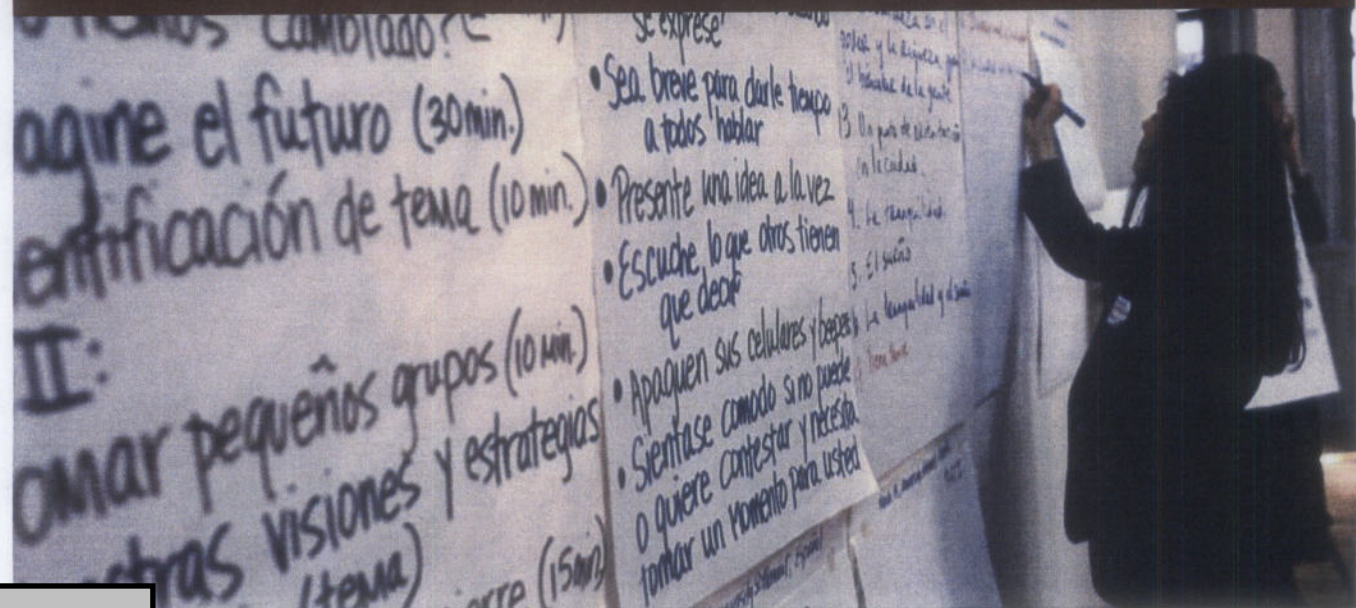
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The team believes that inclusiveness is key to the success of a vision. In the past, GLA has successfully incorporated multi-lingual outreach and workshops targeting non-English speaking groups. For example, a vision process designed by Gianni Longo in the Washington DC region was used as a model in the report *A System that Serves Everyone: Attracting Nontraditional Participants into the Regional Transportation Planning Process* focused on tools to engage groups less likely to participate to a process like the Citywide Vision.





# 2

## Section 2: Approach

Gianni Longo and Associates

## Section 2 – Approach

### OVERVIEW

This section describes in broad terms our team approach and methodology for the *Apopka Community-wide Visioning Process*. The section is divided in two parts:

- A. Team Understanding of the Project
- B. Approach Overview

The more detailed phase-by-phase description of the approach provided in *Section 6: General Work Program* of this proposal explains **how** the program will be conducted.

### A. UNDERSTANDING THE PROJECT

The City of Apopka has set several objectives to guide the design of the visioning process. The vision should:

- Involve “as many segments of the population and neighborhoods as possible;”
- Include innovative ways to communicate and to encourage participation from neighborhoods, the business community, City Council, and City staff;
- Establish shared goals and a new identity for the city as a whole while acknowledging the priorities of neighborhoods and commercial areas;
- Calibrate the community vision with the findings of the City’s policy framework and sound economic analysis;
- Work swiftly to create a positive momentum for change and repositioning;
- Lead to a five-year strategic implementation plan.

Those objectives set the bar high.

### Five Principles for a Successful Vision

*These five principles have guided the team approach for a visioning process that is:*

#### 1. Inclusive

*The vision should involve all possible interests in the community, including those groups and residents that might not normally become engaged.*

#### 2. Transparent

*Citizens and stakeholders should be involved in all phases of a vision and all critical decisions—from the preparation of the program to its implementation.*

#### 3. Intuitive and Informed

*The vision should achieve the right balance of intuitive knowledge and reality. It should be based on the public’s ideas and on sound technical and economic analysis.*

#### 4. Strategic

*The vision should deliver strategic actions supported by the public.*

#### 5. Implementable

*The goodwill created by the vision should be harnessed and sustained during implementation and the vision should be an opportunity to identify implementation leaders and champions.*



The GLA team has the skills to design and conduct a transparent and legitimate vision that not only delivers vision statements and goals, but also the tools to implement them. It also possesses the skills necessary to develop a community-wide vision that will reposition Apopka in the region. The approach description that starts below reflects our understanding of the City's objectives, is consistent with the team principles, and responds to the RFP requirements.

## **B. APPROACH OVERVIEW**

The approach is divided into seven phases that are consistent with the RFP. The sequence of the phases has been rearranged to better reflect the flow of the process.

### **1. Finalizing the Process**

Early on in the process, the team will meet with City staff to finalize the work program.

The team strongly recommends creating a project Steering Committee representing key stakeholders to function as a sounding board with a local perspective on issues related to both process and content. The composition of such a group should reflect the socio-economic and geographic diversity of the community.

The GLA team will meet with the Steering Committee early on and will continue to meet with them and City staff as needed. The team will also meet with City Council at mutually agreed benchmarks throughout the process.

### **2. Reaching Out to the Community**

The GLA team will work with staff and the Steering Committee to develop an outreach plan that ensures inclusive participation to the process. Inclusive participation is key to establish the legitimacy of the process results. The strategy will focus on achieving a geographic, demographic, and institutional distribution of participants. It will also emphasize ways to reach out residents less likely to be engaged.

Concurrently, the team will work with staff and the Steering Committee to develop a distinctive identity for the process including name, tagline, and visual. The identity will be used in all communications through traditional, electronic, and social media and in the project website.

### **3. Conducting the Community-wide Visioning Process – Part I: Listening to the Community**

The initial activities of the public process include interviews with stakeholders and the implementation of the neighborhood meetings and workshops identified in the RFP. The outcome of these activities will generate a solid foundation of ideas from a diverse cross-section of the public upon which the Community-wide Vision will be built. Those ideas will be data based, sorted, and analyzed revealing community-wide aspirations as well as neighborhood and district

#### **Outreach**

*There are recognized barriers to achieving inclusiveness in visioning. Some of those barriers include disenfranchisement, meeting fatigue, lack of clarity as to the purpose of the process, the perceived complexity of the issues, and general apathy. The team eliminates those barrier thorough an outreach effort that relies both on high speed, real-time communication capabilities of tools such as a website and on traditional face-to-face mobilization.*

#### **Process Design**

*The visioning process proposed by our team engages the community in neutral and open ways conducive to creative thinking and open dialogue. It also provides opportunities to reconcile what the community wants with the City's policy framework and economic reality.*

priorities. They will be used to create a set of development principles and preliminary goals. The ideas gathered from the public will be organized and presented in *Report 1: What the Community Wants*.

#### **4. Review City Policy Documents and Economic Analysis**

The RFP asks for the review of the City's policy framework. Our team has added economic analysis in the belief that to be credible, strategic, and implementable the vision must be built on solid economic data.

- *The policy framework review* will include the *City of Apopka Comprehensive Plan 2030*, *City of Apopka Land Development Code*, and other relevant documents such as the *Ocoee Apopka Road Small Area Study*. The purpose of the review is to identify differences between the emerging vision and City policies. The results will be summarized in *Report #2: City's Policy Framework*.
- *The analysis of economic indicators and trends* will identify demographic and population trends, and critical economic opportunities. The findings will be summarized in *Report #3: Economic Possibilities*.

Both reports are key to develop an implementable vision. They will be used in deliberative sessions with Steering Committee and City Council and they will be shared with the public. They will enable the making of informed decisions.

#### **5. Finalizing Vision Statements and Goals**

The GLA team will organize the ideas gathered from the public and the technical data in preparation for the *Goal Writing* workshop to be held with City staff and the Steering Committee. In the workshop, the team will use a proprietary methodology to help translate large numbers of ideas into a vision statement(s) and goals. Following the drafting of the vision statement(s) and goals, the team will review and finalize them in a visioning and consensus workshop with City Council.

#### **6. Conducting the Community-wide Visioning Process – Part II – Ratifying the Vision**

Following the previous two steps, the team will facilitate *Community Choices* a community-wide workshop to initiate the consensus-building process. During *Community Choices*, the team will share the public technical findings and emerging vision, address discrepancies, and discuss community-wide priorities. The specifics of the workshop are explained in *Section 6: General Work Program*.

At the end of the *Community Choices* workshop, all the elements will be in place to enable the team to prepare the first draft of *Report #4: Vision's Policy Framework*. This report will summarize all aspect of the vision. It will include graphics, survey and all work products.

#### **An Iterative Process**

*The team has broken down the conducting the visioning process for phase in three parts. The reason for that is that the vision process is iterative. It requires "checking-in" with the community in a variety of ways using appropriate technique of community engagement. Over the years the team has developed an extensive toolbox of techniques. They include brainstorming techniques, visual preference surveys, and a variety of facilitated large and small-meeting formats. The team also makes extensive use of digital keypad polling that provides instant feedback on issues being discussed. Specific meeting design options are described in Section 6: General Work Program.*



### The Strategic Plan

*To create the strategic implementation plan will require a deep understanding of the City's decision-making, institutional and leadership environment. This is an activity that will require strong staff and Steering Committee involvement to balance knowledge of the community ways with the team's national best practice experience.*

### Prepare the Strategic Implementation Plan

The GLA team will work with City staff and the Steering Committee to identify key initiatives to be included in the strategic implementation plan. The team will then produce The *Implementation Matrix*, a document that identifies catalytic project and initiatives, primary and secondary responsible parties, and implementation timeline. The matrix will be presented to City Council and to the public for final comments. The *Implementation Matrix* will be the final deliverable of the visioning process.

The GLA designed visions are highly inclusive with a strong focus on implementation. We believe that implementation starts on day one and that the process of creating a community-wide vision is a tool to identify implementation stewards and champions.





# 3

## Section 3: Relevant Experience

Gianni Longo and Associates

## Section 3 – Relevant Experience

### OVERVIEW

This section provides examples of previous work by the GLA team. The projects have been selected to display skills and methodology relevant to the *Apopka Community-wide Visioning Process*. Each project description includes the firm involved, project type, and the individuals who provided the services in a leadership capacity.

#### **Featured projects by Gianni Longo and Associates include:**

Imagine Manatee, Manatee County, Florida  
Imagine Lubbock Together, Lubbock, Texas  
Blueprint Plus, a Vision for Downtown, Fort Wayne, Indiana  
Community Vision and Legacy and Strategic Plan, Hyattsville, Maryland

#### **Featured projects by Vrana Consulting Inc. include:**

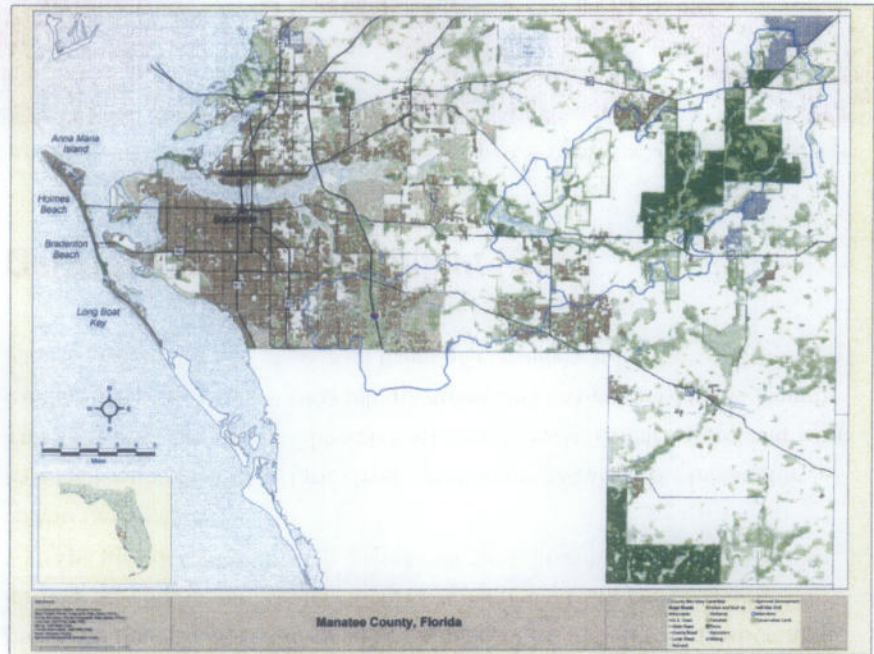
General Planning Consultant, Zephyrhills, Florida  
Guide to Creating and Updating Community Plans in Unincorporated Hillsborough County, Florida  
Community Impact Assessment and Public Involvement Support, Florida Department of Transportation

#### **Featured projects by the CLUE Group include:**

Downtown Economic Development Strategy, Beverly, Massachusetts  
Retail Market Analysis for Downtown, Geneva, Illinois  
Economic Implementation Plan, Martinsville, Virginia

A description of these projects follows.





Population growth and associated effects on natural resources were concerns voiced during the process.

## Imagine Manatee

### Firm: Gianni Longo and Associates

*Imagine Manatee dealt with a number of issues relevant to Apopka's Community-wide Visioning Process including managing growth pressure, a shifting agricultural economy, maintaining community character, and protecting valuable natural resources. It also showcased the integration of an extensive public engagement process with in depth technical analysis.*

**Project Type:** Vision and Strategic Plan

**Personnel:** Gianni Longo: Project Manager

**Years of Experience:** 35

*Tammy Vrana was a member of the team and led the process' technical analysis, which included extensive review of existing plans and regulations and led to a very detailed strategic implementation plan.*

**Role:** Technical Analysis

**Years of Experience:** 28

When the Imagine Manatee Vision and Implementation Plan was adopted in 2004, the population was 294,894 and projected to nearly double by 2050. By 2025, it was projected that Manatee residents would expend 24 percent more time in reaching their destinations.

A 43-member citizen Steering Committee was appointed to assist with the process. Many citizens volunteered for extensive training sessions to become facilitators for public brainstorming meetings. Thirteen public meetings yielded approximately 2,600 ideas. These ideas were categorized and served as the basis for five policy workshops, and have been expressed through the final Vision and Implementation Plan. The plan includes seven implementation drivers, including Drive for a Green County, that address the important actions for protecting fragile natural resources.

In the 11 years since plan adoption, the vision has guided an impressive array of accomplishments born out of collaborations that may not have been possible before Imagine Manatee. Policy changes included comprehensive plan amendments that support greater upland habitat protection, a Rural Lands Stewardship Program, and a mining ordinance considered the most stringent in the state. The Drive for an Equitable County resulted in an Indigent Health Care Task Force, led by nine healthcare CEOs, to help increase the efficiency of health services. The Whole Child Project was created through a partnership to ensure that all children receive the care they need to become healthy, contributing members of society. A Community Land Trust was established to create opportunities for affordable housing. Among other actions relative to the Drive for an Accessible County, a 5¢ option gas tax was passed to fund multimodal transportation improvements.





Hundreds of residents gathered to prioritize and strategize the vision.

## Imagine Lubbock Together

Pressured by strong growth and handicapped by a 20-year hiatus in community planning, Lubbock's leaders sought to develop a community-wide strategic plan to help guide the city as it continues to grow. Gianni Longo carefully integrated extensive public engagement and physical planning steps into a lean 12-month public engagement process that included a highly interactive website, face-to-face activities, a charrette, and the rigorous participation of an ad-hoc steering committee.

The effort swiftly became the largest public engagement process in the history of the city. The process began with an extensive communication and outreach campaign involving traditional and social media and word-of-mouth outreach. It included rigorous technical work focused on community character, economics, and housing market conditions. Thousands of distinct ideas through extensive face-to-face meetings were gathered. It visited with nearly 2,000 participants including 900 citizen delegates convened to ratify the vision at the Lubbock Summit. Through the community charrette, residents were able to visualize what the city had the potential to become.

The strategic plan distilled all of the ideas and comments into 12 elements and 23 specific steps with priorities and responsibilities identified for each. Implementation has started in earnest with a focus on downtown. More than \$39.5 million in investments have been made in downtown Lubbock by both private and public entities since the conclusion of the vision effort.

A copy of the report is available at: <http://www.lubbockchamber.com/imagine-lubbock-together.html>

### Firm: Gianni Longo and Associates

*This project was selected because it demonstrates how an inclusive and transparent vision can galvanize public participation and be translated seamlessly into a strategic implementation plan. A unique feature of this process was the integration of visioning with physical planning. A multi-disciplinary charrette led to plans for a revitalized downtown and consolidated neighborhoods.*

**Project Type:** Vision and Strategic Plan

**Location:** Lubbock, Texas

**Personnel Involved:** Gianni Longo, Project Manager

**Years of Experience:** 35

*The CLUE Group was a member of the team and conducted demographic, economic and housing market analysis. It also provided a detailed playbook of initiatives focused on downtown rehabilitation.*

**Personnel Involved:** Kennedy Smith

**Years of Experience:** 30





The AAA baseball stadium envisioned by the community became a reality in a mere four years.

## BlueprintPlus, A Vision for Downtown

### Firm: Gianni Longo and Associates

*This project illustrates how strong support from the community propelled the implementation of a major catalytic project, Harrison Square, in the heart of the community. It also illustrates the value of preparedness on the part of the city leadership to seize the opportunity of this multi-million dollar investment.*

*Following the implementation success of BlueprintPlus, Gianni Longo organized and facilitated a public process to develop a vision and strategic plan for a 9-acre property on the North River waterfront.*

**Project Type:** Vision and Strategic Downtown Plan

**Location:** Fort Wayne, Indiana

**Personnel Involved:** Gianni Longo: Project Manager

**Years of Experience:** 35

Gianni Longo led the effort to develop a vision to guide public policy and private investments in the downtown and identify specific catalyst projects.

GLA designed and implemented a vision process, named *BlueprintPlus*. The first two phases included two public workshops, a public meeting focused on discovering prevailing attitudes about strong places and weak places, two public open houses, multiple interviews with stakeholder groups, and extensive research into existing conditions. A steering committee representative of the varied interests in the city served as stewards of *BlueprintPlus* and a compass for the emerging ideas.

*BlueprintPlus* identified a total of 49 initiatives, of which 10 were considered of being catalysts for further development. Many of the 49 initiatives have been implemented, including the conversion of one-way streets, the physical reintegration of the Library and the Grand Wayne Center into downtown, and extensive beautification initiatives.

But the project that has captured the imagination of the community has been the development of Harrison Square, a mixed-use project that includes a minor league baseball park, a new hotel, retail, a parking structure, and residences.

The complex was inaugurated in 2010, a mere four years since the completion of *BlueprintPlus*.





Volunteer facilitators being trained in preparation for public meetings.

## Community Vision and Legacy and Strategic Plan

The City of Hyattsville, in Prince George's County, Maryland, hired Gianni Longo to develop a Vision and Legacy Plan consisting of three parts:

- A vision based on the ideas of Hyattsville's citizens and stakeholders;
- The Legacy Plan based on the community's vision, which identified and prioritized future investments; and
- A Strategic Plan that identified implementation steps, along with associated funding sources and organization structures.

The process included focus groups, public meetings, mapping exercises to identify community strengths and weaknesses, and the Community Choices workshop, an activity designed to prioritize results.

The client was then engaged to conform the results in the required strategic element of the Legacy Plan. The result was a five-year action plan to improve economic conditions and quality of life in the city. The Vision and Strategic Plan was unanimously adopted by City Council.

Following adoption the City initiated implementation of the strategic recommendations. A majority of them has been or is in the process of being implemented

### Firm: Gianni Longo and Associates

*This project was selected because it demonstrates the seamless integration of a vision with the highly strategic requirements of Maryland's Legacy Plans. Another similarity with Apopka is the proximity of Hyattsville to Washington, DC. The entire Capital region is under tremendous growth pressure and Hyattsville while partaking with that growth seeks to maintain its distinctive character*

**Project Type:** Vision and Strategic Plan

**Location:** Hyattsville Maryland

**Personnel Involved:** Gianni Longo, Project Manager

**Years of Experience:** 35





The team went to the community to increase awareness of *(re)Imagine Gall Boulevard* and to listen to what people had to say.

## General Planning Consultant (GPC)

### Firm: Vrana Consulting, Inc.

Ongoing services to this client illustrates VCI's technical range; commitment to meaningful community engagement; and ability to create accessible, attention-grabbing documents.

**Project Type:** Continuing Services Contract

**Location:** Unincorporated Hillsborough County, Florida

**Personnel Involved:** Tammy Vrana, AICP, Project Manager

**Years of Experience:** 28

### PROJECT OF THE YEAR – ENVIRONMENTAL AWARD

*Sustainable Zephyrhills* was recognized in 2013 by the Florida Section-West Coast Branch of the American Public Works Association (APWA), as well as the Tampa Bay Regional Planning Council (Award of Merit Going Green!) and Florida American Planning Association (Best Award of Merit).

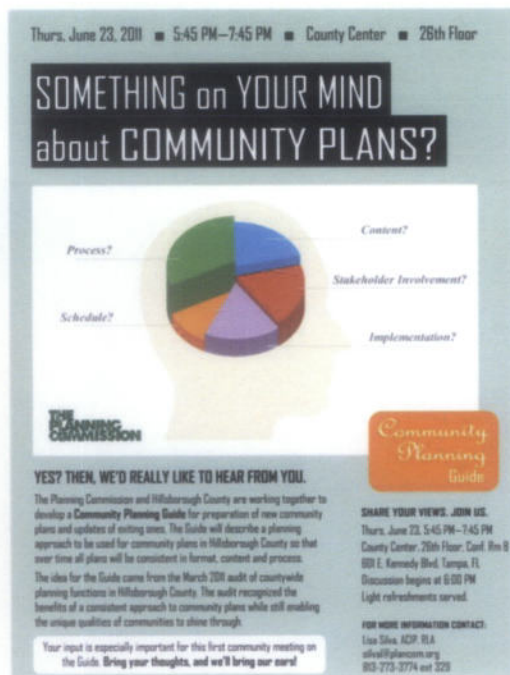
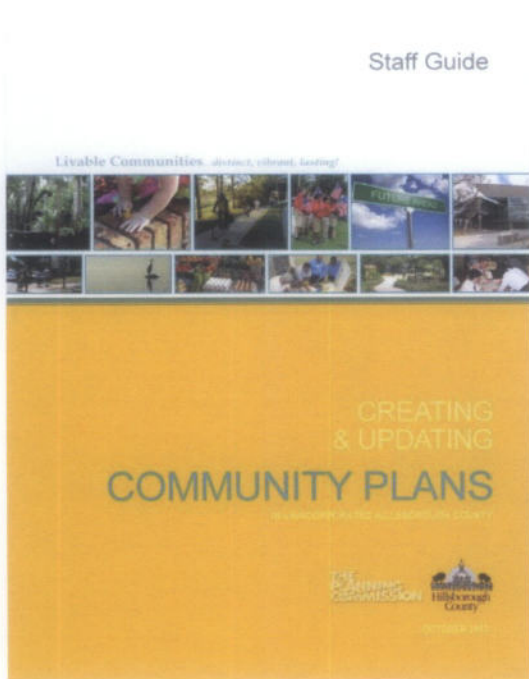
Vrana Consulting serves as general planning consultant to the City of Zephyrhills, a community of 14,732 located rapidly urbanizing southeastern Pasco County. Tammy Vrana has provided planning services to the City since 1996, and wrote its award-winning sustainability plan, *Sustainable Zephyrhills Community Action Plan*, in 2012.

The Florida Department of Transportation (FDOT) widening of U.S. 301 through the Community Redevelopment Area (CRA) will have a significant impact on the city. VCI was engaged by the City to support coordination with FDOT relative to street design. A series of recommendations for aesthetic treatments, pedestrian and bicycle facilities, stormwater management, and other enhancements were identified to render a more context-sensitive project.

To guide the creation of customized land development regulations for the U.S. 301/Gall Boulevard corridor, VCI developed a regulating plan. The planning process included interactive public workshops, including a visual preference survey, to define the *(re)Imagine Gall Boulevard* vision and create development parameters and design considerations to guide future public and private investments within the corridor. VCI is currently developing a form-based code for the corridor.

On behalf of the City of Zephyrhills and nearby City of Dade City, VCI is participating in the *U.S. 301 Land Use and Transportation Vision and Strategy* for the nine-mile corridor 'bookended' by the municipalities. The interagency effort, led by the Pasco County MPO, is addressing community preferences for the scenic, rural context.





The team used simple graphics and plain language in the guide and public meeting invitations to appeal to a wider audience.

## Guide to Creating and Updating Community Plans

The Hillsborough County City-County Planning Commission, in conjunction with the Hillsborough County Development Services Department, created a guide describing a standardized process and best practices for developing new community plans and plan updates. The guide reinforces the intent of community plans to help preserve unique and special characteristics of communities while also recognizing countywide initiatives such transportation and economic development.

The planning process included a comprehensive review of plans and processes created under the County's decade-long community planning program, research of best practices in community planning across the U.S., and key person interviews. Three community meetings were held in conjunction with project milestones, and two opinion surveys were distributed to obtain the insights and preferences from countywide stakeholders from diverse contexts (rural to urban).

A new community plan feature included in the guide is the action plan. This implementation tool involves prioritizing strategies and assigning responsibilities and timeframes as community plans are developed. Implementing agencies have the opportunity to weigh in on the feasibility of actions and timing. The action plan also establishes a basis for measuring progress over the 10-year community plan period.

The guide includes guiding principles and standardized approaches to engaging stakeholders in creating a vision and strategy, conducting an inclusive planning process, and developing community plans and plan updates that facilitate community endorsement and governing body acceptance.

### Firm: Vrana Consulting, Inc.

*This project represents a highly collaborative process involving diverse stakeholders and multiple agencies in reaching consensus on a contentious topic—regulating for community character. During the economic downturn, some thought community plans were discouraging job creation, while others questioned slow progress in plan implementation.*

**Project Type:** Guidelines and Best Practices

**Location:** Unincorporated Hillsborough County, Florida

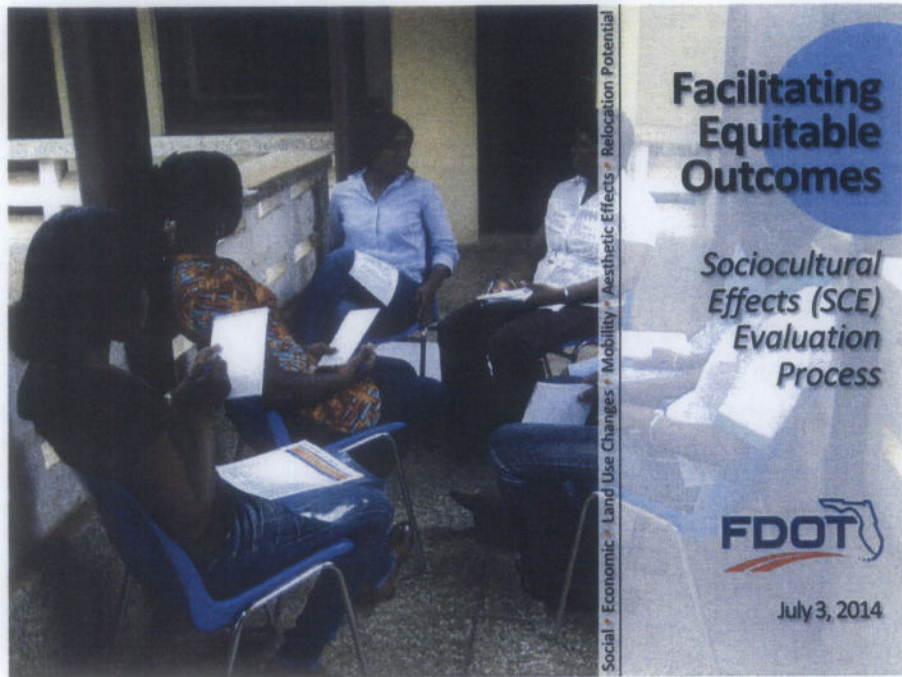
**Personnel Involved:** Tammy Vrana, AICP, Project Manager

**Years of Experience:** 28

**AWARD OF EXCELLENCE - BEST PRACTICES**

*This project received the 2013 Outstanding Achievement in County Planning Awards, American Planning Association*





Better planning outcomes are achieved through inclusion, deliberation, fairness, and transparency.

## Community Impact Assessment and Public Involvement Support

### Firm: Vrana Consulting, Inc.

*These services show the team's awareness of the importance of knowing the community through demographic analysis and engaging potentially affected groups in the decision making process to render better outcomes— including avoidance of unintentional discrimination.*

**Project Type:** FDOT Continuing Service Contract

**Location:** Statewide, Florida

**Personnel Involved:** Tammy Vrana, Task Manager

**Years of Experience:** 28

Vrana Consulting leads the sociocultural effects (SCE) evaluation task team and provides public involvement support as a subconsultant under a Florida Department of Transportation (FDOT) continuing services contract. The FDOT State Environmental Management Office manages the statewide public involvement and SCE evaluation programs by developing and supporting policies, procedures, and guidance for use by FDOT staff, partner agencies, and the public.

Tammy Vrana is a regular instructor for FDOT's Public Involvement Training conducted in FDOT districts throughout the state. She provides guidance on demographic analysis to support community impact assessment during planning and project development. Tammy authored the Practical Application Guides for SCE Evaluation for project evaluations in the planning phase and project development phase.

VCI produced a series of training videos about community impact assessment, including detailed guidance for assessing social, economic, land use changes, mobility, aesthetic changes, and relocation issues during project evaluations. The Facilitating Equitable Outcomes series addresses environmental justice, Title VI, and other non-discrimination laws and policies and includes a methodology for the analysis. The series received high praise from Federal Highway Administration staff and will be featured during a national environmental justice symposium in August 2015.



## Downtown Economic Development Strategy

The town of Beverly, Massachusetts has assets most communities would envy: a long shoreline, a rich maritime history, two colleges, a growing base of creative industries, and easy access to Boston— just half an hour south. But over the past several decades the town has struggled to attract new economic growth. Neighboring Salem attracts thousands of tourists, and new industry has settled in other nearby pockets along the northeastern tech corridor, seemingly leapfrogging over Beverly.

Beverly Main Streets, Inc., the community’s nonprofit downtown economic development organization, conducted a series of community visioning meetings in 2009, identifying strategies for using arts as an economic catalyst in downtown Beverly. It then engaged the CLUE Group to test the market viability of the ideas that emerged and to help turn the community’s vision into an implementation plan.

We realized that the scope of work the organization was considering was too broad and needed to be more tightly focused in order to gain traction with property and business owners, lenders, city officials, and other organizational partners. We also realized that the community needed some additional resources and incentives to stimulate development. We found several specific regulatory barriers that were discouraging new growth. And, we identified several market strengths of which the community was largely unaware.

Our recommendations focused on three key strategies, which included:

- Strengthening and expanding the district’s creative sector
- Strengthening Cabot Street’s role as a commercial center for the community, colleges, and visitors
- Strengthening Rantoul Street’s role as a center for small industries and as a community-serving commercial center

We worked closely with Beverly Main Streets, Inc.’s board, committees, and partners to break each strategy into specific tasks, prioritize and sequence the tasks, and assign responsibility and budget for each one, resulting in a three to five-year work plan to advance the district’s goals.

**Firm: The CLUE Group**

**Project Type: Downtown Economic Development**

**Location: City of Beverly, Massachusetts**

**Personnel Involved: Kennedy Smith, Project Manager**

**Years of Experience: 30**

**Firm: The CLUE Group**

**Project Type: Retail Market Analysis**

**Location: City of Geneva, Illinois**

**Personnel Involved: Kennedy Smith,  
Project Manager**

**Years of Experience: 30**

## **Retail Market Analysis for Downtown**

The CLUE Group completed an assignment for the City of Geneva in 2007 that involved analyzing downtown Geneva's current economic condition and crafting a retail development plan to help position the downtown and its 300-building National Register-listed historic district against an increasingly competitive regional retail environment. Community enthusiasm for the project was high. An astonishing 922 people participated in the community survey (only 400 surveys were needed to provide the level of confidence desired), and regional news coverage reported positive new developments in downtown Geneva (including a key article in the Chicago Tribune, "Downtown Geneva holds strong as mall alternative").

The CLUE Group's work dovetailed into a larger strategic planning process in which the City of Geneva was engaged. In addition to providing recommendations on business development and marketing, CLUE Group provided guidance on a proposed sales tax increase for community infrastructure improvement projects.

## **Economic Implementation Plan**

In too many communities, retail market analyses generate enthusiasm for several months then leave community leaders scratching their heads about how to put the information to work. The National Trust for Historic Preservation engaged the CLUE Group to create a detailed implementation plan to help the Martinsville Uptown Revitalization Association (MURA) and its public- and private-sector partners. We extracted three major strategies from Martinsville's downtown market research including:

- Building the market for downtown retail by creating more downtown housing
- Strengthening existing businesses
- Developing three specialized retail niches

CLUE Group organized a series of workshops to engage members of the community in brainstorming specific activities to advance each strategy, identify the organizations, agencies, and individuals best positioned to implement each activity, and discuss the resources needed. We compiled all the information gathered in these workshops, along with many additional suggestions and resources, into a detailed implementation plan, then provided specific guidance for each activity.



# 4

## Section 4: Project Team

Gianni Longo and Associates



## Section 4 – Project Team

### OVERVIEW

The GLA team has tremendous strength in public engagement and visioning, physical planning, policy review, and commercial district and main street economics. The three principals Gianni Longo, Tammy Vrana, and Kennedy Smith are leaders and pioneers in their respective fields and, collectively, have assisted hundreds of communities. They have worked together on previous assignments and are committed to engage personally in conducting the *Apopka Community-wide Visioning Process*.

The team composition is designed to ensure a seamless transition between engaging the public in developing the vision for the community and translating that vision into a strategic and implementable plan. We have achieved that integration of vision and reality in communities of all sizes and in all parts of the country.

The integration of vision and reality requires clear and transparent communication protocols. We believe that a vision is a two-way learning process. The consultants listen and learn from the community and the community learns from the experience of the consultants. We will make ourselves available—in person or virtually—to ensure that lines of communication are open with residents, special interest groups, the steering committee, staff, and City Council.

With clarity and transparency, the vision and implementation plan will be grounded in reality and owned and understood by the community, factors that will translate into strong and timely support for implementation.

**COMMUNICATION CHART**

This chart shows the degree of integration among members of the GLA team (see yellow box). It also shows the proposed level of two-way communication between team and the community.



Such an integrated structure serves several objectives. It makes the process of public involvement a shared learning process with a transparent narrative available to all. It keeps all interested participants in the loop. It enables informed decision-making.

City Council is kept apprised of the process from the onset and maintains a broad role ranging from contributing ideas, to clarifying issues, to deliberating and ratifying consensus

Finally, the chart clarifies the role of the Steering Committee as the entity that represents the community and functions as a sounding board advising on issues related to both process and content.



## GIANNI LONGO, PRINCIPAL, PROJECT MANAGER

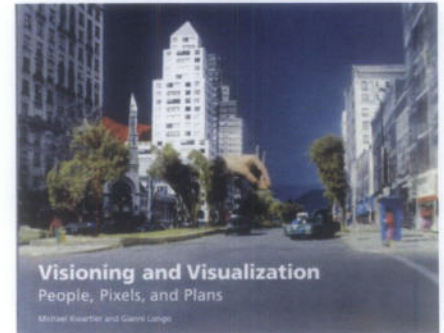
For the past three decades, Gianni Longo has pioneered the development of programs designed to involve citizens in developing their vision for the future in nearly 100 neighborhoods, cities, and regions.

Mr. Longo conceived and developed Vision 2000, a program of community goal setting in Chattanooga, Tennessee. This program, the first of its kind at the time, is credited with stimulating over one billion dollars in development projects in that community. Subsequently, Mr. Longo assisted—through training and direct involvement—communities and institutions throughout the country in developing their unique version of a “vision” process, including the following:

- *Imagine New York: Giving Voice to the People's Visions*, an APA award-winning effort to bring together people throughout the New York City region to share their ideas and vision for rebuilding downtown and memorializing the World Trade Center tragedy
- *Imagine Manatee* for Manatee County, Florida
- *Aspire Winter Haven Vision*, Winter Haven, Florida
- *Make Your Mark!* Lakeland, Florida
- *FoCuS: The Future of Collier County Created By Us*, Collier County, Florida
- *Downtown Vision and Plan*, Fort Wayne, Indiana
- *Vision for Northeast Indiana*, ten-county Fort Wayne Region
- *Vision Plan and Guidelines*, Ada Village, Michigan
- *Rockville's Pike Corridor and Neighborhood Plan* for Rockville, Maryland
- *Community Legacy Revitalization Plan*, vision and plan for Hyattsville, Maryland
- *Nashville: Naturally!* Vision component for the Metropolitan Nashville's Open Space Plan, Nashville, Tennessee
- *Blueprint Houston*, for Houston, Texas
- *CONNECT*, for the Charlotte 15-county, North and South Carolina region
- *Community Development Plan*, for Kona, Hawai'i
- *Comprehensive Plan and Growth Strategy* for Lancaster County, Pennsylvania

Mr. Longo is an architect by training and has strong physical planning and design expertise. He is a highly-skilled facilitator and has been published widely.

*Gianni Longo will serve as project manager. He will oversee the development of the public participation plan, will coordinate major strategy issues, and will play a leading role in presenting the plan to the community and to elected and appointed bodies.*



*Publications by Gianni Longo include: **Visioning and Visualization: People, Pixels and Plans**, named by Planetizen as one of the top ten books for 2009.*

*The book presents a selection of best practices and state of the art techniques on how to integrate digital technology with visioning.*





**Zack Adelson** will focus on logistics coordination and design and production of meeting collaterals and visuals.

#### **ZACK ADELSON, LOGISTICS AND VISUALIZATION SPECIALIST**

Zack Adelson is an urban designer and project manager with experience in a range of national and international projects.

After graduating from the University of Miami School of Architecture with honors, he began his career at the pioneering urban design firm, Duany Plater-Zyberk (DPZ) and Company, based in Miami. There he participated in all facets of the design process from research, to production and presentation. These projects ranged in scale from neighborhoods to cities.

After DPZ, Zack worked at Studio LFA, where he expanded his international experience, working mainly on projects in Australia, China, and the Middle East.

In 2014, Zack joined the GLA team to participate in the Next Generation NYCHA (New York City Housing Authority) project as a facilitator and designer. During the project, the team worked with residents from three New York City Housing Authority communities to document their most pressing issues and develop an action plan to address them. Zack provided logistic support for the effort, facilitated at all public sessions, and developed project graphics.

**Claudie Mabry** will focus on analyzing and sorting public input and coordinating public meeting activities.

#### **CLAUDIE MABRY, PROJECT COORDINATION**

Claudie Mabry has Master of Science in Urban Policy Analysis and Management from Milano School of International Affairs, Management, and Urban Policy at the New School. Claudie is proficient in policy analysis, quantitative and qualitative research methods, community organizing, and geographic information systems (GIS).

She joined the GLA team on the *Next Generation NYCHA* pilot initiative. During this project, she facilitated a series of community-visioning exercises with residents from three NYCHA developments, coordinated logistics for the initiative, and managed public engagement elements for the entire project. Currently, she is organizing a series of roundtable workshops this spring to discuss how local and state stakeholders can increase art and culture access to NYCHA communities with Naturally Occurring Cultural Districts New York.





## TAMMY VRANA, AICP

Tammy has 28 years of Florida planning experience including more than six years serving as local government staff and seven years as president of VCI.

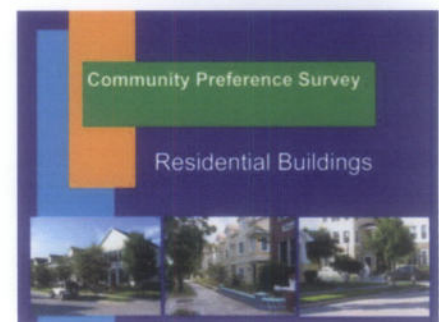
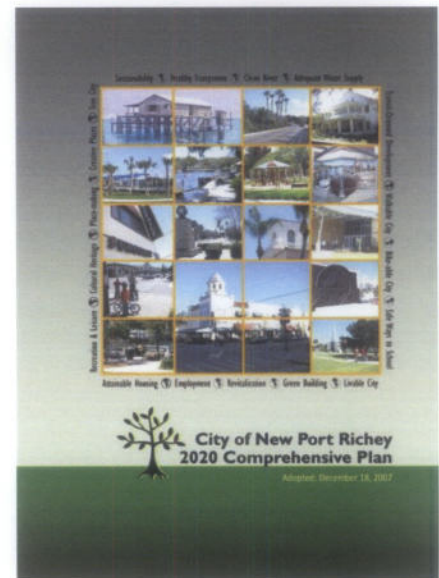
As the long-range planning manager and economic development coordinator for the City of Clearwater, Tammy created a five-year action program setting forth strategies to stabilize and restore vitality to a 176-acre district in the Community Redevelopment Area. She developed a communications and outreach plan to engage the district's diverse population groups, including many newly arrived residents and business owners from Mexico. Notable accomplishments include establishment of a district stakeholder advisory group, encouragement for a start-up resident and business association, and organization of multicultural celebrations designed to encourage Hispanic resident participation including *Sunday Ciclovía* (car-free street day) and the *Talento 2010* mural project (murals painted by community groups in coordination with local Hispanic artists).

Tammy specializes in comprehensive planning with a focus on integrated multi-modal transportation and land use planning for livable, sustainable communities. Having authored several comprehensive plans in their entirety, Tammy has a deep understanding of the Florida Community Planning Act and methods for identifying and synthesizing community preferences and concerns and devising policy solutions. Other project experience includes community visions, transit-oriented development policy, infrastructure/resource level of service analysis, community impact assessment, special area strategic plans, and public engagement.

### Select Project Experience

- Project Manager, (re)Imagine Gall Boulevard Regulating Plan and Form-based Code, City of Zephyrhills (2013-2015)
- Sub-consultant, Neighborhood Plans for Historic Uptown and Historic Roser Park Neighborhoods, City of St. Petersburg (2012-2014).
- Project Manager, Community Gardens Program, City of Dade City (2013) – *Florida APA Award of Merit*
- Sub-consultant, Aspire Winter Haven Vision, Winter Haven Chamber Committee (2012)
- Project Manager, Sustainable Zephyrhills Community Action Plan, City Of Zephyrhills (2012)
- Project Manager, Guide To Creating & Updating Community Plans, Hillsborough County City-County Planning Commission (2011-2012)
- Project Manager, Several Comprehensive Plans, Evaluations, and Amendments for Florida Local Governments (1989-2015)
- Project Planner, Imagine Manatee Vision Process and Plan, Manatee County (2001-2002)
- Project Manager, Transit-Oriented Development Policies, City of Clearwater (2010)

*Tammy Vrana will have two distinct roles. She will lead the technical analysis of the process and provide onsite coordination with staff.*





*Kennedy Smith will conduct demographic and economic analysis, develop recommendations that will be integrated in the vision's strategic plan, and provide economic development implementation best practices.*

#### **KENNEDY SMITH**

Kennedy Lawson Smith is one of the nation's foremost experts on commercial district revitalization, main street economics, and independent businesses, and a prominent spokesperson for economically and environmentally sound community development.

After serving as director of Charlottesville, Virginia's downtown revitalization organization in the early 1980s, Kennedy created a retail market analysis methodology specifically for older commercial districts and that is now used in downtown revitalization programs throughout the United States. She joined the staff of the National Trust for Historic Preservation's National Main Street Center in 1985 and became its director in 1991, a position she held for 13 years. During her tenure, the Main Street program was recognized as one of the most successful economic development programs in the nation, generating \$18 billion in new investment and stimulating development of 226,000 new jobs and 56,000 new businesses and expanding to a nationwide network of almost 2,000 towns and cities, with additional programs in Australia, Canada, New Zealand, Singapore, Taiwan, and the United Kingdom.

In 2004, Kennedy and several colleagues launched the Community Land Use and Economics Group, LLC; a private consulting firm that helps civic leaders create and implement innovative, sustainable economic development strategies for older and traditional commercial districts. Kennedy's work focuses particular attention on cultivating locally owned businesses, creating effective incentives, finding new uses for key historic buildings, and strengthening the organizational infrastructure needed to create vibrant town centers. She also teaches graduate-level classes in historic preservation economics for Goucher College.

Kennedy has been featured in news media ranging from the New York Times, Business Week, Forbes, Governing, NPR, and Red Herring to "Donahue," "CBS Sunday Morning," and Public Radio International's "Marketplace." She has written numerous articles on the economic dynamics of traditional business districts and is a popular international speaker on small businesses, retail development policy, and commercial district development issues.

In March 2002, Fast Company magazine named her to its first-ever list of "Fast 50 Champions of Innovation," recognizing "creative thinkers whose sense of style and power of persuasion change what our world looks like and how our products perform." In May 2004, the National Trust for Historic Preservation recognized her achievements with its President's Award, for her "leadership and vision ... in creating one of the most admired and successful preservation programs in the country." She was a 2005-2006 Loeb Fellow at the Harvard Graduate School of Design. In 2009, Planetizen.com included her in its first list of "100 Top Urban Thinkers" in history.

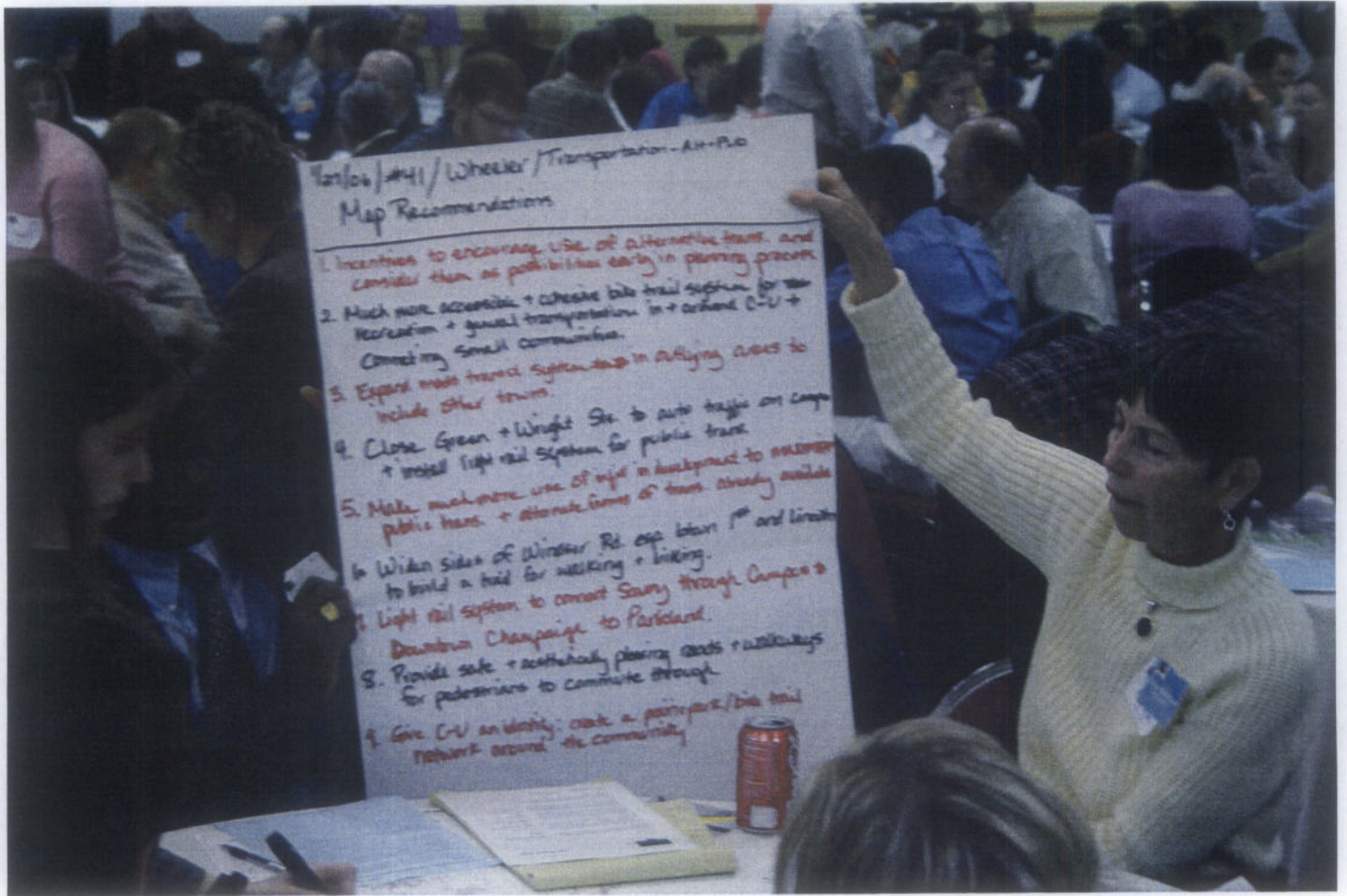


# 5

## Section 5: Commitment to Schedule

Gianni Longo and Associates





## Section 5 – Commitment to Schedule

The GLA team is committed and has the experience to complete the development of the *Apopka Community-wide Visioning Process* within the specified seven months of the contract date. A timeline of the process is attached to *Section 6: General Work Program*.

The GLA team believes that vision processes should be completed in a compressed timeframe to attract participation and build momentum for implementation. We have often worked within time constraints and have relied on our experience to move quickly—and thoughtfully—from start to finish.

In *Imagine New York*, a public process conducted after the 9/11 attacks, ACP conducted 253 meetings throughout the New York Metropolitan Area in a period of eight weeks, engaging over 4,000 participants. The total span of the project was seven months. The Columbus 2012 process that included extensive focus group-like stakeholder meetings was completed in six months. *Vision 2020* in the 10-county Northeast Indiana region began on January 15, 2010, and concluded in June with a Regional Economic Summit attended by over 1,000 participants.



# 6

## Section 6: General Work Program

Gianni Longo and Associates

## Section 6 – General Work Program

### OVERVIEW

This section outlines the work program and schedule for the *Apopka Community-wide Visioning Process*. The work program is organized into seven phases as summarized in *Section 2: Approach*. Those phases track the project deliverables listed in the RFP. The sequence of the phases has been rearranged to better reflect the content and flow of the process. Specifically, the *Conduct the Community-wide Visioning Process* phase has been divided in two parts, and placed in the appropriate process sequence. The seven phases are listed to the right and described below.

It is understood that the work program will be finalized following meetings between the team, City staff, and the Steering Committee.

The work program is followed by a timeline that reflects the seven-month schedule to complete the work as described.

#### 1. Finalizing the Process

Members of the GLA team will convene in Apopka to kick-off the vision and familiarize themselves with the community. In this phase the team will complete four tasks.

##### Tasks

*Team-Staff Workshop* – The GLA team will meet with City staff to finalize all aspects of the program. In that work session:

- Staff and the team will finalize dates, deliverables, and internal and external communication protocols;
- Staff will provide an update of current and planned land use, transportation, and economic development initiatives;

### Section Organization

1. Finalizing the Process
2. Reaching Out to the Community
3. Conducting the Community-wide Visioning Process – Part I: Listening to the Community
4. Review City Policy Documents and Economic Analysis
5. Finalizing Vision Statements and Goals
6. Conducting the Community-wide Visioning Process – Part II: Ratifying the Vision
7. Preparing the Strategic Implementation Plan

- Staff will provide a synopsis of relevant documents that the team will review and analyze.

*Touring the City* – Staff will lead a tour of the city. Members of the Steering Committee should be invited to join. The tour should provide an overview of issues and conditions found throughout Apopka.

*First Meeting with the Steering Committee* – The team will facilitate the meeting to review the final scope and schedule and engage the Steering Committee in a preliminary strengths and weaknesses identification session. The team will meet with the Steering Committee and staff monthly.

*Introducing Team to the Community* – The team will conduct an evening public meeting to introduce itself to the community, explain the vision program, and feature successful visions.

## Phase 1: Deliverables

- Team- Staff workshop
- City tour
- Steering Committee meeting
- Finalized scope and schedule
- Preliminary issue identification

## 2. Reaching Out to the Community

This phase focuses on ensuring the balanced and inclusive attendance of stakeholders, residents, and special interests. The team, with guidance from the Steering Committee and working with staff, will conduct the following tasks:

### Tasks

*Developing an Outreach Plan* – The team will assist staff in developing an effective outreach plan that ensures strong geographic, demographic, and institutional participation. The plan will include use of digital communication tools as well as more conventional face-to-face techniques to approach special interest groups, neighborhood organizations, homeowners associations, churches, senior citizens, youth, and groups that are traditionally underrepresented in public engagement processes. The latter group is a critical one to engage given changing demographics and spread-out settlement patterns in the City.

*Developing the Project Identity* – The team will facilitate a brainstorming session with the Steering Committee and staff to develop the project identity. The identity will include a name, tagline, graphics, project descriptions, and talking points. These will appear in all communications, flyers, and the project website.

*Targeting Media* – The team will assist staff in developing a conventional media strategy to keep the community apprised of all vision activities.



*Developing a Project Website* – The team will work with the City’s information director to establish a dedicated website. As the visioning process develops, the team will provide content in the form of posts, images, and process documentation. The VCI team member will lead in this task. Tammy Vrana currently assists the City of Zephyrhills in maintaining the project webpage for a form-based code project associated with *(re)Imagine Gall Boulevard* (<http://tinyurl.com/p4lyaaf>), and created webpage content for the City of New Port Richey Development Department (<http://tinyurl.com/kotlr4p>). VCI maintains access credentials for the websites.

*Steering Committee Meeting* – The team will meet with the Steering Committee to review outreach and media strategies.

### **3. Conducting the Community-wide Visioning Process – Part I: Listening to the Community**

The initial activities of the public process include interviews with stakeholders and the implementation of the neighborhood meetings and workshops identified in the RFP. The purpose of these meeting is to establish a baseline of ideas from the public about the future of the community. The baseline will be used to build preliminary principles and goals.

#### **Tasks**

*Interviewing Stakeholders* – The team will conduct up to 10 individual and/or group interviews to acquire local intelligence about community and economic development strengths and weaknesses, “hot buttons” issues, and community attitudes.

*Conducting Public Idea-gathering Meetings* – The team will conduct a minimum of seven public idea-gathering meetings in neighborhoods, with business groups, and with a group of community and business leaders identified by the City. The techniques used will vary depending on the targeted group and the size of the meeting.

Big meetings can be held in specific quadrants of the City, encompassing multiple neighborhoods. Typically the format of big meetings includes an assembly period and brainstorm sessions in facilitated small groups. Small meetings can be held in places where geography, socio-economic conditions, and language barriers call for a more targeted approach.

The sequencing of meetings is important. The team recommends starting with large neighborhood meetings to create a baseline of ideas that can then be tested in smaller meetings with stakeholders, community leaders, and City Council.

### **Phase 2: Deliverables**

- Outreach plan
- Project identity
- Media plan
- Project website
- Steering Committee meeting

### **Digital Surveys**

*Throughout the visioning process, the team will make extensive use of electronic keypads to survey participants. Electronic keypads allow participants to respond to questions and receive instant feedback. They lend unprecedented transparency to the process.*

*The team will use keypads to identify the demographic breakdown of participants and to measure preferences in a variety of topics.*



## MENU OF WORKSHOP TECHNIQUES

The techniques listed below have proven effective in creating a safe and creative environment that is likely to attract inclusive participation. They have also been selected to address a specific need of the *Community-wide Visioning Process*—identifying community-wide goals, while honoring more localized priorities of neighborhoods and commercial districts. Which of these techniques will be used in the end will be determined after consultation with City staff and the Steering Committee. Techniques will be tailored to the targeted audience of each meeting and the meeting type and size. GLA will train community facilitators to manage small group activities.

**Strong Places, Weak Places** – *This exercise is a variation of the well-established SWOT (strengths, weaknesses, opportunities and threats) procedure. It uses a map of the area targeted for enquiry and asks participants to identify on the map specific locations that represent strong places, weak places and places of opportunity. The identification of strong places leads to an understanding of what makes those places strong. The identification of weak places leads to an exploration of why those places are weak. Places of opportunity orient participants toward identifying solutions. This technique is very useful to link participants' thinking to the physical reality of a community and is a key technique for the small group activities within a large meeting. In the Community-wide Visioning Process this technique will be used in big meetings in conjunction with an unconstrained brainstorming exercise.*

**Critical Questions** – *The critical questions format is used to explore issues and ideas in more depth. As questions come up in the course of the vision, they are addressed in a small-group format. The groups that address the question include participants that are passionate and informed about the issue being discussed. They address the specific questions as a proxy to the community at-large. The process does not force agreement and consensus; rather it provides a snapshot of responses. If consensus emerges, it is noted. If the dialogue reveals specific areas of disagreement, those are noted as well. This technique is typically used to test specific discrepancies that may exist between what the community wants and the findings of the technical analysis. In Apopka, this technique is likely to be used in the Community Choices workshop.*

**Asset-Based Program and Policy Development Workshop** – *In the later phases of a project, we can help move the community along the implementation path with a program and policy development workshop designed from the concepts of asset-based community development, an approach to community development that recognizes and builds on the benefits and amenities already existing within a community. While focusing on problems can be depressing and exhausting, identifying and organizing around assets provides a firm foundation to release new ideas and energy. Participants will brainstorm community assets (personal, institutional, financial, physical, etc.) and then work together to combine assets to develop actions that can move the community toward the vision. At the end of the workshop, participants will be asked to join working groups to implement actions and help guide the subsequent policy and program changes. In the Community-wide Visioning Process this technique should be used with community leaders in later phases of the process.*

**The World Café** – *The activity takes place in a very informal setting—a room with several small tables. A series of questions are discussed in very small groups that split up and reform with each question. The activity allows the participants to consider each other's ideas and perspectives and build a shared understanding of the topic. The very small groups (3 to 5 people) give everyone the opportunity to participate actively and encourage those who are uncomfortable in a larger setting. Mixing up the groups between each question builds a sense of cohesion about the vision. In Apopka, this technique should be used in small, targeted meetings.*



*Documenting Public Meetings* – The team will summarize interviews and will database, sort, and analyze ideas collected in the public meetings. The summaries will be posted on the project website.

*Conducting Workshops with City Council* – The first workshop with City Council will focus on the results of the public idea-gathering meetings. Currently the work program lists three meetings with City Council at key junctures in the process.

*Report #1: What the Community Wants* – Following meeting with City Council, the team will produce a report that identifies community preferences and goals. The focus will be on shared community values and aspirations. The report will nonetheless recognize specific neighborhood level priorities. The goals will be finalized in phase 6, below.

### **Phase 3: Deliverables**

- Stakeholder interviews completed
- Meeting formats and collaterals
- Facilitator instructions and training
- Idea-gathering meetings
- Ideas data based, sorted, and posted
- City Council workshop
- Report #1: What the Community Wants

#### **4. Review City Policy Documents and Economic Analysis**

Concurrent with the idea-gathering meetings, the team will review the City's policy and regulatory documents and analyze economic conditions. The results of this effort will establish a foundation of data upon which to build the strategic implementation components of the vision.

##### **Tasks**

*Reviewing the City's Policy Framework* – Staff will provide the team with copies of existing plans and relevant studies. The VCI team member, working closely with City staff, will review the *City of Apopka Comprehensive Plan 2030*, the *City of Apopka Land Development Code*, and other relevant documents, such as the *Ocoee Apopka Road Small Area Study*, to identify similarities and differences between what the community wants and what is possible under current policies and regulations.

*Analyzing Demographic & Population Trends* – The CLUE Group will conduct research and data compilation on demographic and population trends as they relate to the project.

*Conducting Economic Research* – The CLUE Group will compile and analyze data on existing business entities; identify job and industry clusters; estimate retail buying power of residents; identify sales voids; and examine economic development tools and incentives already in place. Some data will be gathered during the initial field review of Apopka, with other data collected online and by email.



#### Phase 4: Deliverables

- Policy framework review
- Demographic analysis, trends, and projections
- Economic analysis
- Steering Committee meeting
- Report #2: City Policy Framework
- Report #3: Economic Possibilities

#### Phase 5: Deliverables

- Goal Writing workshop
- Vision statement(s), goals, and actions
- City Council workshop

*Meeting with the Steering Committee*– GLA will review findings with the Steering Committee.

*Documenting Results* – The team will prepare two reports: *Report #2: City's Policy Framework* and *Report #3: Economic Possibilities*.

#### 5. Finalizing Vision Statements and Goals

The team will bring together all information and data gathered to-date in preparation for the *Goal Writing Workshop* with City staff and the Steering Committee.

##### Tasks

*Goal Writing Workshop* – The team will lead a workshop designed to translate the large numbers of ideas gathered from the public into draft goals and actions. In doing so it will use a proprietary technique to extract goal statements and potential actions from a large body of information. Following the drafting of the goals and the identification of preliminary actions, the team will engage the Steering Committee in developing a vision statement(s) that captures the community's aspirations.

*Conducting Workshops with City Council* – The second workshop with City Council will focus on reviewing the emerging community vision.

#### 6. Conducting the Community-wide Visioning Process – Part II: Ratifying the Vision

In this phase the team will go back to the community to gain feedback on the emerging vision and proposed actions and to help address discrepancies between the vision and the City's policy framework.

##### Tasks

*Conducting the Community Choices Workshop* – This workshop is a two-day event designed to publicly review the results of the idea gathering and technical analysis phases and to validate the emerging vision. It typically includes:

- Interviews with selected stakeholder groups, from the original list or new ones.
- The Summit: A public meeting with three components: a.) presentation of results; b.) review of goals and actions; and c.) facilitated small-group activities to address critical issues and discrepancies.
- A follow-up meeting with City staff and the Steering Committee to review the results and move forward in finalizing the community vision.

*Conducting Workshops with City Council* – The third workshop with City Council will focus on the emerging consensus and preliminary prioritization of recommendations.

*Preparing the Vision Policy Framework* – At the end of the Community Choices workshop all the elements will be in place to enable the team to prepare the first draft of *Report #4: Vision's Policy Framework*. The framework will describe and illustrates how the City can realize its vision. This will include the vision statement(s), goals, actions, and any visuals identified through the process.

### **7. Preparing the Strategic Implementation Plan**

In this phase the team will work with City staff and the Steering Committee to strategize implementation, identify key implementation partners, and recommend implementation first steps.

#### **Tasks**

*Conducting Steering Committee and Staff Workshops* – The team will schedule two workshops to focus on translating the broad community-wide vision into a focused, strategic implementation plan. The workshops will integrate the Steering Committee's understanding of the City's decision-making, institutional and leadership environment with the team's knowledge of successful initiatives and best practices.

*Producing The Implementation Matrix* – The matrix is a document that identifies catalytic project and initiatives, primary and secondary responsible parties, and implementation timeline in an at-a-glance spreadsheet. The *Report #5: Implementation Matrix* will be the final deliverable of the visioning process.

*Staff Review* – City staff will conduct a review of all five reports and recommend revisions.

*Presenting the Final Vision* – After making appropriate revisions to the reports the team will finalize them and make a final presentation to the community and City Council.

### **Phase 6: Deliverables**

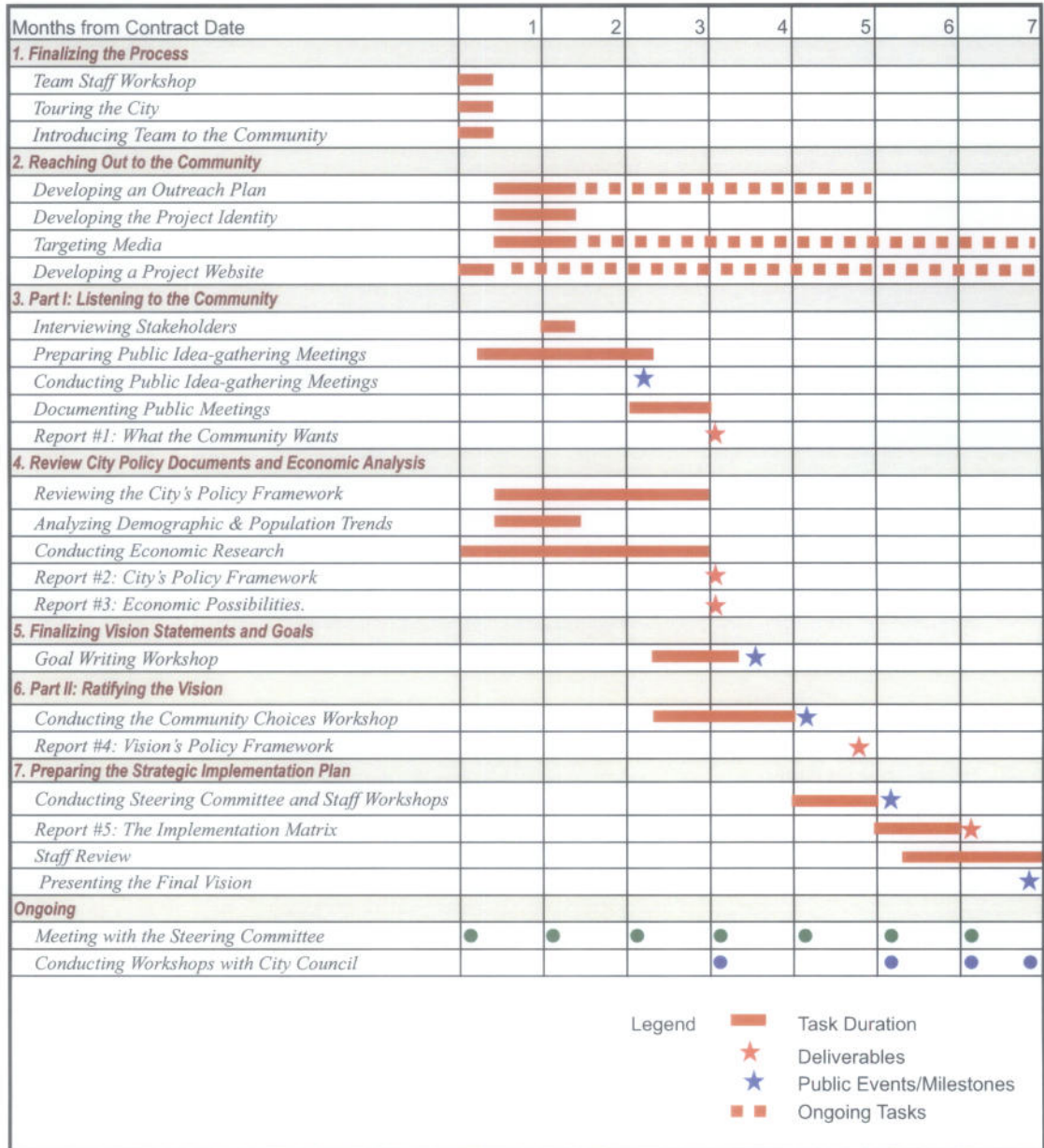
- Community Choices workshop
- Steering Committee follow-up meeting
- City Council workshop
- Report #4: Vision's Policy Framework

### **Phase 7: Deliverables**

- Steering Committee and staff workshops (2)
- Draft implementation matrix
- Staff review
- Final report
- Community presentation

### PROPOSED SCHEDULE

The proposed schedule illustrates the scope of work graphically, indicating key events and milestones in the process. It is anticipated that this schedule will be refined along with the scope of work in consultation with City staff and the Steering Committee.





# 7

## Section 7: Fee for Services

Gianni Longo and Associates

## Section 7 – Fee for Services

The estimated costs for the scope of services are divided in two parts. The first provides a cost breakdown by phase. The other provides the hourly rates for each individual team member.

### Cost Breakdown by Phase

The total estimated cost to complete the work program described in Section 6 of this proposal is \$124,120. The diagram below shows the fee allocation by phase. The specifics of the tasks and deliverables included in each phase are found in Section 6 of the proposal.

1. Finalizing the Process	\$ 5,000
2. Reaching Out to the Community	\$ 8,000
3. Part I: Listening to the Community	\$20,000
4. Review City Policy Documents and Economic Analysis	\$30,000
5. Finalizing Vision Statements and Goals	\$12,000
6. Part II: Ratifying the Vision	\$26,000
7. Preparing the Strategic Implementation Plan	\$15,000
Total Fee	\$116,000
Expenses @ 7% of the fee	\$8,120
Total Fee for Services	\$124,120



**Hourly Rates by Team Member**

**Gianni Longo and Associates**

Gianni Longo	\$150
Sack Adelson	\$ 90
Claudie Mabry	\$ 70

**Vrana Consulting Inc.**

Tammy Vrana	\$110
-------------	-------

**The CLUE Group**

Kennedy Smith	\$150
---------------	-------





# Additional Signature Pages

Gianni Longo and Associates

EXHIBIT "B"

PROPOSAL SIGNATURE FORM

I GIANNI LONGO, PRESIDENT, OF GIANNI LONGO AND ASSOCIATES CERTIFY THAT I, HAVING PERSONALLY APPEARED FOR IDENTIFICATION AND THAT I AM AN AUTHORIZED REPRESENTATIVE OF A FIRM, COMPANY, PARTNERSHIP, OR ANY OTHER LEGAL BUSINESS ENTITY SUBMITTING A PROPOSAL UNDER THE CITY OF APOPKA REQUEST FOR PROPOSAL OR THAT I DO HEREBY AUTHORIZE THE FOLLOWING TO ACT AS MY AGENT(S) IN SUBMITTING A REQUEST FOR PROPOSAL TO THE CITY OF APOPKA:

- 1) NA  
(List Agent)

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE PROPOSAL APPLICATION AS SUBMITTED BY MY AGENT(S), AS REFERENCED ABOVE, I FURTHER UNDERSTAND THAT EACH TIME MY AGENT(S) SUBMITS A PROPOSAL OR SIGNS ANY REQUIRED DOCUMENTATION, THAT THE INDIVIDUAL MUST EXHIBIT THIS AUTHORIZATION FORM TO THE CITY STAFF UPON REQUEST.

*Gianni Longo*  
Signature of Proposer

STATE OF New York  
COUNTY OF Manhattan

The foregoing instrument was acknowledged before me this 11 day of March, 2015, by GIANNI LONGO who is personally known to me or has provided the following identification NY DRIVING LICENCE # 458191571

*Kathleen Meades*  
Notary Public

KATHLEEN MEADES  
Notary Public, State of New York  
No. 01ME316165  
Qualified in Richmond County  
Commission Expires December 8, 2018

Commission/Stamp/Seal:

KATHLEEN MEADES  
Notary Public, State of New York  
No. 01ME316165  
Qualified in Richmond County  
Commission Expires December 8, 2018



CITY OF APOPKA  
INVITATION TO RFP/BID

EXHIBIT "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

(Submit in Triplicate)

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Apopka City Council by GIANNI LONGO,  
PRESIDENT for GIANNI LONGO AND ASSOCIATES  
[Print individual's name and title]  
[print name of entity submitting sworn statement]

whose business address is: 636 BROADWAY, SUITE 1111, NEWYORK, NY, 10012

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-1320907.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:                     /                    .

I understand that no person or entity shall be awarded or receive a city contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of city monies unless such person or entity has submitted a written certification to the City that it has not:

- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.



**CITY OF APOPKA  
INVITATION TO RFP/BID**

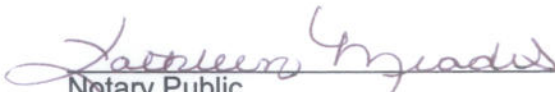
Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's Project Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

  
\_\_\_\_\_  
Signature of Proposer

STATE OF New York  
COUNTY OF Manhattan

The foregoing instrument was acknowledged before me this 11 day of March, 2015, by GIANNI LONGO who is personally known to me or has provided the following identification DRIVER LICENCE (NY) 458 191 571.

  
\_\_\_\_\_  
Notary Public

KATHLEEN MEADES  
Notary Public, State of New York  
No. 01ME6316165  
Qualified in Richmond County  
Commission Expires December 8, 2018

Commission/Stamp/Seal:

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

EXHIBIT "D"

DRUG FREE WORKPLACE CERTIFICATION

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

GIANNI LONGO & ASSOCIATES  
BUSINESS NAME

  
PROVIDER'S SIGNATURE



CITY OF APOPKA  
INVITATION TO RFP/BID

EXHIBIT "E"

BIDDER'S CERTIFICATION

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to 30 days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the Apopka Police Department prior to award.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Apopka or of any other bidder is interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

GIANNI LONGO AND ASSOCIATES  
NAME OF BUSINESS

*Gianni Longo*  
SIGNATURE

GIANNI LONGO, PRESIDENT  
NAME & TITLE, TYPE OR PRINTED

636 BROADWAY, SUITE 1111  
MAILING ADDRESS

NEW YORK, NY, 10012  
CITY, STATE, ZIP

STATE OF New York  
COUNTY OF Manhattan

Signed and sworn to (or affirmed) before me this 11 day of March, 2015, by GIANNI LONGO, who is personally known or produced NYS DRIVING LICENCE 458191571 as identification.

[SEAL]

*Kathleen Meades*  
SIGNATURE OF NOTARY PUBLIC

PRINT, TYPE OF STAMP COMMISSIONED NAME OF NOTARY PUBLIC

KATHLEEN MEADES  
Notary Public, State of New York  
No. 01ME6316165  
Qualified in Richmond County  
Commission Expires December 8, 2018



**City of Apopka**  
**Community Wide Visioning Process**

RFP 2015 02

Proposal submitted by:

**Analytica**

Newberry, FL 32669

With support from

**Oppenheim Research**

Tallahassee, FL

**Southern Design Works**

Atlanta, GA

**Urban Box Studio**

McDonough, GA

March 22, 2015

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# Analytica

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352 262 9460 Voice  
888 287 3959 Fax  
[www.analytica-group.com](http://www.analytica-group.com)

March 25, 2015

Linda Goff  
City of Apopka City Clerk  
120 East Main Street  
Apopka, Florida 32703

Subj: Solicitation: RFP-Community-Wide Visioning Process RFP 2015-02  
Solicitation Due Date & Time(EST): March 25, 2015 by 3:00p.m. (one original , 7 copies and one electronic copy)

## Transmittal Letter

Dear Ms Goff:

I am pleased to submit this proposal to provide community visioning services per the subject RFP. We understand this to be a Community-Wide Visioning Process that will establish a five year strategic plan for the City of Apopka and its neighborhoods based on extensive community engagement. This plan should be done in the context of regional development and address how Apopka will participate in and benefit from that development.

The team for this project has extensive experience in community visioning and strategic planning projects including projects such as Orlando, Naples, DeLand, Longboat Key, St. Augustine, Tallahassee, Fort Walton Beach, Pompano Beach, Palm Coast, Alachua County, Charlotte County, Polk County, Palm Beach County, Pinellas County, Hillsborough County as well as communities in Texas. We have extensive experience in working with high growth communities and the stresses of community change ranging from shifting community identity to the development of new economic drivers to the increasing demands on public services and infrastructure.

Over the course of thirty (30) years we have developed a distinctive approach to visioning which focuses building strong consensus through a process that provide the key experiences from which consensus can develop. These experiences begin with a foundation of public trust, which in turn generate a high level of community consensus and commitment to implementation of the vision. The methodological section describes this approach in some detail. Our approach to process architecture focuses on establishing productive working relationships among community members while concurrently emphasizing transparency and process integrity as the foundations for end product that the community will both trust and support. From this perspective our approach is high touch.




At the same time we use a variety of state of the art technologies which enable broad and extensive community input. These technologies include a dedicated web site with social media capacity and a public engagement tool that enables the public to contribute ideas and indicate preferences and priorities. We bring the capacity to develop various graphical images of desired features and community design and test them via our various tools. This is the high tech element of the process.

Our multi-disciplinary and diverse team for this project possesses backgrounds in consensus building, process design and facilitation, community planning, public engagement, minority community outreach, architectural renderings and sketches, web and social media, project management, public administration, and governmental finance. We combine deep experience in community visioning and strategy development, community planning, strategic planning, and public administration with a broad set of cutting edge technologies that result in consensus based community visions that are both executable and sustainable. The combination of experience, technique and skill set will assist you in maintaining neighborhood identity and economic diversification while simultaneously laying the foundation for a single community identity expressed as a set of shared goals and pathways to those goals.

Please contact me if I can provide any additional information. This proposal was developed independently and the undersigned can bind the firm to the proposal. We are not relying on any acquisition or merger for meeting the minimum qualifications requirement. All team members have bachelors or graduate degrees in the fields needed to complete this project.

Per the RFP requirements we are affirming that we have the resources and capacity to complete this project within a seven month time frame.

Cordially,



Herbert A. Marlowe, Jr., Ph.D.  
Principal

## Project Organization

Resumes for the following individuals will be found in the Resume section.

**Herb Marlowe**, Ph.D., Project Manager. Dr. Marlowe has led over the development of community vision and strategic plans for over 50 organizations, most of whom are local government in Florida. He has over 30 years of experience and in that time period has worked not only with municipalities and county governments but also with state and federal agencies, special taxing districts and professional public service associations. His role in the project will include not only project management but also facilitation of key meetings, work with the elected officials and preparation of the reports. Dr. Marlowe will directly supervise the following team members.

**Rick Helms**, B.A. Mr. Helms is a former local government executive with 30 years of experience not only at the executive level but also in-depth experience in budgeting and IT issues. He will work on any needed fiscal analysis and provide support to any IT related work as well as provide meeting facilitation support as needed.

**Michael Joachim**, AICP. Mr. Joachim has over 30 years of experience in the public sector including time as the lead planning official in a local government. He has extensive experience in comprehensive plan development and land uses. In this project he will work on the consistency review as well as facilitate various meetings.

**Mac McDowell**, B.A.. Mr. McDowell has a 30 year background in the Human Resources and Relations field with experience in the military, Tampa General Hospital and various non-profits. He is particularly conversant in working with a variety of minority and ethnic groups. His role in this project will be to facilitate certain neighborhood sessions.

**Michael Sabine**, M.A. Mr. Sabine a former local government executive with experience in comprehensive plan development, LDRs, budget and finance and IT services. He will manage the dedicated web site, participate in the consistency review and feasibility assessment and provide meeting facilitation support as needed.

Staff for optional activities. The proposal provides some optional alternative services. The key staff in this are:

**Annaliese Oppenheim**, surveys. Ms. Oppenheim has over 25 years of experience conducting scientific surveys for public agencies.

**Anna Dunn**. Ms. Dunn has over 15 years of experience in the architectural field with developing images and plans for clients.

**Jason D. Perry** RA, NCARB is a firm principal for Southern Design Works with <sup>over</sup> 15 years of experience. Previously he was associated with MSTSD, Inc.: Atlanta, GA. He received his Bachelor of Architecture degree from Southern Polytechnic State University: Marietta, GA. He also undertook design studies at Anhalt University of Applied Sciences, Bauhaus: Dessau, Germany.



## Work Plan

The work plan is presented in four sections. Section 1 provides a discussion of the concepts underlying our approach. Section 2 describes the project as a set of phases. Section 3 provides a specific task list and timeline. Section 4 describes the various tools and techniques that will be used.

**A note to the reviewer.** Recognizing the time demands upon a reviewer, we have attempted to present our approach thoroughly yet succinctly. The major points are in this standard narrative. Material that provides a more in-depth explanation, example or discussion is presented in either textboxes, shaded text or in appendices. A different font has been used for these more in-depth presentations so that it will hopefully be easier for the reviewer to distinguish core text from optional text.

### Section 1: Conceptual Foundation

#### Community Visioning: Building consensus about a desired future

The premise of Analytica's approach to community visioning is that a City, such as Apopka, exists to enable or support a range of experiences for its residents, businesses and visitors. The success of a City is ultimately judged by the availability and quality of those experiences as delivered in a sustainable manner. An effective vision for the future addresses the desired results for each type of experience as shown in figure 1. Our approach produces three strategies which will produce those desired results.

- Place, community character and design (natural and built environment, scale, densities and intensities of uses, historic preservation and protection, mobility features, etc)
- Services (public services such as water, sewer, electricity, basic consumer needs, entertainment and recreation, public safety)
- Opportunities (economic, educational, social interaction, social contribution, new highway access)

Analytica's approach to community visioning and strategic planning is a comprehensive one. It certainly includes the built (public spaces, neighborhoods, transportation networks) and natural environment but goes beyond those starting factors. It also includes:

- the desired experiences that the built and natural environment facilitates and enables;
- the accessibility of the Apopka from a mobility standpoint, from the perspective of persons with physical challenges, from a physical safety perspective, from a multi-generational perspective, from a design and signage view;
- the strategies that the Apopka will use to promote economic and educational opportunity while building community wealth;
- the provision of basic needs such as water, sewer, electricity;
- the socio-cultural and economic factors that make each City distinctive whether that be an emphasis on active lifestyles, arts and culture, history, food, sports, multi-generational linkages, demographic sectors, or various economic drivers.



Figure 1: The key experiences a City enables, supports or facilitates



### **A Visioning Methodology that builds Trust, Consensus and a Commitment to Execution**

Analytica, in the course of years of experience in facilitating community visioning projects and strategic planning, has developed a distinctive approach that sets us apart other firms. Our work is designed to produce these outcomes:

- A strong degree of trust and community support in the visioning process itself and the outcomes it produces
- A high degree of community consensus and support about future direction and the steps to move in that direction
- A thoughtful approach to the pursuit of goals for which there is broad commitment.

These outcomes are created through four design principles. These are:

- Trust and Consensus building
- Social capital
- Collective intelligence
- High touch, high tech

Each of these is discussed below. Prior to the discussion of design principles, there is a brief discussion of the role that experience plays in our process architecture.

## Experience

We analyze experience to provide a means to understand the key variables that residents use in determining their satisfaction, willingness to invest time or money or decision to remain in a City. What do we mean by “experience”?

One example is using a common public service, permitting. When a resident or business owner comes into City Hall to obtain a permit which for some reason is problematic, they could be given a curt, “you can’t do that” response. Or they could be told, “doing it that will be challenging within our codes, let’s talk about what you want to do and see if we can find a way to do it”. In the end, a permit might not be given and both approaches respect and follow the codes. But the applicant’s experience is vastly different.

Subjective experience is the deciding factor in making decisions, in where you want to live, work or invest, in who you want to be with; in what you will contribute to; and support. City governments certainly provide services. However, the community’s perception of those services is highly dependent upon their experience in the process of receiving them.

The impact and success of a visioning process is dependent upon the experiences people have during it. The four design principles below discuss the desired experiences in greater detail. In brief, we seek to design and facilitate a visioning process that is supported by the community and provides three outcome related experiences:

The experience of trust in the process. All must consider it was fair, equitable, engaging and driven by listening and understanding the participants. This is the foundational experience upon which all else builds;

The experience of consensus about direction. It is critical to acknowledge that there will be difference of opinion on detailed steps. However we will guide your community to a shared agreement on the goals and the vision.

The experience of commitment. The community will be willing to make the investment in time and resources needed to help realize the desired future.

## Four Design Principles

### Trust and Consensus Building

Achieving consensus is only possible if there is trust in the process. Everyone will acknowledge the importance of trust and will promote the factors of **transparency** and **process integrity** as key to building trust and consensus. However, Analytica’s approach to trust and consensus building and keeping goes far beyond the obvious starting points of transparency and integrity. Analytica’s methodology involves a series of processes and activities, each of which builds trust and consensus by using proven practices developed from the research fields of social capital, social intelligence and collective intelligence.

In brief, Analytica’s process architecture creates five additional experiences critical to achieving consensus. These five experiences serve to create both the level of trust (social capital) and the level of understanding and commitment (intellectual capital) that are the required for consensus. Communities that have the requisite social and intellectual capital can find ways to generate the financial capital needed to realize their vision. Figure 2 summarizes in graphic form Analytica’s distinctive approach to consensus building.

Figure 2: The experiences that lead to consensus





## Seven Key Experiences:

### The experiences that lead to a consensual vision and strategic plan

As noted in figure 1, there are seven experiences which build, maintain and enhance trust and consensus. There is a reasonable correlation between the level of trust in the process, consensus about direction and the level of commitment to executing a plan. If the process and outcomes are distrusted, the best one can hope for is neutrality.

**Transparency.** This refers to the degree to which the events, discussions and decisions are made in a way that is observable and understandable. It involves explanation of why, as much as it involves meeting in public. Helping people understand what we are doing and why we are doing it equally important to letting people observe us doing it.

**Integrity.** In brief, we do the right thing for the right reason. We don't deviate from the process without explanation and rationale that any deviation will give a better product. People are heard and are treated as with respect. They are not mistreated in the process.

**The experience of being heard.** People first want to be listened to. They want to be understood and their viewpoint considered. Ideally everyone also wants to get their way, but most are willing to understand other solutions if they believe their solution has been given consideration. Being heard means I have been respected, I have been valued, I have been treated as important. Listening is the foundation of a relationship and the start of developing social capital. It is this foundation that the vision process builds upon.

**The experience of engaged.** As people work and talk together productively, mutual trust can develop. In addition to the development of interpersonal trust, trust in the process and outcomes start to form as the participants build ideas.

**The experience of finding mutual benefit.** As the analysis of issues and solutions develops in greater depth, the participants are challenged to find solutions which bring mutual benefit. As these are found, stronger linkages are developed and the solutions themselves become more trusted.

**The experience of constraint.** Constraint forces people to work together at a more intense and deeper level. If there are no constraints, there is no need to resolve differences or find mutual solutions. In constraint situations, mutually agreeable solutions must be sought.

**The experience of shared understanding.** All too often the words we use lead us to believe we think differently about a topic. As we better understand each other, we often find we agree. A workable consensus is a solution that everyone can accept and live with, even if it is not their preferred solution. If the process has generated workable solutions, those solutions will be trusted as ones which can move forward without opposition.

### **Social Capital**

Social capital refers to those organizations, networks and working relationships among community members that enable a community to get things done. The challenge for a rapidly growing and changing community is that the old networks are stressed and new ones have not yet developed. Our approach helps networks develop that can drive the success of the Vision and Strategic Plan. Research studies have shown that communities with higher levels of social capital are economically wealthier and more successful on various measures of well-being. Social capital of course is built on trust and is a natural outcome of increased trust.

### **Collective intelligence**

Collective intelligence is a research validated construct that demonstrates under certain conditions that a well-functioning group can produce a better ideas any individual. The key of course is the design and facilitation of a setting to produce those certain conditions. Analytica's process architecture is designed to foster a strong idea flow in group or community. It focuses on the two key dimensions of idea flow – engagement and interaction – and how to both structure and manage those to optimize creativity and innovation.

### **High touch, high tech**

Building consensus occurs more strongly and more quickly in face to face interactions. For this reason, a key design element is to provide numerous interpersonal interaction opportunities, structured to be productive, comfortable, friendly, fun and relationship building. Humans are social animals and this contact is critical for a visioning process to work.

At the same time, there are logistical limits to the capacity to engage in face to face interaction. Time limitations and demands, space, and personal preferences are restrict the ability of residents in a city to interact in a direct, face to face manner. Yet many will have ideas and thoughts which are of value. We now have the capacity through technology to share ideas, thoughts, concerns, etc. via mediated media. Some prefer these methods and they provide the opportunity to all who choose to participate in some way. Therefore communications technology is a key component of the process architecture.

## Section 2: Project Phases

### The Analytica Methodology and Process Architecture

Figure 3 provides an overview of the process. Each phase is designed to incrementally build consensus. Through-out the phases, the design principles and the experiences of figure 1 are utilized and developed.

**Figure 3: Project Phases** (preceded by phase 0 – project mobilization)





## **Phase 0: Project Mobilization**

### **(Final Work Program and Schedule)**

The purpose of this phase is to plan and organize the project. It consists of the following activities:

- Project Kickoff Meeting
  - Project management and team responsibilities
  - Data availability
  - Finalize project schedule
  - Confirm public meeting venues and responsibilities
  - Establish public outreach plan
    - Selection of survey methodology
    - Use of technology options such as MindMixer
  - Develop budget
- Technology Design
  - Website design, set up and linkage to the City's web-site
  - Design of Mindmixer

## **Phase 1: Community listening: Understanding the concerns, expectations and values of the community**

### **Community Visioning Process Participation, Stage 1**

A vision and strategic plan is an act of leadership. For leadership to be effective, it must be aligned with the concerns or needs, expectations or hopes and values of the people it is seeking to lead. The purpose of phase 1 is to understand the concerns, expectations and values of City residents and businesses by developing a shared understanding of four topics:

- What residents, businesses or other key stakeholders find rewarding about living or operating in Apopka (this identifies needs that are being met);
- What concerns residents, businesses or other key stakeholders have about the future of Apopka (this identifies needs that may not being met);
- What are the residents, businesses or other key stakeholders expectations or hopes for the future of Apopka;
- What topic is important to be discussed in the visioning process (this identifies values).

These questions form an alternative approach to a traditional SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. Unlike a traditional SWOT, which was developed to use with persons who have expertise in the organization or industry being examined, this "leadership" SWOT focuses on a different source of expertise, the person or business's experience of Apopka and desires for the City. While the questions are different, the information gained is equivalent.

Examples of Leadership SWOT Questions. The following questions are examples of “Leadership” SWOT questions that could be asked.

- What characteristics define a good quality of life for residents?
- What makes a good business climate?
- What parts of the city do its residents want to preserve, revitalize or redevelop?
- What changes could come to the City and how do you view those changes.
- What actions are necessary for Apopka to promote healthy community design?
- What five things would improve the city of Apopka, and how should they be prioritized?

**The process architecture for this phase consists of:**

- Consultant interviews
  - The consultants will interview a selected number of individuals whose perspective are particularly critical. This would include City Council, senior staff, key internal community leaders and key external persons.
- Public opening dedicated visioning web site
  - A dedicated web site will be opened, connected to the City’s web site both for referral and public records retention purposes.
- Neighborhood and Business forums Round 1.
  - These 7 forums will offer the opportunity to discuss Leadership SWOTs in the context of a particular geographic area of the City or from a particular function, i.e. business.
- Web based participation. Through the MindMixer tool, every resident can respond to the four core questions in the Leadership SWOT.
- Council Workshop. This workshop will combine Council’s perspectives on the Leadership SWOT along with a discussion of what has been generated by the forums preceding the Council’s workshop.
- Findings and qualitative analysis
  - The data from all the above interactions will be summarized into a group of themes that have consistently generated from the various discussions. Any outlying topics will also be identified. It is from this data that the scenarios of phase 2 will be generated.

**The product of this phase – *Report on Community Concerns, Expectations and Values***

The product of this phase is a thematic analysis report which both lists the responses to the four questions about rewards, concerns, expectations and values and identifies the thematic strands within the data using various qualitative data analytic techniques.

**How this phase builds consensus.** By starting with these questions we are starting not with the City, but with the individual person, resident or business owner. And we are starting with their experience, their knowledge of themselves. By focusing the discussion on their experience and values, they will experience being heard and understood. Respect for their views, experiences and desires is demonstrated. This begins the process of consensus building. At a relationship level, it is difficult to trust someone who does not listen to you. At a process level, it is almost impossible to have confidence in a process that you do not believe has heard your perspectives.



## Phase 2: Developing Vision through Scenarios

### Community Visioning Process Participation, Stage 2 – Identifying Preferred Futures (First Stage Vision); Potential Goals & Strategies

Phase 2 is designed to answer two questions. The first is “what could be?” Using the information gathered in phase 1, along with the phase 2 demographic, economic and planning information, a set of scenarios that express various visions for the future of Apopka. These scenarios will describe both desired and undesired futures, all of which meet the standard of reasonably possible.

The second question is, “what scenarios do we want and what goals should be pursued/actions taken to foster desired scenarios and/or prevent undesirable scenarios?” This question is answered by visioning participants using a variety of tools such as:

- Mindmixer, a web-based means to submit ideas and proposals. Please see the technological supports section below for a more detailed description.
- A second round of Neighborhood and Business forums, called the City of the Future

#### Textbox 1: What is a scenario?

A scenario is a brief (1 page or less) description of a reasonably possible future that could develop. It describes a vision of the City that could emerge if certain actions are taken or not taken. As these scenarios are developed they are judged as to whether they are preferred or not. Those components which are preferred form the vision.

#### The process architecture for this phase consists of:

- Economic and socio/demographic data.
  - This will be a set of maps and other visuals that display both current and trend data.
- Environment Images
  - This will be a first group maps or other visual imagery that communicate the desired look and uses of the City using phase 1 data. These will be revised and re-drawn as the conversation continues.
- Scenario development.
  - A number of desirable and undesirable scenarios will be developed using all the information gathered to date. These scenarios will articulate the various visions, goals and strategies (ideas about how to create the vision/reach a goal).
- Web based engagement – Scenario Assessment.
  - For a dedicated and publicized period of time the Mindmixer public engagement tool will be available to the entire community in which they can contribute their ideas about how to promote desired scenarios and prevent undesirable ones. This tool also allows for polling on ideas, visual preference surveying or social media discussion.



- Neighborhood and Business Forums 2: *The City of the Future – Discussing and Assessing Scenarios*
  - The most dangerous assumption one can make about the future is that it will simply be more of today. This a creative thinking forum that uses various techniques to examine various trends and factors that may influence the future of Apopka. It will address some of the questions listed below, but also ask how technology, life-span advances, changing economic models as well as demographics could impact the City. At the most basic level, it is seeking to determine the experiences residents will want and opportunities businesses will want in the future, the readiness of the City to proactively respond; and how might the City create, provide or make accessible those experiences and opportunities. This forum is discussed in some greater detail in textbox 2 in appendix A. It provides the classic SWOT from a future’s perspective. Textbox 3 illustrates some of the questions that would be addressed in this activity.

**Textbox 3: Illustrative Questions in City of the Future Workshops**

- *In terms of various trends and potentials, what should each part of Apopka physically look like in the future?*
- *How should the city function as part of the economic region? What is the likely economic direction and how could Apopka benefit?*
- *What physical, social, cultural and other factors do Apopka residents use to identify the city? Will these still be relevant five years from now? In twenty years from now? What are the ways in which cities will identify themselves in the future?*
- *What are the neighborhoods and districts that form Apopka? What are their functions and boundaries? How could these change in the future?*
- *What actions are necessary for Apopka to prepare for foreseeable technological change? To prepare for foreseeable demographic change?*

- Council Workshop 2– Scenario Guidance

In this workshop the various scenarios will be discussed **along with the community’s assessment of those scenarios**. The Council will be asked to discuss the scenario or combination of scenarios that best represent the desired future for the City. This scenario becomes the starting vision around which the strategic plan is developed.

**The products of this phase – Preliminary Vision Statements & Goals & Strategies.**

The first key product of this phase is a preliminary vision for the future of the City stated as a preferred scenario. Council is assisted in this discussion through community ratings of scenarios on a favorable to unfavorable scale. This rating in essence describes the community the vision plan should pursue as well as undesirable futures which should be prevented.

The second key product useful in the strategic planning phase is a list of community generated ideas about goals that should be pursued in this vision and ideas (i.e. strategies) as how to either create a desired scenario or prevent an undesirable one.

*Why is it important to consider undesirable scenarios?* The failure to consider undesirable scenarios can lead to an incomplete strategic plan. A plan is incomplete if it does not consider all reasonably possible scenarios because it has no way to respond if a scenario is left unaddressed. This has often occurred in Florida because some negative features of growth and development were not considered.

**How this phase builds consensus.** Consensus is built as we work with a group of people if the work process itself is well designed and facilitated. A well designed process ensures the following:

- A non-threatening setting. Each person can express their views without fear of ridicule or rejection. While there may be disagreement, it is managed in a way that people feel safe in expressing their views and perspectives.
- Equity in talk time. Each person has the opportunity to express their views.
- Emphasis on listening. The facilitator and group leaders model and emphasize listening. A variety of techniques are used to support mutual listening.
- Self-interest is legitimized. The premise is that everyone has some self-interest. Sharing one's self-interest is encouraged and supported.
- Self-interest rightly understood is emphasized. Participants are assisted to think of self interest in both the near and long term.
- Recognition that we cannot ask anyone to act against their long term self-interest. Recognizing this fact forces group to seek solutions that are mutually beneficial over the long term.
- Recognition that mutual benefit is a key to consensus and action. Once mutual benefit is established and understood, consensus and action can easily occur.



### **Phase 3: Existing policy, feasibility and impact analysis**

#### **Consistency of Current Policies; Beginning formulation of Strategies**

At this point in the process, an initial vision in the form of a preferred scenario(s) along with a number of goals and ideas have been generated which can help realize the vision. The challenge now is twofold. One is to determine the consistencies and inconsistencies of current policies (Comprehensive Plan, Land Use, etc.) that currently guide the City's future with those visions. Second, it is important to review the various ideas generated in phases 1 and 2 to determine which of those "can" be moved forward in some way. The emphasis in this phase is on the word "can" and not on "want". Once the "can" ideas are determined, then a later strategic planning task is to determine which "should" be moved forward based on their cost/benefit likelihood to generate movement, i.e. impact, toward the preferred future.

The reason for phase is to begin to identify the work that will need to be undertaken to realize the vision. Some of this work may be a change in city policy or plan. Some of this work may be new endeavors to be undertaken. This phase "scopes" and organizes this work.

This phase is also important because it is likely that numerous ideas will be generated in phases 1 and 2. These ideas must be subjected to a number of screens to pass the twin tests of feasibility and impact.

The feasibility screens are:

- Is it legal in Florida?
- Is it within the authority or purview of the City of Apopka?
- Is it within the possible financial resources of the City (assuming all revenue sources are maximized)?
- Can it be done within a reasonable time frame?
- Can the necessary skills and tools be brought to bear to have a reasonable likelihood of success?

The impact screens are:

- Compared to other ideas, options, strategies is this an advantageous use of our resources?
- Assuming success, how likely is it that the difference we want to make will occur?
- How broad will the impact be if successful?
- What are the costs of failure both financially and in terms of public confidence and trust?
- Does the benefit exceed the risk by a factor large enough to proceed?

What these screens do is create a constraint situation. Recent creativity research indicates that higher quality creative thinking occurs under constraint conditions – be that resources, time or other boundaries. If in essence we say, "we can do it that way" we at the same time generate a discussion as to what other ways could we get to that desired end, creating thinking has been forced.



### The process architecture for this phase consists of:

- Consultant's review with staff of the existing policy framework, i.e. comprehensive plan, land development code, other planning documents.
- A separate set of staff workshop to review various ideas for legality and authority. Please note this review is not a 'let's find a way to say no' event. Rather it is to determine what is currently doable and what would need to occur for other ideas to become doable. This task identifies early the City's real limitations so as to not create false expectations.
- A series of strategy development workshops with staff and participating stakeholders where the vetted ideas are reviewed and rated in greater depth for feasibility and impact. These workshops will utilize polling technology to make the process time efficient.
- Web based engagement designed to provide survey data on feasibility and impact of those same ideas.

### The products of this phase – *Vision Consistency Report; Vetted Ideas*

- A report on differences between community opinion and current city policies and plans (Vision Consistency Report)
- A list of viable ideas, strategies, actions and projects that could either further a preferred scenario or prevent an undesirable one.

### How this phase builds consensus.

- While no more important than any other phase for consensus and trust building, this is the phase in which consensus and trust can be easily lost if mishandled. For that reason, a somewhat longer discussion will be provided.
- What occurs at this phase is that there is a filtering of ideas. Only those that pass the screens move forward. Visioning processes which omit this screening "set up" their elected officials for failure. All too often, citizen groups appointed as advisory bodies bring forward ideas that cannot be implemented for any number of reasons. When this occurs, the failure to adopt and/or execute is variously interpreted as "we weren't listened to"; "the Commission had already made their mind up"; "someone got to the Council"; "this was all a charade" or some other negative interpretation about the process.
- There is no reason that the general citizenry should be expected to be experts in the intricacies of Florida's local governance system. The fact is that local governments are limited in their authority, responsibility and capacity to act in independently. If these limitations are ignored by failing to deploy idea screens, an unrealistic plan can be proposed.
- This by no means is meant to eliminate challenging, exciting or costly ideas and proposals. Vision plans should generate excitement, energy and community commitment. But an idea which is far beyond the capacity of a local government to move forward only serves to create frustration and distrust.
- Constraint also builds consensus and trust. By focusing on what is "doable" and what will make the most difference everyone starts to look at an idea or strategy from the same perspective. It is easier to reach agreement when the same perspectives are used.

## Phase 4: Concurrence for Vision and Action

### Vision Consensus

All the prior phases have laid the foundation for community consensus and support on future direction. The intent of this phase is to finalize that consensus through a set of processes that will state clear direction and be able to link that direction back to the starting point – the community's needs and concerns, expectations and hopes and values. Demonstrating the linkages between strategic actions and concerns, hopes and values leads to three important results:

- One, it generates wide consensus on direction and action;
- Two, it strengthens community trust in that the plan is understood and viewed as both responsive to the community and indicative of the preferred future;
- Third, it strengthens the community capacity to address significant issues in a productive manner.

#### The process architecture for this phase consists of:

- Preparation draft vision and strategic plans that includes:
  - Vision and future position statements for both neighborhoods and the City as a whole
  - Goals, strategies and actions to achieve the vision
- Neighborhood and Business Group Forums to discuss the above and modify to reach a consensus as to vision and what action steps are reasonable to pursue.
- The use of Mindmixer for additional community input.
- *Option:* Scientific survey. If you so choose, we can conduct scientifically valid survey to determine level of agreement or support for vision statements as well as specific action items
- A City Council workshop to discuss, revise if needed and endorse the vision statements that will be presented to the community in the proposed strategic plan. Potential action steps will be reviewed and discussed.

#### The products of this phase – *City & Neighborhood Visions 1.0*

- City vision plan 1.0 with identified supporting actions
- Neighborhood visions 1.0 with identified supporting actions.

#### How this phase builds consensus

Trust and confidence in local government is strengthened when there is follow-through and community support. This stage lays the foundation for follow-through and support by building consensus not only around a vision but also an understanding of those actions needed to turn the vision into reality. This phase build a foundation for consensus about the strategic plan by:

- Identifying those strategies and actions for which there is broad public support and concurrence;
- Identifying those strategies and actions that are near term critical.



## Phase 5: Strategic Plan

In this phase a five-year strategic plan that outlines necessary implementation activities that should be undertaken by the City to reach and accomplish the vision statements will be prepared. This plan will use the information gathered in phases 3 and 4 as the basis for the plan. The resulting strategic plan will provide a five-year action plan to guide the allocation of City human resources, organizational planning goals of City Council and departments, and modifications of planning policies to facilitate the achievement of the identified long-term goals.

### The process architecture for this phase consists of:

- A series of workshops and participating stakeholders to organize the work of the above phases into a strategic plan. The consultant will prepare draft materials for review and comment;
- Formulation of draft strategic plan including vision statements and strategies/actions
- A workshop will be held with the public and City Council to review the vision statements and draft strategic plan.
- A second meeting for the City Council to adopt the final vision statements and the Strategic Plan.

### The product of this phase

- Strategic Plan

### How this phase builds consensus

Consensus takes some time to develop as it requires repeated conversations. Phase 5 is the final repetition of a conversation that began in phase 1 and resulted in the very focused conversation of phase 4. Phase 5 takes all this conversation and re-states it as a strategic plan. Phase 5 can be considered as taking one more look and ironing out any differences.

At the same time, phase 5 moves the conversation to a more specific level of what will be the focus for the next five years. It lays out a high level work plan for the City by:

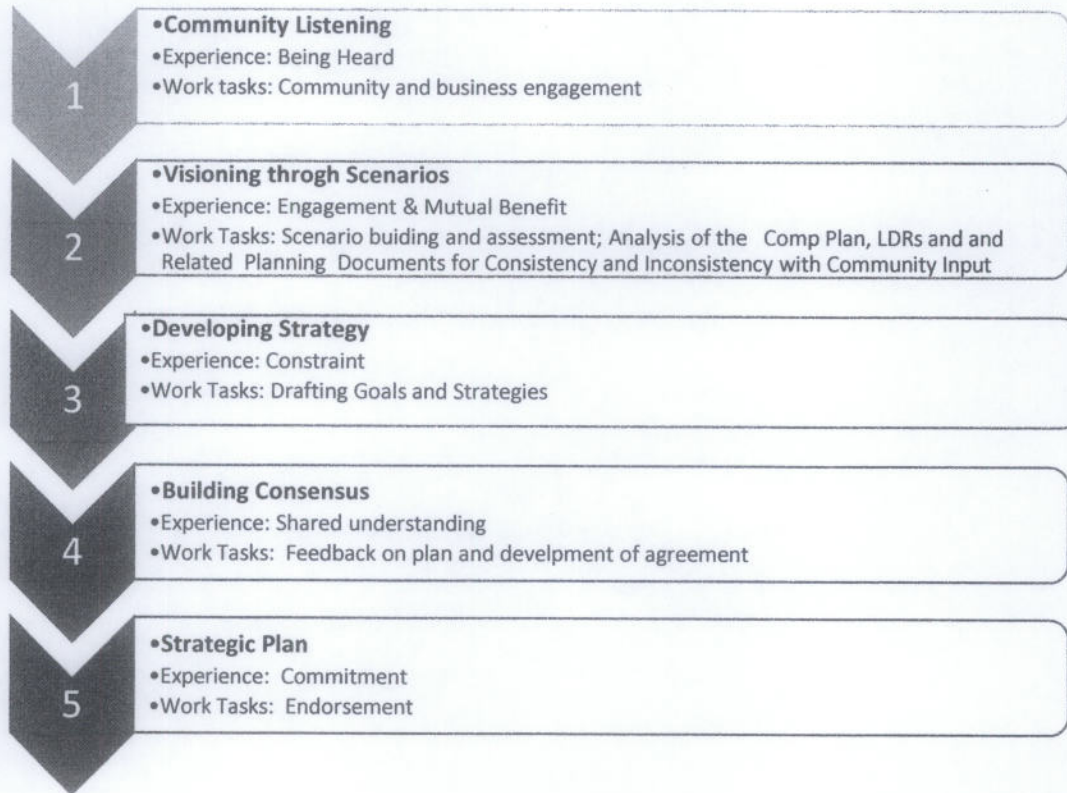
- Further refining those strategies and actions for which there is broad public support and concurrence;
- Validating those strategies and actions that are near term critical;
- Formulating those strategies and actions into executable terms for which resources and time frames can be determined;
- Stating metrics and benchmarks that can be used to assess progress and effort;
- Identifying accountable offices.



### Section 3:

### Timeline & Work Task List

The following graphic summarizes the phases of the project from the perspective of the key consensus building experience and the work tasks involved. The chart following this graph presents the work tasks and timeline.



Analytica Process	Projected Time Frame (Weeks)
<b>Phase 0 – Preparation</b>	
0.1. Project Mobilization	1
0.2. Technology Design. Set up of web site and mind mixer.	1-2
<b>Phase 1: Community Listening</b>	
1.1 Public opening of dedicated web site	4-5
1.2 Consultant Interviews	3-5
1.3. Neighborhood and Business forums 1	5-6
1.4. Resident response to Leadership SWOT questions on Mindmixer.	5-6
1.5. Council workshop 1	7
1.6. Findings and Summary Report	8
<b>Phase 2.0 Visioning through Scenarios</b>	
2.1. Economic and socio/demographic data	4-8
2.2. Development Images	4-8
2.3. Scenario development	6-8
2.4. City of the Future – Neighborhood & Business forums 2	10-12
2.5. Web based engagement	Continuous
2.6. Findings and Summary Report	12
<b>Phase 3: Formulating Strategies</b>	
3.1. Review of policy framework	12-14
3.2. Staff workshop to review ideas for legality and authority	12-14
3.3. Web engagement	14-15
3.4. Staff and stakeholder workshops	12-15
<b>Phase 4: Building Consensus</b>	
4.1. Vision plan draft 1.0	16-17
4.2. Neighborhood & Business Groups	18-20
4.3. <i>Scientific survey -Optional</i>	18-20
4.4. Vision plan draft 2.0	21
4.5. Public posting for comment; Web engagement	22-23
4.6. City Council workshop	24
<b>Phase 5: Strategic Plan</b>	
5.1. Drafting of strategic plan	25
5.2. Public Forum	26
5.3. Council workshop and adoption	29

## Section 4: Techniques and Tools

A presentation of the technological supports to the process: Additional material for process clarification

### Public Engagement Technology

#### Mindmixer.

*From the Company's brochure: MindMixer is an online engagement tool that complements the traditional design and planning engagement process by encouraging conversation from project stakeholders through a safe, easy-to-use interface via the Internet. MindMixer functions as a virtual town hall, where stakeholders can generate ideas, help others evolve their ideas, and ultimately vote on and prioritize the best ideas for a project or community from anywhere in the language of their choice. In addition, stakeholders can use social media networks (i.e., Facebook, Twitter, Google+, LinkedIn) to share their ideas and comments from a MindMixer website.*

*MindMixer's engagement technology generates more stakeholder input in less time, reaches the right audience, and makes it possible to truly measure and analyze participating stakeholders and their ideas. It functions not only as a forum for collaboration, but also as a resource for informational materials about a project or planning process.*

Attachment B provides a more detailed description of the software as well as a project example from Orlando.

Mindmixer will allow any resident that chooses to utilize it the opportunity to contribute their thoughts to the topic being discussed. Various demographic or categorical screens (age group, gender, length of residence, area of the City in which you reside) can be gathered so that a finer grained analysis can be undertaken. Stakeholders are engaged in a variety of ways, including voting in polls, completing surveys, submitting their own ideas, sharing photos or videos, budgeting, and commenting on or supporting other participants' ideas in active dialogues.

Analytica plans the following uses of Mindmixer:

#### Phase 1: Community Listening

The primary use of Mindmixer in this phase will be to provide residents the opportunity to give their own responses to the leadership SWOT questions. The program would also allow responses to be re-formatted into a list that could be rated on a scale so that the scope or degree of concurrence with a particular response could be calculated.



## Phase 2: Visioning through Scenarios

There will be three uses of Mindmixer in this phase. These are:

- Ratings of environmental images. The various visualizations that are developed of the built environment will be displayed in Mindmixer. They can then be rated on a scale of the City's choice.
- Responses to the City of the Future questions. Respondents can provide their thoughts on the questions posed in the City of the Future forum. This activity will be timed so the respondents thoughts are available to participants in the forum itself
- Scenario assessments. Mindmixer participants can rate the scenarios and provide their ideas as to how to facilitate or prevent a particular scenario.

## Phase 3: Feasibility and Impact Analysis

The various ideas for action generated in phase 2 will be listed on Mindmixer. Participants can then rate these on two scales: feasibility and impact. Impact is defined as the degree of change the idea would make.

## Phase 4: Concurrence for Action

Mindmixer will be used in this phase to obtain participant reaction to the draft vision plan. This will take the form of open-ended comment as well as a rating of the degree of support.

## Phase 5: Public comment on Strategic Plan

Prior to Council's final discussion, there will be the opportunity for comment on the strategic plan.

**Option Technology.** This is a key pad polling system in which participants are provided keypads and then respond to questions. Results are graphically displayed on a projection screen so that everyone can see the results in real time. Unlike Mindmixer polling approach, smartphones are not required. Analytica uses this technology frequently. The size of the meeting room determines the number of participants. There is no technology limitation. Analytica facilitated a 3,000 person Osceola County visioning session using this technology. Option Power itself has led meetings with up to 15,000 participants. While it is our intent to rely primarily on Mindmixer as the web-based public engagement tool, we want you to be aware that we have the capacity to provide keypad polling in meetings of various sizes should that technology be preferred.

## Visual Rendering Option

We are proposing the option of a highly detailed rendering package as described below for the following reasons:

- The issue of public trust is always a concern in these processes. The more detailed the visualizations the less the likelihood of differences of interpretation and misunderstandings;
- Creation of a community consensus on an overall visual palette will help ensure future development is consistent with the vision;
- For those entities desiring to develop or redevelop properties within Apopka the community's expectations and desires will be clear.

The visual rendering package proposed by Analytica – through sub-consultants Southern Design Works and Urban Box Studio collaborating together – will support a diverse array of visual and graphic elements within the city visioning process. These project aspects include: historic preservation considerations, design elements that will compliment subsequent economic development, essential transportation considerations evident at the rendering stage, including vehicular and pedestrian traffic considerations, and the visual impact of key gateways into Apopka – as well as on a macro-level, architectural character.

Since the city visioning process will be heavily based on public feedback, the renderings will be a direct translation of the narrative emerging from the community engagement and participation process. To produce the requisite design deliverables, our design consultants will: Assess the existing built-environment, explore and understand how the city functions with respect to various community patterns, listen to public feedback, translate feedback into renderings and conceptual presentations of the urban scape using elements identified in the city visioning process, create density and massing studies, streetscapes, model the idea into 3D, render it, as well as prepare presentation boards and related materials.

## Public Information, Community Outreach and Media

Analytica's commitment to fostering unity and facilitating consensus extends to its community outreach process, as well as its digital media, social media, and traditional media initiatives. For this project, Analytica envisions a multifaceted approach to promoting interest and communicating information throughout the Apopka visioning process. To engage people where they are – in the community – Analytica proposes that its project team reach out to civic and community groups, engaging these groups early and often. This community outreach process will involve building relationships with civic and community organizations in Apopka and presenting relevant project information about the city visioning process and how members can become involved with the process. At every step of this process, Analytica strives to nurture trust in the city visioning process, fully realizing that Analytica's consultants serve as ambassadors for the city visioning process.

With respect to digital media, social media, and traditional media, Analytica is proficient with the effective use of media to maintain positive focus on the visioning process. In addition to a dedicated website devoted solely to the city visioning process, Analytica will employ Facebook, Twitter, and Instagram to both generate interest and communicate concise information to Apopka residents and business owners.



Analytica also proposes a blog as an informal companion to the project website. Analytica envisions a consistent stream of information communicated through these digital platforms – consistent not only in messaging, but also consistent in posting intervals to maintain a fresh approach to the city visioning process.

Analytica anticipates coordinating digital platform messaging with the city’s Communication Director to ensure a consistent message throughout the city visioning process. At the start of the process, Analytica will establish a mutually-agreed upon protocol to regularly communicate with the Communications Director and additional appropriate staff about messaging and specific communications initiatives undertaken by Analytica.

Regarding traditional media, the Analytica project team is thoroughly comfortable with print and broadcast media. Coordinating with the Communications Director, Analytica is well-versed in preparing traditional press releases and media advisories for all aspects of the city visioning process. As appropriate, the Analytica team is fully prepared to articulate aspects of the city visioning process with both print and broadcast media.

All written media materials and electronic media posts developed by Analytica for this project, including social media posts and copies of webpages, will be archived and forwarded to the City of Apopka in printed form weekly for open records maintenance purposes.



## Proposer's Experience

Tab 2 is comprised of four sections. Section 1 describes the experience of Analytica. Section 2 provides the experience of Southern Design Works. Section 3 summarizes the experience of Oppenheim Research. Section 4 describes the experience of Urban Box Studio.

### Section 1: Analytica

Analytica has completed a number of community visioning and strategic planning projects which are listed below. Major strategic work we have completed or are engaged in recently include:

- Hillsborough County
- Pompano Beach
- Palm Beach Fire/Rescue
- Florida Developmental Disabilities Council
- Charlotte County
- Lee County
- Polk County
- 211 Tampa Bay
- Tampa Bay Water
- Round Rock, TX
- San Marcos, TX

Following the more detailed description of community visioning provided immediately below is a complete list of the firm's visioning and strategic planning, organizational consulting and analytic projects.

#### Community Vision Plan Development Experience

Client: **City of St. Augustine** (on-going).

Description: Community wide visioning process with 18 member steering committee. Process included extensive community interviews by Steering Committee and Consultant, a community survey, town hall meetings, focus groups and regular steering committee meetings. Material is regularly posted on the City's web site and communicated via the City's e-newsletter.

Duration: Initiated in summer 2014; to be completed May/June 2015.

Contact person/number: Vice Mayor Roxanne Horvath, 904 825 1266.

Results/Deliverables: Context analysis report, scenarios; vision action plan.

Project Manager: Marlowe

**Client: City of DeLand (on-going)**

Description: Update to community vision plan originally completed in 2005. The original plan included extensive focus groups, a community survey, leadership interviews, a large scale kickoff event, and regular meetings of the Steering Committee.

Duration: To be completed this calendar year.

Contact person/number: Michael Pleuss, City Manager, 386 626 7109

Results/Deliverables: Updated vision plan and city strategic plan to implement.

Project Manager: Marlowe

**Client: Town of Longboat Key (completed)**

Description: Vision plan to address next 20 years of Longboat Key. This process included extensive community surveys as well as meetings with various homeowner associations, clubs, chamber, and staff meetings. The town's planning commission served as the steering committee and it held an extensive number of meetings both for internal discussion as well as public input.

Duration: One year.

Contact person/number: David Brenner. Retired Vice Mayor and active participant in the process. 941 383 7620

Results/Deliverables: Vision plan with immediate action steps.

Project Manager: Marlowe

**Client: City of Naples (completed)**

Description: City-wide vision plan to address in particular the City's strategies to deal with the impact of growth in Collier County. This process involved numerous town hall type meetings, focus groups with selected individuals and a scientific survey.

Duration: One year.

Contact person/number: Both the City Manager and Chief Planner retired from the City.

Results/Deliverables: Vision plan with action steps.

Project Manager: Marlowe

**Client: Community of Panacea**

Description: This was a vision for an unincorporated community in Wakulla County, FL. The community was in economic crisis due to changes in fishing regulations and water quality issues. The plan developed a variety of strategies for maintaining the community's identify and viability.

Duration: 9 months.

Contact person/number: Pam Portwood, retired.

Results/Deliverables: Vision plan that was awarded the waterfront community vision plan of the year by the Florida WaterFront Communities Association

Project Manager: Marlowe

**Client: Tallahassee/Leon County (completed)**

Description: County-wide vision plan that addressed in particular concerns about economic diversification, environmental protection and positioning as a capital city. This process involved several town hall meetings, focus groups and individual interviews as well as regular meetings of the steering committee.

Duration: One year.

Contact person: Ken Armstrong, President, United Way, 850 414 0814 & Chair of Steering Committee

Results/Deliverables: Vision plan with action steps

Project Manager: Marlowe

**Client: Alachua County**

Description: This was a brief visioning process that consisted of a community summit as well as preparatory work for the summit.

Duration: Three months.

Contact person/number: County Commissioner Leveda Brown. Retired

Results/Deliverables: A vision statement that was adopted by the County Commission

Project Manager: Marlowe



**Client: Palm Beach County**

Description: This was an extensive county-wide visioning process that involved a steering committee, numerous focus groups and interviews, four preparatory summit on the topics of economic development, education, environmental protection and cultural diversity. The concluding summit included over 200 community leaders in a three day retreat format.

Duration: 18 months.

Contact person/number: John S. Smith, Chair, Steering Committee

Results/Deliverables: A detailed vision plan and "keeper of the flame" committee which executed the plan over the next several years.

Project Manager: Marlowe

**Client: City of Leesburg**

Description: This was a brief visioning process which engaged the community in the development of a vision statement for the City.

Duration: One month.

Contact person/number: The City Manager is now retired.

Results/Deliverables: Vision statement which was adopted by the City Commission.

Project Manager: Marlowe

**Client: City of Palm Coast**

Description: This was a visioning process for a newly incorporated City to establish strategic direction for the first City Commission. It involved a number of community meetings and several sessions with the Commission itself.

Duration: Four months.

Contact person/number: Oel Wingo, Assistant City Manager, now retired.

Results/Deliverables: City vision plan with objectives and time frames.

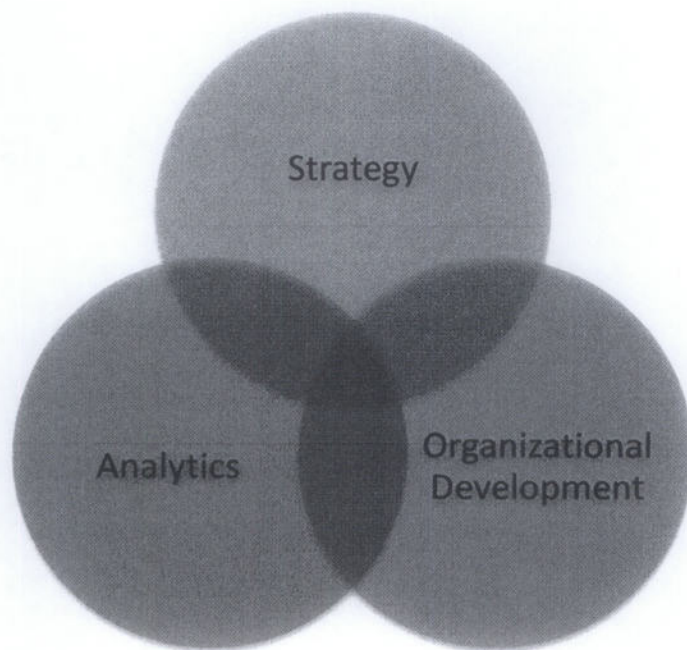
Project Manager: Marlowe

## Analytica Project List

January 16, 2015

Analytica provides three lines of consulting services as shown in the figure below.

- *Strategy development* includes the analysis of the existing and emerging environments, an articulation of a desired future position and the development of vision, strategic, business and action plans to achieve that position.
- *Analytic studies*, both quantitative and qualitative in type, that examine various public policies and practices.
- *Organizational development* which focuses on leadership, organizational design and structure, process re-design, communication and teamwork practices, reward and recognition systems and performance metrics and management systems.



The charts below provide a summary of the firm's projects since its founding in 1991.

Strategy Development Projects	Project Description	Client*
Vision Plans		
	Vision Plan for Municipalities with extensive community engagement	Naples, Longboat Key, Palm Coast, Naples, Leesburg, DeLand, Fort Walton Beach, Panacea, Tallahassee, Canal Point, Ponce Inlet, Pembroke Pines, St. Augustine
	County/Regional Vision Plans	Palm Beach County, Alachua County, Leon County, Lake County, Osceola County
Strategic Plans	Municipalities	DeLand, Round Rock, Tx; Fort Walton Beach, Palm Coast, Oviedo, Orlando, Loxahatchee Groves, Ocoee, Pompano Beach
	Counties	Pinellas, Brevard, Collier, Hillsborough, Lee, Polk, Charlotte, Palm Beach Fire/Rescue
	Special districts	Miami-Dade Children’s Trust, Juvenile Welfare Board of Pinellas County, Children’s Board of Hillsborough County
	Regional/Inter-governmental bodies	Brushy Creek Regional Utility Authority, Round Rock, Tx; Volusia Water Authority, Peace River Water Authority, Florida Heartland, Kissimmee Chain of Lakes, Health and Human Services Council, Pinellas, Charleston SC Education Alliance, Florida Children Services Council, Tampa Bay Water, CapMetro, Austin, Tx.
	Non-profit entities	Children’s Home of Tampa, YMCA of Tampa, House Next Door, DeLand, Family Resources, St. Petersburg, Spring of Tampa Bay, Family Counseling Services of Miami, Glades Initiative of Belle Glade, The Literacy Coalition of Palm Beach County, Hillsborough Kids Inc of Tampa, ARC of Palm Beach County, Non-profit Resource Center of Palm Beach, School Readiness Coalition of Palm Beach, WestCare of Las Vegas, Mental Health Cares, Tampa, Tampa Bay 211, Clearwater
Strategic Business Plans	Business plans to implement strategic plans	Palm Coast, Round Rock, Tx; DeLand, Orlando, Children’s Trust of Miami-Dade, Children’s Board of Hillsborough County, Pompano Beach, Lee County, Polk County



Strategy Development Projects	Project Description	Client*
Strategic Goal Setting - One or two year plans that address key issues	Public sector entities	Temple Terrace, Belleair Beach, West Park, Broward County, Volusia County, City of Sarasota, Lakeland, Winter Haven, Lake Wales, Osceola County, Winter Park, Brevard County, Martin County, Davie, Palm Beach School Board, Riviera Beach, Belle Glade, Polk County, Hollywood (FL), Casselberry, Callaway, Coral Springs Community Development District, Lauderdale Lakes, N. Ft Lauderdale, Ocala, Port St. Lucie Service District, Sarasota County, Southwest Florida Water Management District, Cooper City.
Strategic Plans	Non-profit entities	Chamber of Commerce of DeLand, Florida After-School Network, Duvall House of Volusia County, Grace Lutheran of Winter Haven, MHC of Tampa, Children's Home of Tampa, YMCA of Tampa, House Next Door, Deland, Family Resources, St. Petersburg, Spring of Tampa Bay, Family Counseling Services of Miami, Glades Initiative of Belle Glade, The Literacy Coalition of Palm Beach County, Hillsborough Kids Inc of Tampa, ARC of Palm Beach County, Non-profit Resource Center of Palm Beach, School Readiness Coalition of Palm Beach, WestCare of Las Vegas, Mental Health Cares, Tampa Bay 211
Economic Development	Economic strategic plan	City of Daytona Beach, Economic Council of Sarasota County, Glades region of Palm Beach County, Madison County; Gadsden County; Hamilton County; Suwannee County, Lee County
	Economic Development Organizational study	Volusia County
	Economic development summits	Round Rock, Tx; Palm Beach County, Lee County, Charlotte County, Jacksonville
Tourism Development	Strategic Plan	Greater Lake Okeechobee Tourism Alliance, Volusia ECHO Tourism Alliance; Element in Daytona Beach ED Plan
	Annual strategic goals	Tourist Development Council, Lee County; Tourism Development Council, Palm Beach County
	Community Perceptions Survey	S. Walton Tourist Development Council
Downtown Redevelopment	Downtown Redevelopment Plan	City of Cape Coral; Fort Walton Beach, Margate; City of Cocoa; City of St. Petersburg
	Downtown Redevelopment Strategic Plan	City of Tallahassee
	Strategic Plan	Florida Redevelopment Association

Strategy Development Projects	Project Description	Client*
Community Development	Strategic Plan	Polk County Opportunity Council
	Strategic Plan	Glades Initiative
Public Safety & Criminal Justice	Evaluation of Criminal Justice Commission	Palm Beach Criminal Justice Commission
	Police Department Operational Issues Analysis	City of Belle Glade
	Strategic Plan, Police Department	City of DeLand, City of Round Rock, TX
	Criminal Justice, Mental Health and Substance Abuse Strategic Plan	Palm Beach County, FL; Citrus County, FL
	Community Violence Prevention Strategic Plan	Hillsborough County
	Strategic Plan	Palm Beach Criminal Justice Commission
Health and Human Services	Organizational design and strategic plan	Health and Human Services Planning Council, Pinellas County
	Homeless strategic plan	Pinellas County
	Development of community health indicators	Martin County, St. Johns County
	Analysis of strategic focus areas	Florida Developmental Disabilities Council
Education	Alternative governance structures for a school district	Charleston Education Alliance
	Education Vision Plan	Palm Beach Directions 94
	Annual Goal Setting	Palm Beach County School Board
	Strategic plan	Stetson University School of Business, Palm Beach Community College Institute of Government, Florida After-School Network
	Community literacy	United Way of Polk County
	Pre-K Policy	School Readiness Partnership of Florida
Transportation and Public Utilities	Transportation Summit	Palm Beach County
	Organizational development	Palm Beach County Water Utilities
	Strategic Plan	Florida Stormwater Utilities Association, Governmental Utilities Group, Cap Metro, Austin, TX
	Transportation for Economic Development	Hillsborough County
Charter Reviews	Facilitation of charter review commissions	Brevard County, Polk County, Volusia County



Strategy Development Projects	Project Description	Client*
Environmental Issues	Sustainable water supply via regional solutions	Tampa Bay Water Coordinating Council, Volusia Water Alliance, Southwest Florida Water Alliance, Brushy Creek Water Authority
	Land use	Sarasota Vision 2050; South Florida Water Management District
	Compatible economic development	Key Largo
	Stormwater	Southeast Stormwater Association
	Conservation Lands policy	Lee County
Analytics	Nature of the Project	Client*
	Assessment of health and human services	St. Johns County
	Analysis of social service alternative structures	Polk County
	Assessment of youth programs	St. Petersburg
	Analysis of senior needs	N. Miami, Cutler Bay
	Development of a cost-sharing and reimbursement model for City and County fire services	Alachua County, City of Gainesville
	Assessment of small business satisfaction	South FL Water Management District
	An assessment of homeless issues and services	Pinellas County
	An analysis of the economic impacts of investment in early childhood services	Collier County
	An analysis of the system impacts of mental health and substance abuse on criminal justice services	Citrus County, Palm Beach County
	An analysis of housing issues for persons with HIV/AIDS	Treasure Coast Health Planning Council
	An examination of mental health services in Dade County	Florida Department of Health and Rehabilitative Services
	A health services needs assessment	Palm Beach County, St. Johns County



Analytics	Nature of the Project	Client*
	An analysis of shared administrative services for three health care districts	Volusia County
	An assessment of telemedicine	Florida Department of Health
	An analysis of staff development issues in the water/wastewater industry	U.S. Environmental Protection Agency
Organizational Development	Project Type	Clients*
	Pay and classification studies	Walton County, St. Lucie County, Juno, Jupiter, Village of N. Palm Beach, Agricultural and Labor Program of Polk County, Pinellas Healthy Start
	Organizational re-structuring	Charlotte County, Volusia County, Allegany Franciscan Foundation
	Process Improvement	St. John's Water Management District, Jacksonville Electric Authority, Round Rock, Tx
	Organizational culture and climate	St. John's Water Management District, Palm Beach Water Utility Authority, Palm Beach Department of Building, Planning and Zoning, Community Foundation of Palm Beach and Martin Counties
	Customer Informed Organization	Charlotte County
	Strategy Management and Performance management systems	Palm Coast, DeLand, Walton County, Round Rock, Tx
	Mergers	Family Services, America and Family Services Canada; Family Resources and Family Counseling of Pinellas County; Marriage and Family Services, Family Resources and Family Counseling of Pinellas County, Mental Health Cares and United Cerebral Palsy, Tampa
	Succession planning	Children's Board of Hillsborough County
	Council & Commission team building	DeLand, Sanford, Ocoee, Lauderdale Lakes
		*Clients are based in Florida unless otherwise noted

## Section 2: Southern Design Works

Southern Design Works has over 25 years combined experience with 15 years focused on Building Information Modeling (BIM) technologies. SDW's team has successfully designed and delivered over 45 projects in BIM-related technologies with construction values approaching \$250m. Specific Quality Control (QC), Quality Assurance (QA), energy modeling and real-time costing measures are minimum deliverables to clients made possible by SDW's full BIM integration. SDW strives to provide these services at a value not achievable through traditional design firm models of practice.

The heart of Southern Design Works' practice consists of architecture, interiors, planning, and sustainability. SDW's abilities extend beyond the standard set of architecture and interior design services to include energy and cost modeling, construction management services, graphic design, rendering, branding, merchandising, and pre- and post-occupancy evaluation studies. SDW's ability to perform these services, in house, validates Southern Design Works' position in the marketplace and value to SDW's clients.

SDW's professional experience includes: Poag & McEwen Lifestyle Centers, Auburn University Center for Advanced Science Innovation and Commerce (CASIC), Blanchard & Calhoun Commercial, Callicutt Realty, Capital Associates, CBL & Associates Properties, Inc., General Growth Properties, Holrob Commercial Realty, Meadows & Ohly, Parkside Partners, Selig Enterprises, Simon Property Group, Southern Commercial, LLC, Trinity Development of Knoxville, Delta Airlines Sky Club, Georgia Square Mall, Quaker Bridge Mall, Turtle Creek Mall, Volusia Square Mall, Autotrader.com Headquarters, Bendin Sumrall & Ladner, CablesAndKits.com Headquarters, Greenberg Traurig, LLP, Regus Group Companies, and Whole Foods. SDW's architects hold registrations in Florida, Georgia, Michigan, Missouri, South Carolina and Texas.

## Section 3: Oppenheim Research

**Oppenheim Research** is a full-service research firm offering a complete range of research programs designed to provide its clients with clear, concise and highly reliable information upon which they may formulate successful strategies and plans. Because the firm believes an aware and informed client makes the most effective marketing, policy and management decisions, Oppenheim Research also offers programs which accurately measure the potential and actual effectiveness of those plans.

Based in Tallahassee, Florida, the firm serves both large and small clients at local, regional and national levels for survey research and marketing projects.

Oppenheim Research brings to its clients quality data collection services where emphasis is placed on reliability, accuracy, speed and cost-efficiency. Services are provided by an expert staff of research analysts and highly trained support personnel under the supervision of Anneliese R. Oppenheim, the firm's director and senior analyst. All fieldwork, data collection and tabulation, and analysis for client research projects are conducted in-house, with telephone surveys run from the telephone bank at Oppenheim Research's offices in northeast Tallahassee.



Oppenheim Research offers the following services:

**Focus Group Research.** Generally used at the conceptual stage of development for evaluation of advertising, promotional, or product development programs, focus group research provides clients a direct link with the publics they are targeting. It allows the client to know firsthand the responses to their advertising or new products. Clients benefit by measuring a program's effectiveness before they make a large investment in it. In-house focus group facility available with viewing room, video and audio taping capabilities.

**Evaluation Research.** In its various applications -- Readership Studies, Audience Identification and Needs Assessment Studies -- evaluation research is widely recognized as necessary for effective management, renewal of program funding, communication within organizations and communication between organizations and their publics. The results provide systematic information about clients' programs that becomes an integral part of management decision-making.

**Survey Research/Marketing Research.** Public opinion polls assess knowledge of current issues, images of institutions and responses to specific actions by public and private institutions. They provide trend analysis by monitoring attitudes and opinions over a period of time and can detect early shifts of mass concerns or attitudes. Also, public opinion polling assists in developing marketing and advertising strategies and in evaluating the effectiveness of those strategies. Clients can use this method of research to identify actual or potential customers and measure corporate or brand image. Survey research and marketing research applications include:

- Community Attitude Surveys.
- Membership Surveys.
- Service Delivery Studies.
- Evaluation/Preference Studies.
- Corporate/Brand/Product Studies.
- Market Analysis Studies.
- Advertising Studies.
- Sales Promotion and Impact Studies.
- Pre-testing of Marketing and Sales Campaigns.
- Customer Satisfaction Surveys
- Mock Trials

#### PROFESSIONAL ORGANIZATIONS

American Association of Public Opinion Research  
American Marketing Association

Oppenheim Research is a State of Florida, City of Tallahassee, and Leon County certified minority business.

### Section 4: Urban Box Studio

The firm description for Urban Box Studio is provided separately in attachment B because it contains a number of graphics in pdf form.



## Resumes of Project Staff

**Herbert Marlowe, Ph.D., Project Manager.** Herb is the principal of Analytica and a specialist in process architecture and facilitation. He combines expertise in process facilitation, creative thinking, conflict resolution and group decision making to help his clients develop consensus on effective strategies to achieve their desired results. In this project he will serve as the project manager and team leader for the community visioning effort.

With over thirty years of consulting experience, Herb has assisted communities and organizations to develop visions and strategies on a broad range of issues in a wide number of fields including: community development, agriculture, health, mental health, human services, transportation, community redevelopment, economic development, downtown redevelopment, criminal justice, organizational restructuring, human resource issues, recreation and culture, public utilities, tourism, race and cultural relations, science and engineering, marketing and development, and environmental. In each of these areas he has applied his particular skills to assist groups to analyze the issue, develop alternatives, and prioritize an action plan to move forward toward some shared goal.

Within this broad experience, he has developed particular expertise in working with communities to develop vision and strategic plans. He has particular experience in working with high growth and diversifying communities as well as with corporate and executive interests. His most recent writings and speeches address the question of how to build consensus on complex and controversial topics. He has been actively involved in all the firm's vision projects.

His facilitation work with private sector, public sector and third sector clients at local, state and national levels on a wide range of topics enables him to bring a diverse set of perspectives to any issue. His skills in active listening and idea synthesis assist clients to frame challenges and opportunities in new and solvable ways. His skills in conflict resolution and consensus building help groups work through challenges in constructive and synergistic ways that build better solutions in the end. His ability to translate ideas into practical steps facilitates the development of workable actions plans that lead to real progress. His use of technology and user-friendly visual language techniques clarifies complex issues, facilitates diagnosis of key issues, fosters creative thinking and consensus building and serves to illustrate roadmaps to desired ends.

Author of numerous books and articles, he received his Ph.D. from the University of Florida, where he specialized in process facilitation and strategy in the areas of organizational change and effectiveness. Herb's full curriculum vitae and various writings will be found on [www.analyticaconsulting.co](http://www.analyticaconsulting.co).

**Mike Sabine, Web & Social Media, Fiscal & Data Analyst, Comprehensive Plan, Land Use and Other Policy Review.** Mike is an experienced local government administrator and data analyst familiar with the full range of local government functions. Prior to his association with Analytica, he served as an assistant county manager (Henry and Spalding counties in the Atlanta metro area), a community development director (department head), and has worked at an operational level as both a planner and research analyst.

As assistant county manager in Henry County and Spalding County, Mike worked extensively on service delivery issues, including assessments of overlapping or duplicated services as well as potential fiscal implications of revenue stream and funding changes. Much of this work involved performing data analysis and participating in negotiations with other local governments relative to service-delivery issues and levels of service. In Henry County, Mike also supervised a number of departments, including facilities maintenance, purchasing and risk management. While serving in Henry County, Mike performed the organizational analysis for two management reorganizations successfully implemented by the County Manager. In Spalding County, Mike's duties as assistant county manager included supervision of animal control; business registrations; code enforcement; community development (building inspections, GIS, and zoning administration); emergency management; and information systems/MIS departments. In both counties, Mike assisted the County Manager and Finance Director/Budget Director with overall management of the budget (all funds). Similarly, Mike worked with management in both counties to assess and implement various operating efficiencies at the departmental level.

Mike brings particular strengths in fiscal and scenario modeling with fifteen years of experience in analyzing, assessing, and implementing financial models at local government level as well as modeling of budgetary/fiscal scenarios. He is proficient in life-cycle costing models for programs and facilities. He also brings considerable financial and budget experience (Spalding Co.; Henry Co.). As a former community development director, he has experience with zoning/land use and comprehensive planning at the local level – as well as the linkage between zoning/land use and the delivery of emergency services. While serving in Spalding County, Mike spearheaded a revamp of the Spalding County Comprehensive Plan. Throughout his local government career, Mike has worked with local agencies and planning commissions, regional planning agencies, and state/federal agencies.

Recent projects with Analytica include: Fiscal modeling and forecasting for Polk County, Florida (2012; 2014) and fiscal analysis and forecasting for Brevard County, Florida (2010); data analysis and report writing for Hillsborough County, Florida (2012), and economic development analysis for the City of Pompano Beach, Florida in their strategic planning process (2012).

Mike received his bachelor's degree, magna cum laude, from Stetson University in DeLand. He received his master's degree from Emory University.



**Rick Helms, Community Interviewer, IT.** Rick has extensive local government experience beginning in 1977 as Deputy Clerk in the Highlands County Clerk of the Court Office. After his service with the clerk, he became a budget analyst for the Highlands County, Board of County Commissioners in 1989. He then was successively appointed as the county's budget officer, assistant county administrator and then the county administrator in 2011. Some of his significant accomplishments in this various offices include:

- Consolidation of multiple departments reducing the number of middle managers,
- Automation of the budget process through the selection of an integrated budget software program and trained all departments.
- Development of a system to manage the Capital Improvement Program that ensures funding and cash flow for all approved projects.
- Initiation of a monitoring system for major revenue sources that included ten prior years of monthly collection data for comparison and projection of revenues for budget development.
- Management of the County's first bond issuance in 30 years.

He brings particular skills in the uses of information technology to enhance government effectiveness and efficiency. In addition to the automation of the budget process mentioned above, he also:

- Served as Chief Information Officer for the Board's internal computer network.
- Coordinated and guided the Board offices through the Y2K conversion.
- Implemented the first automated spreadsheets for the Board.
- Trained numerous co-workers on computer and software packages throughout the emergence of these technologies from 1989 to current.

Finally, he has represented local government issues before the Constitutional Revision Commission. He served on the Financial Condition Task Force that provided recommendations to the State Auditor General to improve the financial condition of local governments and he has provided testimony before multiple legislative committees on local government issues.

**Education** 1985–1989 Webber International University, Babson Park, FL. B.S., Magna Cum Laude, Business Administration with concentration in Financial Management with work on a Post Graduate Governmental Accounting class. **Honors** Phi Theta Kappa Honor Society, National Dean's List, Webber College, 1988.



**Michael Joachim, Community Interviewer & Facilitator, Comprehensive Plan and Land Use Review.**

Michael brings planning experience including time as the Planning Manager for Polk County. His professional experience includes: Comprehensive Planning, Strategic Planning, Sustainable Communities Planning, CRA Planning, Utilities Planning, Developments of Regional Impact, Environmental Planning, Area of Critical State Concern, Housing Plans, Multi-modal Transportation Planning, Economic Planning, city planning, County Planning, Comprehensive Plan Amendments, Evaluation and Appraisal Reports, Administrative appeals negotiations, writing and administering zoning and comprehensive plans, CDBG work, Seminole Indian Tribe village design, affordable housing, architectural design standards, creation of CRAs, utilities planning, renewable energy, sustainable planning, expert witness testimony, planning/zoning application/appeals, project design, GIS, due diligence studies, real estate analysis, marketing studies, Consultant management/coordination, Chairman of USF Public Advisory committee, Chairman of USF Business Advisory committee, Chairman of the Auburndale code Enforcement Board, Airport planning, planning for phosphate mines, pre-DRI work, DRI work, site location analysis, etc.

His professional positions have included: Planning Director, Pickett And Associates, Bartow, Florida (04/1992-10/1993); Planning Manager, Polk County Planning Division, Bartow, Florida (12/1990-04/1992); Chief of Comprehensive Planning, Polk County Planning Division, Bartow, Florida (02/1988-1990); President, Mar-Jan Sales Corporation, Fort Lauderdale, Florida (1978-01/1988); Assistant Planning Director, Polk County Planning Department, Bartow, Florida (1973-1978); Principal Planner, Salem County Planning Board, Salem, New Jersey (1971-1973); Senior Planner, Ulster County Planning Board, Kingston, New York (1968-1971):

**Other Experience:**

Taught Planning Courses at Polk Community College in Winter Haven, Florida, State University of New York in New Paltz, New York, and at Glassboro State College in New Jersey.

**Credentials, Affiliations:**

- American Institute of Certified Planners- Nationally Certified Planner
- American Planning Association/ Florida APS
- Former Chairman University of South Florida Lakeland Campus Government Advisory Board
- Associate Central Florida Development Council
- Member of the University of South Florida Lakeland Campus Citizens Advisory Board
- Past Chairman City of Auburndale's Code Enforcement Board
- Lakeland Chamber of Commerce, Haines City Chamber, Auburndale Chamber, and others.
- University of South Florida Polytechnic Incubator Program
- Lakeland Council for Entrepreneurial Development
- The **Tampa Bay** Partnership
- Polk County Vision
- Tampa Bay Technology Forum
- One Bay
- Myregion.org
- Urban Land Institute

**Mac McDowell** has extensive management experience as an administrator and consultant for several public and private and not for profit agencies. His career started with his serving this country in the United States Air Force, where he served in a number of leadership positions, which included Administration, Human Resources, Counseling, Training, Human Relations, etc. His career blossomed while working at Tampa General Hospital (TGH), where he quickly rose from Social Work Counselor to Human Resource Director/Administrator; and responsible for a budget of over 28 million dollars.

Mac has been providing volunteer service and/or consulting for Agencies over 25 years. Mac is certified to facilitate training sessions for St. Petersburg College; Certified EEO Investigator for the United States Postal Service and a certified Professional Facilitator for the Hillsborough County City-County Planning Commission. He is a Reviewer for the Office of Head Start Program Design and Management Performance Standards.

His community volunteer work includes, but is not limited to serving as Chair of the City of Tampa Chief of Police Advisory Committee, Chair of the Children's Board of Hillsborough County Advisory Council, Mayor's Task Force for Tampa Housing Authority, United Way Allocation Committee, City of Tampa Code Enforcement Board, Chair of the Hillsborough County Consumer Protection Board, Chair of Bright Beginnings(Maternal & Children); Historically Black Colleges and Universities Committee; Tampa/Hillsborough Public Television Access Board. Black Leadership Commission of AIDS of Tampa Bay. He has served on Search Committees for Tampa Chief of Police, Plant City Chief of Police, Executive Director of the Children Board and Campus Presidents of Hillsborough Community College. He mediates for the Tampa Police Chief and Hillsborough County Sheriff in community disturbance and advises on Shooting/Critical Incident issues. He has served as chair, HR Committee, Hillsborough County Head Start Policy Council.

Mac past and present memberships includes the Society for Human Resource Management, American Society for Training & Development, Florida Public Personnel Association, Tampa Chamber of Commerce, Brandon Chamber of Commerce Education Committee, and North Tampa Chamber of Commerce.

He is an alumnus of the University of South Florida; Bachelor of Science in Social Work/Counseling and course work in Golden Gate University MPA Programs.



**Anna Hoch Dunn, Visualization and Imagery.** Anna is President of Urban Box Studio in McDonough, Georgia. A credential LEED AP urban design professional, Anna has served as an architectural designer for numerous renovation and construction projects. She possesses expertise in commercial, residential and institutional design areas. Prior to her current role, Anna was affiliated with MSTSD in Atlanta from 2005 to 2009. At MSTSD, her work focused on preliminary design and design development, programming, phasing, site development, as well as renderings and narratives for client design packages. Working with MSTSD project teams, she additionally created construction details and drawings. Anna is thoroughly versed in the development of conceptual renderings and sketches, as her attached project experience indicates. She is also adept in the preparation of project maps. Anna is proficient with Revit 3D Modeling and renderings in Photoshop and Piranesi.

Anna also serves on the Board of Zoning Appeals in McDonough, Georgia and previously served on the McDonough Livable Centers Initiative (LCI) Steering Committee. Serving on the McDonough LCI Steering Committee, Anna assisted in creating a forward-looking vision for city development patterns. Anna received her Bachelor of Architecture degree from Southern Polytechnic University, where she also minored in management. She presently is in the process of preparing for the Architect Registration Exam to achieve Registered Architect status.

A more detailed description of Anna's projects will be found in attachment B.

#### **Southern Design Works Team:**

**Mitchell B. Davis** RA, NCARB, LEED AP BD+C is one of two firm principals for Southern Design Works. Previously, he was associated with Wakefield Beasley & Associates and Perkins + Will: Atlanta, GA. He received his Master of Architecture, magna cum laude, from the University of Tennessee: Knoxville, TN and his Bachelor of Fine Arts in Interior Design, magna cum laude, from The Art Institute of Atlanta.

**Jason D. Perry** RA, NCARB is the other firm principal for Southern Design Works. Previously he was associated with MSTSD, Inc.: Atlanta, GA. He received his Bachelor of Architecture degree from Southern Polytechnic State University: Marietta, GA. He also undertook design studies at Anhalt University of Applied Sciences, Bauhaus: Dessau, Germany.

**Kelly T. Davis** NCIDQ, LEED GA is an associate with Southern Design Works. Previously she was affiliated with WB Interiors, Inc.: Atlanta, GA; Baker, Knapp & Tubbs: Atlanta, GA; and Architectural Services Group, Inc.: Knoxville, TN. She received a Bachelor of Fine Arts in Interior Design, magna cum laude, from The Art Institute of Atlanta and she received a BSFCS in Fashion Merchandising from the University of Georgia: Athens, GA.

**Morgan Ellington** LEED GA is an associate with Southern Design Works. Previously she was affiliated with Wakefield Beasley & Associates: Atlanta, GA. She received her Bachelor of Fine Arts in Interior Design, magna cum laude, from the University of Georgia: Athens, GA. She was also a previous recipient of an ASID Design Excellence Award.

**Miles Shearron** Assoc. AIA, CSI, CDT is an associate with Southern Design Works. Previously he was associated with Wakefield Beasley & Associates: Atlanta, GA and Pieper O'Brien Herr Architects: Alpharetta, GA. He received his Master of Architecture from the University of Tennessee: Knoxville, TN and his Bachelor of Arts from The University of Tennessee as well. He also previously participated with the Urban Program in Sustainable Design Education (UPSIDE): Chattanooga, TN.



**Anneliese R. Oppenheim.** Ms. Oppenheim founded Oppenheim Research in 1989 after amassing 15 years experience in the field of survey analysis and opinion research. Her work has included public opinion polling, policy study, program evaluation, and product and advertising research. She was formerly research associate and director of field operations for the Policy Sciences Program of Florida State University in Tallahassee. Since joining the Policy Sciences Program in 1978, she was responsible for operating the Program's Survey Research Center, managing all survey fieldwork, proposal development, assisting faculty in survey research, data collection, using survey information and preparing survey reports. She also trained and supervised interviewing staff and graduate assistants, developed the computer system for storage and retrieval of information derived from surveys, and coordinated and designed the physical plant for the Survey Research Center. Her other duties included writing training manuals for supervisors and interviewers, as well as writing and disseminating press releases and brochures for advertising survey activities.

Ms. Oppenheim has directed more than 500 surveys for a range of clients, including the Hillsborough County, Pinellas County, the City of Naples, Franklin County, the Agency For Workforce Innovation, Florida A&M University, Florida Education Association, Florida State University, College of Social Sciences, Tallahassee Community College, United States Institute for Theater Technology, Inc., University of Florida Tissue Bank, University of South Florida College of Public Health, University of West Florida, the University of California at Berkeley, the Corporation for Public Broadcasting, the Florida Medical Association, Florida International University, the American Petroleum Institute, United Way of the Big Bend, the Florida Association of Insurance Agents, Colonial Pipeline Co., the Florida Department of Transportation, the Florida Department of Labor, the Executive Office of the Governor, the Florida Game & Fresh Water Fish Commission, the Florida Department of Health & Rehabilitative Services, the Florida Department of Revenue, the Florida Department of Environmental Protection, the Consolidation Charter Commission and other local, regional and state organizations.

Ms. Oppenheim was editorial assistant for the publication "Florida Public Opinion" from 1985-1989, and has authored and co-authored several manuals and survey reports including The Florida Annual Policy Survey (1979-1988) and a partially annotated bibliography, "Survey Research" (November 1985). In 1980, she served as consultant to The University of Alabama at Tuscaloosa and Florida International University in Miami to set up state-of-the-art survey research facilities at those two institutions.

Prior to her work with FSU's Policy Sciences Program, Ms. Oppenheim served Florida State University's Communication Research Center as assistant project director, research assistant and administrative assistant, respectively. In these positions she performed many duties, including coordinating studies for the Corporation for Public Broadcasting in Washington, D.C.

Ms. Oppenheim holds bachelors and masters degrees in education with a concentration in statistics, research design and analysis from Florida State University.

At Oppenheim Research, clients are counseled before and after the research project on how to best utilize the generated results. First, researchers take time to understand the client's concerns and needs, and then design a research plan to address those issues. The firm's consultation services include all phases of research, from study design and implementation to quality control and comprehensive analysis to accurate, concise conclusions and recommendations.

## References

Vice Mayor Roxanne Horvath, Chair, Steering Committee, St. Augustine Vision 2014 & Beyond, 904 825 1266.

Former Vice Mayor David Brenner, Longboat Key, 941 383 7620. Active participant in Longboat Key visioning process and leader of implementation efforts.

Michael Pleuss, City Manager, City of DeLand, 386 626 7109. [Pleusm@deland.org](mailto:Pleusm@deland.org).

Michael Beedie, City Manager, City of Fort Walton Beach, 850 833 9504. [mbeedie@fwb.org](mailto:mbeedie@fwb.org).



**Fee Proposal**

Analytica Process	Fee
<b>Phase 0 – Preparation</b>	<b>\$7,500</b>
0.1. Project Mobilization – All RFP 1.1. steps plus establishment of web site	
0.2. Technology Design & Management. Set up and complete project management of web site and mind mixer.	
<b>Phase 1: Community Listening</b>	<b>\$19,500</b>
1.1 Public opening of dedicated web site	
1.2 Consultant Interviews	
1.3. Neighborhood and Business forums 1	
1.4. Resident response to personal SWOT questions on Mindmixer.	
1.5. Council workshop 1	
1.6. Findings and Summary Report	
<b>Phase 2.0 Vision through Scenarios</b>	<b>\$25,500</b>
2.1. Economic and socio/demographic data	
2.2. Development Images	
2.3. Scenario development	
2.4. City of the Future – Neighborhood & Business forums 2	
2.5. Web based engagement	
2.6. Findings and Summary Report	
<b>Phase 3: Consistency, Feasibility &amp; Impact Analysis</b>	<b>\$18,000</b>
3.1. Review of policy framework	
3.2. Staff workshop to review ideas for legality and authority	
3.3. Web engagement	
3.4. Staff workshops	
<b>Phase 4: Consensus Building</b>	<b>\$18,000</b>
4.1. Vision plan draft 1.0	
4.2. Neighborhood & Business Groups	
4.3. <i>Scientific survey -Optional</i>	See below
4.4. Vision plan draft 2.0	
4.5. Public posting for comment; Web engagement	
4.6. City Council workshop	
<b>Phase 5: Strategic Plan</b>	<b>\$7,500</b>
5.1. Drafting of strategic plan with staff	
5.2. Public Forum	
5.3. Council workshop and adoption	
Grand Total Inclusive of all fees, travel and administrative costs	<b>\$96,000</b>



Optional Services	
Scientific Survey (will vary by # of questions and other requirements. Maximum estimate)	\$25,000
Renderings	
<i>The cost of renderings is highly variable depending upon scope. For this reason we have not attempted an estimate.</i>	

## Attachment A

**Textbox 2: The City of the Future Forum**

This is an invitation/open forum. By invitation we mean that there are individuals in the City who, for various reasons, have a substantive understanding of various future trends and opportunities. The prior events of the visioning process will have identified some of those and the Steering Committee will be charged with identifying others. Personal invitations will be extended to those persons. The forum itself is open to all interested residents.

The core questions of the forum are (1) what experiences will residents want and need to have? (2) Which of these, if any, a City can provide or facilitate? And (3) how can a City do this? The philosophical underpinning of the forum is that people live in cities in order to have certain experiences. Understanding these desired experiences, and how they may be delivered in the future is the focus of the forum.

Examples of topics that could be examined include:

- The impact of driverless cars on transportation capacity;
- Materials and technology that make a home a health care monitor;
- Potential impacts of changing ethnic demographics;
- Potential impacts of longer life spans;
- Lifestyle preferences of millennials;
- The growing preference for active lifestyles by baby boomer retirees;
- New forms of small scale manufacturing such as 3D printing
- The growth of the entrepreneurial class
- Housing, the service economy, and access to jobs
- Growth in the health care industry and personalized medicine
- Cyber security

What the forum is attempting is to understand reasonably probable trends and developments that could impact the design, services (public or private), and experiences of a City so that it remains viable. It accomplishes this through a variety of techniques including scenario modeling, trend visualization, Delphi surveying and other techniques that facilitate a creative, challenging and thoughtful conversation about the future of the City.

Once these trends and developments are identified, a final activity is a SWOT discussion in terms of the readiness of the City to engage these trends and developments.



**RESUME****ANNA HOCH DUNN, NCARB + LEED A.P.**

132 Harris Street · McDonough, GA 30253 dunn.anna@me.com 404.914.3746

**REGISTRATION****Architectural Designer**

LEED A.P.

NCARB – IDP Units Completed

Currently in pursuit of ARE to become Registered Architect

**PROFESSIONAL EXPERIENCE****Urban Box Studio, LLC** · President; *McDonough, GA; 2011-2015*

Projects include automotive, retail, commercial, religious, and residential

Consult with architects and engineers to prepare quality preliminary and construction drawings, ensuring cohesiveness throughout the drawing set, meeting deadlines, and client management

**Architectural Instructor** · Ola High School; *McDonough, GA; 2010-2012*

Instructed Architectural Drawing &amp; Design I &amp; II and Intro to Engineering Drawing and Design

Managed over 80 students

**Business Owner** · Occasions at Early Hill, L.L.C.; *Greensboro, GA; 2009-2011*

Business agenda: lease grounds to transform a plantation home into a venue for hosting events

Roles included: Business developer, event coordinator, event designer, client relations, established vendor relations and alliances, crew management, submittals for publications, marketing through social network and media, finance and budgeting

**Intern Architect** · MSTSD, Inc.; *Atlanta, GA; 2005-2009*

MSTSD is an Architectural, Interior, and Community Planning Firm with an emphasis on retail, commercial office, and mixed-use projects

Worked with licensed architects and in an office culture that encouraged the continual learning of new products and technology on the market

Primary tasks included preliminary design and design development, programming, phasing, site development, as well as renderings and narratives for client design packages

Created construction details and drawings in team settings

**EDUCATION****Bachelor of Architecture**Southern Polytechnic; *Marietta, GA; 2005*Anhalt University; *Dessau, DE; 2004***Minor in Management**Southern Polytechnic; *Marietta, GA; 2005***SKILLS**

Proficient in Revit 3D Modeling; Rendering in Photoshop and Piranesi

**AFFILIATIONS****Board of Zoning Appeals for the City of McDonough** · Mayor's appointee**McDonough LCI Steering Committee** · Committee Member; *McDonough, GA; 2011*

Provided input to design team

Assisted in creating vision for city development patterns

**Extreme Home Makeover** · Volunteer; *Madison, GA; 2011*

Participate on the set with film crew to shoot scenes

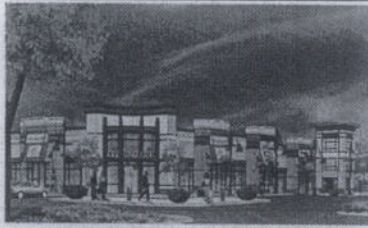
Volunteer to serve in VIP tent for crew members, general contractors, and financial donors



**PROJECT EXPERIENCE**

**ANNA HOCH DUNN, LEED A.P.**

132 Harris Street · McDonough, GA 30253 dunn.anna@me.com 404.914.3746



MSTSD

**Hammond Springs Retail Center - Sandy Springs, GA**

Exterior Renovation: Preliminary design and renderings of an existing retail shopping center  
Renovation of Existing Exterior: 1,100 Linear Ft of Storefront  
New Retail Out-Parcel: 2500 sf



MSTSD

**Prado Redevelopment - Atlanta, GA**

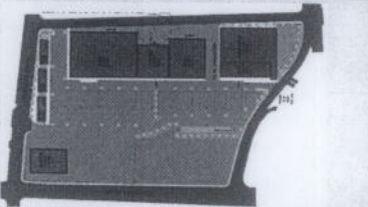
Preliminary design and renderings for a retail development  
Total retail area: 280,600 sf



MSTSD

**Brookhaven Place - Atlanta, GA**

Preliminary design and renderings for a mixed use development consisting of residential, office, and retail  
Total project land area: 50 acres  
Total building area: 1,866,000 sf



MSTSD

**Morosgo + Piedmont - Atlanta, GA**

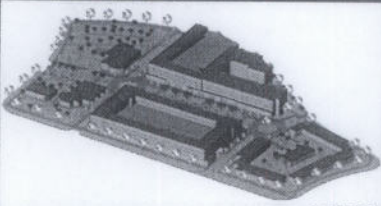
Preliminary programming and site development  
Total retail: 155,000sf



MSTSD

**Summit Mall - Akron, OH**

Preliminary design and renderings for an exterior renovation of an existing shopping mall  
Renovation of Existing Exterior: 440 Linear Ft of Storefront



MSTSD

**The Village at Town Park - Kennesaw, GA**

Master plan and program studies of a mixed used development of residential, retail, restaurants, office.  
Total retail and outparcels: 50,000sf



MSTSD

**Anderson Mall - Anderson, SC**

Preliminary design and renderings for an exterior renovation of an existing shopping mall  
Renovation of Existing Exterior: 380 Linear Ft of Storefront



# How MindMixer Works

*A Guide to the MindMixer Platform*





# MindMixer Engagement

## Community Action Starts Here

MindMixer offers the nation's largest suite of best-in-class engagement technology. Participants can get engaged in a variety of ways with our interactive, mobile-friendly application. Invite community members to engage in a two-way dialogue with their leaders, vote in polls, and earn rewards. Integrate your site with mobile devices and other social media sites to make it easier than ever for residents to get involved.

**Welcome to City of MindMixer.**  
The City of MindMixer is looking for resident feedback. Second, please you support, suggest ideas and leave feedback. Posts will be reviewed by the city to help shape decision making across a variety of departments.

**Rewards Store**  
Welcome to the Emission Greenville Rewards Store!  
The more you engage, the more you earn. Your participation in our online conversations means you can receive an engagement award you earned for great ideas, rewards.

**Thanks for your participation!**  
You have 400 Points to spend

- \$25 voucher for the Farmer's Market** (300 Points) - Redeem this voucher for up to \$25 worth of produce and more produce at the Farmer's Market.
- Tickets to a performance at the Community Playhouse** (300 Points) - Four tickets to see one of Greenville Community Playhouse's award-winning productions.
- Lunch with Mayor Smith** (300 Points) - Sit down with Mayor Smith and discuss important city issues.

**Topics**  
Join the discussion and add to conversations

**Connecting Our Community**  
How can we create a more connected community?  
My idea is...

**Enjoying Our Parks**  
How do you enjoy our Parks? Pick your favorite activities at the park.



# There are Many Ways to Engage

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## Photo Share

Create a visual of the community by asking participants to submit their own photos, or interact on yours in a visual preference survey.



## Instant Poll

Allow participants to select from a list of choices determined and controlled by your site administrators.



## Idea Submissions

Invite participants to submit their own, unique ideas, or support other ideas and leave feedback in the comments field.



## Survey

Offer a comprehensive list of open- or closed-ended questions that participants can answer quickly on a specific subject.



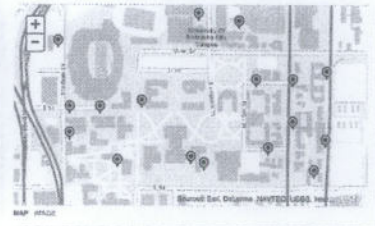
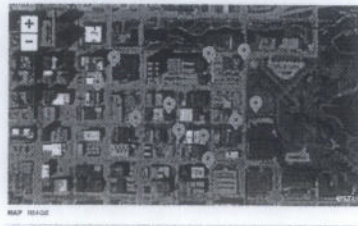
## Challenge

Get citizen solutions to a challenge your community is facing, then take direct action based on participants' votes.

# Engagement Features and Benefits

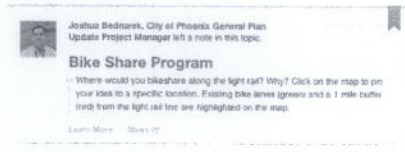
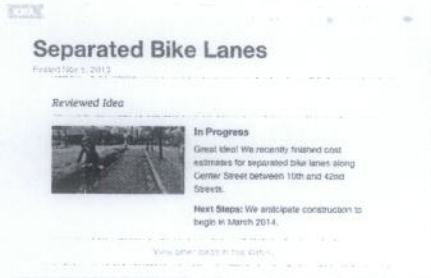
## Seamlessly Map Innovative Ideas

MindMixer is the first and only all-encompassing engagement platform to integrate dynamic mapping within the participation suite. Participants have the ability to tie their ideas to any location on the map. You can also define geographic boundaries for your project using MindMixer's Esri map integration.



## Join the Conversation

One of the most valuable aspects of your MindMixer site will be your ability to engage in a two-way conversation with your community members. Administrators and stakeholders can leave feedback and updates on ideas submitted by participants, helping keep the conversation going and ensuring participants that their voices are being heard.



## Who's Listening

Let participants know who is taking their feedback into account and responding to their ideas in order to humanize your online dialogue. Invite department directors and other recognizable public leaders to take ownership of the site in order to legitimize the project and show your residents that their comments are not going unheard.

### Who's Listening



Greg Stanton  
Mayor



Bill Gates  
Vice-Mayor



Theida Williams  
City Council

Connect with these leaders. View All Listeners

## **Incentivize Engagement**

MindMixer has been recognized by several national publications as the leader in gamification within a community engagement platform. Participants earn points every time they engage – points they can use to redeem the rewards you provide. Recognition is an effective way to thank participants and encourage them to continue the conversation, and we will provide you with helpful tips for how to create a rewards store unique to your community.

## **Share with Social Sites**

MindMixer has deep integration with the most popular social media sites such as Facebook, Twitter, LinkedIn, and Google+ , allowing participants to share their contributions with their social following and help expand your audience. In addition, you can integrate your MindMixer platform with your organization's existing website.

## **Mobile Integration is Easy**

MindMixer is the only community engagement platform with seamless SMS (text) participation. Your community members can provide feedback on-the-go through this integrated functionality. You can also notify them of new topics and other site updates via email and SMS.

## **Language is Not a Barrier**

The MindMixer platform can be viewed in more than 90+ languages. This allows for participants of about any language to feel comfortable submitting, commenting, and sharing with friends.

## **Browser Compatibility**

The MindMixer application is compatible with the most current versions of all major browsers on both iOS and Windows platforms. MindMixer allows participants to utilize browser-supplied tools to perform tasks such as increasing or decreasing font size.

## **Site Guidelines and Policing**

MindMixer does not allow for anonymous participation; sign up is required. Our extensive experience has shown that verified participation yields high quality input and less negativity. Additionally, collecting basic demographic information from participants allows for a richer and deeper understanding of site activity. Participants also have the ability to sign up by using their social media accounts.

MindMixer provides compliance with disability access rules as specified by the World Wide Web Consortium and US Federal Section 508 in addition to the Americans with Disabilities Act.

Although we do not anticipate inappropriate activity, if content is deemed inappropriate and removed from the site by MindMixer, you, or any participant, then each party will be notified. You will have access to all unfiltered content within the Reporting Dashboard.

For participants, we provide an online FAQ, participation guidelines, and terms and conditions. In addition, participants can self-police through a participant-reporting tool. The MindMixer platform is monitored at all times to assure the best experience for all participants.











# Client Management Dashboard

## Get the Most Out of Your Engagement Site

You and your team will be able to craft your community questions and schedule your conversations to optimize engagement, all while keeping your participants up-to-date on the progress their ideas are making. Before you get started, we'll tell you everything you need to know to administer your site and delegate duties to your team, and our helpful step-by-step Onboarding Wizard will do the rest.

**Welcome to Envision Greenville's Management Dashboard**  
 The Management Dashboard gives you full control over your project.

**PDF Resources**

- Resource Library
- Resource Library
- Self-Care
- Training the Trainer

**Video Resources**

- Training (1:30:00)
- Self-Care (1:00:00)
- Training the Trainer (1:00:00)
- Self-Care (1:00:00)
- Training the Trainer (1:00:00)

**299 Views**  
**125 Views**  
**100 Comments**

---

**TOPICS**  
 Define the important topics in your community.  
**8 current topics.**  
**6 archived topics.**

**MESSAGE CENTER**  
 Send messages to your site's participants.  
**9 messages have been sent.**

**Application Color Theme**

MindMixer Cosmic Fire Fuchsia  
 Ozanberry Plum Midnight Royal Sea Foam  
 Caribbean Grass Forest

**IDEA STATUS**  
 Monitor the progress of ideas and receive feedback.  
**19 ideas have been reviewed.**

**GROUPS**  
 Organize and interact with your user groups.  
**4 work groups.**  
**6 user groups.**

**REWARDS**  
 Provide users with incentives for participating.  
**4 rewards are active.**

**WHO'S LISTENING**  
 Identify the community members who are most active.  
**3 community lead**

**SETTINGS**  
 Customize your site with features & options.  
**What features do you want to activate on your site?**

**ALERTS**  
 Alerted with users through Email and text.  
**2 alerts have been customized.**

**Message Center**

**Draft Messages**

Subject	Date	Actions
Sustainable Development Open House - Thursday the 18th	10/18/18 10:00 AM	View

**Scheduled & Sort Messages**

Subject	Date	Actions
Issue Review This Weekend	10/19/18 10:00 AM	View
Test Announcement	10/19/18 10:00 AM	View
Upcoming Meeting	10/19/18 10:00 AM	View
Don't Miss Out	10/19/18 10:00 AM	View
Meeting This Thursday 11:00 AM	10/19/18 11:00 AM	View
Art Fair This Weekend at the Plaza	10/19/18 10:00 AM	View
Partnership with Live/Work Greenville	10/19/18 10:00 AM	View
Public Meeting Next Tuesday!	10/23/18 10:00 AM	View
Transit Alternatives Public Meeting	10/23/18 10:00 AM	View

**Upload Your Own Image**  
 Custom City City-Plan Homes Park  
 Town Urban

# Management Dashboard Features & Benefits

## Make it Your Site

Create a MindMixer site dedicated to your organization and your projects. Incorporate your own unique design elements including logos, imagery, videos, and more, then determine which other settings and background information you will make available on your engagement site.



## You Control the Content

Determine the topics that are important to your community and your project, then ask them the way you want, when you want. Choose from hundreds of proven, compelling topics, written by our engagement specialists to help guide your conversation and reach your goals. Add photos, links and video to explain your topics and give your community the context to get the conversation started. Scheduling is available to help you plan out your next steps weeks in advance.



## Tailor the Conversation

Invite all participants to interact with a topic, or segment your questions, opening them only to a pre-defined set of participants based on demographics or group membership. You can also give certain administrators the ability to respond to specific topics.



## Timeline is up to You

We believe that having at least one live topic on your site at all times is key to a site's success. On average, we encourage between 5-8 topics to avoid overwhelming participants. Keep the conversation going if a topic is popular, or end a topic if it isn't generating a lot of discussion. Once topics are have ended, questions and ideas can always be viewed by you and your participants in the Topics Section.

## Grow Your Audience Instantly

Easily upload all your email lists and send an invitation to your community with one click. The invitation is already written for you. It's as simple as copy, paste, send.

## Put Social Networks to Good Use

One of the most important things you can do to grow your online conversation is utilize your existing social following. Alerting your networks on Facebook and Twitter to new topics and project milestones on your MindMixer site is done automatically. All you need to do is add your page or your handle and watch your community engage.

## Keep Participants Updated

You are going to hear dozens of great ideas from participants, and when you find the one that's the right fit for your project, you can tell your community about it within the online conversation. Sort and label all the ideas submitted on your MindMixer site using the appropriate status phrases, calling out and giving recognition to those community ideas that are being made a reality.



## Stay in Touch

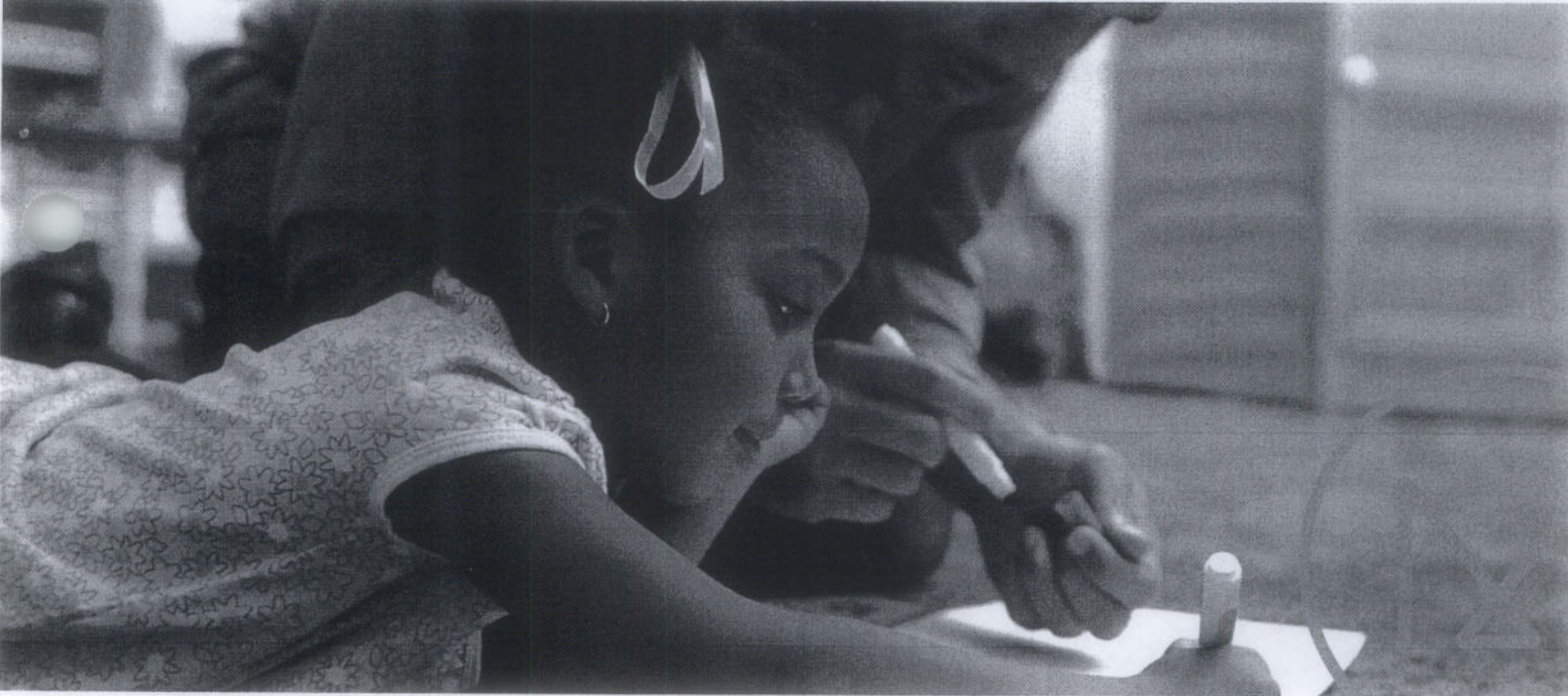
Stay in direct contact with your participants using messaging tools within your MindMixer site. Keep community members updated on your engagement site's activity through on-site notifications or emails, alerting them to milestones in participation, public meetings, and new or closing topics. Schedule messaging for the future, attach supporting images and documents, and tailor your messages to different demographic groups on your MindMixer site.



## Customize Your Administrators

Administrators can be given various levels of access to the site. Permission levels include access to the reporting interface, site engagement rights, and the ability to edit site content. It's up to you which stakeholders can be involved in which part of your online conversation, and it's a simple one-step process to customize administrative rights.





## Client Reporting Interface

### Put Your Community's Ideas to Use

MindMixer was conceived by planners, so we know how important it is to measure, report and visualize your engagement data in a usable and meaningful way. Analyze interactions based on participants' age, location, and other attributes and incorporate the most popular and impactful ideas into your final plan. Share the results of your engagement project with the rest of your team with easy-to-download reports.



# Reporting Interface Features & Benefits

## Take a Glance at Engagement

Get a high-level overview of the activity on your site. Easy-to-read graphics show you who's participating, where they're from, when they're visiting your site, and how they're sharing the great ideas they're hearing from other participants.

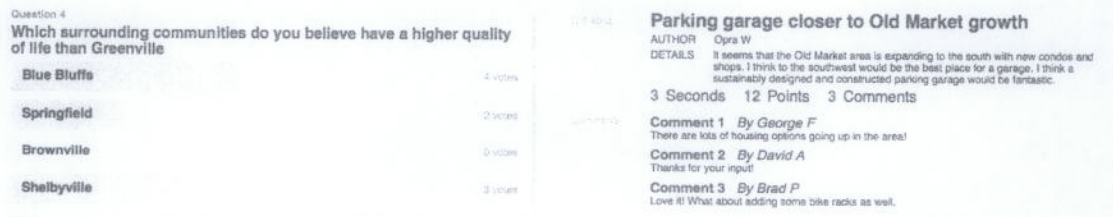


## Who are Your Participants?

Two different levels of data show you broad breakdowns of your participant's age, gender, and zip code, and a list of all the participants on your site. Sort this list by date joined and points accumulated to see where your most active residents live, and segment your topics based on the most engaged neighborhoods in your community.

## What are Your People Talking About?

A simple Idea Overview shows you how many ideas and comments have been submitted on your site, while a more detailed report breaks down each topic and allows you to easily read every idea and comment ever submitted on the site. Use this information to gauge which topics have the most traction within your community to help shape your plans offline and map out the future of your online conversation.



## Take the Engagement with You

Once you've sorted your data and you're ready to analyze the engagement on your MindMixer site, exporting information in reports is possible within your reporting interface. Downloadable reports are available in Excel, .CSV, and .PDF formats so that you can easily take your engagement data to team members and support final reports with the findings from your MindMixer site.



**INVITATION TO PROPOSAL/BID**

**SUBMIT PROPOSAL/BIDS TO:** City of Apopka City Clerk  
120 East Main Street Apopka, Florida 32703  
407-703-1704

**Bid/Proposal No. 2015-02**

**Bid/Proposal Title: Community-Wide Visioning Process**

Page 1 of \_\_\_\_\_ pages.

Sealed Bids/Proposals must be received in the City Clerk's Office **not later** than:

Date: March 25, 2015 Time: 3:00 P.M. Location: City Council Chambers - City Hall, 120 E Main Street, Apopka, FL 32703  
Bid Opening: March 25, 2015 Time: 3:15 P.M.

Agency Mailing Date: \_\_\_\_\_

Vendor Name: Analytica		Reason for No Bid/Proposal:			
Vendor Mailing Address:		POB 998			
City: Newberry		State: FL	Zip: 32669		
Vendor No.:		FEI No.: 59 373 0787			
Telephone No.: 352 262 9460		Fax No.: 888 287 3959		E-Mail: hmarlowe@aol.com	

Certified or Cashier's Check is attached, when required, in the amount of \$ N/A.

THE CITY COUNCIL HAS THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY OR NO REASON. THE CITY COUNCIL FURTHER ADVISES APPROVAL OF THE APPARENT LOW BIDDER DOES NOT CONSTITUTE NOTICE OF ACCEPTANCE NOR IS IT INTENDED TO CREATE A CONTRACT OR ANY CONTRACTUAL RIGHT CONCERNING THIS PROPOSAL/BID. NO ONE HAS ANY CLAIM TO A CONTRACT/OR ANY CONTRACTUAL RIGHT UNTIL THE CITY COUNCIL SPECIFICALLY AUTHORIZES THE CONTRACT TO BE SIGNED BY THE MAYOR.

I CERTIFY THAT THIS RFP/BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY CORPORATION, FIRM OR PERSON SUBMITTING AN RFP/BID FOR THE SAME SERVICE, MATERIALS, SUPPLIES, OR EQUIPMENT, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL CONDITIONS OF THIS RFP/BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP/BID FOR THE BIDDER.

I FURTHER CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS AND CONDITIONS OF THIS RFP/BID.

  
Authorized Signature

Herbert M. Lan  
Printed Name

***This page must accompany bid proposal***



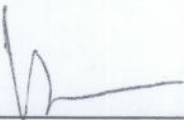
EXHIBIT "B"

PROPOSAL SIGNATURE FORM

I Herbert A. Marlowe \_\_\_\_\_, OF Analytica \_\_\_\_\_ CERTIFY THAT I, HAVING PERSONALLY APPEARED FOR IDENTIFICATION AND THAT I AM AN AUTHORIZED REPRESENTATIVE OF A FIRM, COMPANY, PARTNERSHIP, OR ANY OTHER LEGAL BUSINESS ENTITY SUBMITTING A PROPOSAL UNDER THE CITY OF APOPKA REQUEST FOR PROPOSAL OR THAT I DO HEREBY AUTHORIZE THE FOLLOWING TO ACT AS MY AGENT(S) IN SUBMITTING A REQUEST FOR PROPOSAL TO THE CITY OF APOPKA:

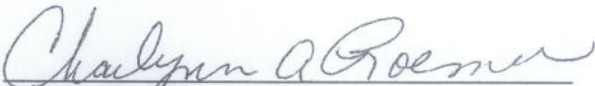
1) \_\_\_\_\_  
(List Agent)

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE PROPOSAL APPLICATION AS SUBMITTED BY MY AGENT(S), AS REFERENCED ABOVE, I FURTHER UNDERSTAND THAT EACH TIME MY AGENT(S) SUBMITS A PROPOSAL OR SIGNS ANY REQUIRED DOCUMENTATION, THAT THE INDIVIDUAL MUST EXHIBIT THIS AUTHORIZATION FORM TO THE CITY STAFF UPON REQUEST.

  
\_\_\_\_\_  
Signature of Proposer

STATE OF Florida  
COUNTY OF Alachua

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of March, 2015, by Herbert Marlowe who is personally known to me or has provided the following identification \_\_\_\_\_

  
\_\_\_\_\_  
Notary Public

Commission/Stamp/Seal:



EXHIBIT "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

(Submit in Triplicate)

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Apopka City Council by Herbert A. Marlowe  
[Print individual's name and title]  
for Analytica  
[print name of entity submitting sworn statement]

whose business address is: 26910 SW 30<sup>th</sup> Ave, Newberry, FL 32669

and (if applicable) its Federal Employer Identification Number (FEIN) is 59 373 0787 \_\_\_\_\_.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.

I understand that no person or entity shall be awarded or receive a city contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of city monies unless such person or entity has submitted a written certification to the City that it has not:


- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.



**CITY OF APOPKA  
INVITATION TO RFP/BID**

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's Project Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**



\_\_\_\_\_  
Signature of Proposer

STATE OF Flor. La  
COUNTY OF Alachua

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of March, 2015, by Heiber Mark who is personally known to me or has provided the following identification \_\_\_\_\_.

Charlynn A Roemer  
Notary Public

Commission/Stamp/Seal:



**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.



EXHIBIT "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

(Submit in Triplicate)

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Apopka City Council by Herbert A. Marlowe  
[Print individual's name and title]  
\_\_\_\_\_ for Analytica  
[print name of entity submitting sworn statement]

whose business address is: 26910 SW 30<sup>th</sup> Ave, Newberry, FL 32669

and (if applicable) its Federal Employer Identification Number (FEIN) is 59 373 0787 \_\_\_\_\_.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.

I understand that no person or entity shall be awarded or receive a city contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of city monies unless such person or entity has submitted a written certification to the City that it has not:

- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

CITY OF APOPKA  
INVITATION TO RFP/BID

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's Project Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]  
Signature of Proposer

STATE OF Florida  
COUNTY OF Alachua

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of March, 2015, by Herb Males who is personally known to me or has provided the following identification \_\_\_\_\_

Charlynn A Roemer  
Notary Public

Commission/Stamp/Seal:



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This sworn statement is submitted to the City of Apopka City Council by Herbert A. Marlowe  
[Print individual's name and title]  
for Analytica  
[print name of entity submitting sworn statement]

whose business address is: 26910 SW 30<sup>th</sup> Ave, Newberry, FL 32669

and (if applicable) its Federal Employer Identification Number (FEIN) is 59 373 0787 \_\_\_\_\_.

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- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.



CITY OF APOPKA  
INVITATION TO RFP/BID

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I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

Wes  
\_\_\_\_\_  
Signature of Proposer

STATE OF Florida  
COUNTY OF Alachua

The foregoing instrument was acknowledged before me this 1<sup>st</sup> day of March, 2017, by Wes who is personally known to me or has provided the following identification \_\_\_\_\_.

Charlynn A Roemer  
\_\_\_\_\_  
Notary Public

Commission/Stamp/Seal:



**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

EXHIBIT "D"

DRUG FREE WORKPLACE CERTIFICATION

DRUG-FREE WORKPLACE CERTIFICATION


Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Analytica

\_\_\_\_\_  
BUSINESS NAME



\_\_\_\_\_  
PROVIDER'S SIGNATURE



EXHIBIT "E"

BIDDER'S CERTIFICATION

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to 90 \_\_\_\_\_ days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the Apopka Police Department prior to award.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Apopka or of any other bidder is interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Analytica

NAME OF BUSINESS

*[Handwritten Signature]*

SIGNATURE

Herbert Marlowe, Principal

NAME & TITLE, TYPE OR PRINTED

POB 998

MAILING ADDRESS

Newberry, FL 32669

CITY, STATE, ZIP

STATE OF Florida

COUNTY OF Alachua

Signed and sworn to (or affirmed) before me this 15<sup>th</sup> day of March, 2015, by Herbert Marlowe, who is personally known or produced \_\_\_\_\_ as identification.

[SEAL]



*Charlynn A. Roemer*  
SIGNATURE OF NOTARY PUBLIC

Charlynn A Roemer  
PRINT, TYPE OF STAMP COMMISSIONED NAME OF NOTARY PUBLIC



**COMMUNITY-WIDE VISIONING PROCESS**

REQUEST FOR PROPOSALS

Score Sheet\*

Selection Criteria (p. 13, RFP document)	Maximum Points	RFP Respondent					
		Analitica	Dr. Clara Bostwick	Future I.Q. Partners	Gianni, Longo & Assoc.	Keith & Schnars	VHB
1. Responsiveness of the request for qualifications and/or proposal to the purpose and scope of services.	0 - 20						
2. Ability and history of successfully completing contracts of this type, meeting projected dead-lines, experience in similar work.	0 - 25						
3. Performance data, references, and key personnel.	0 - 25						
4. Most efficient and effect scope of work and product.	0 - 20						
5. Price.	0 - 10						

\* Instructions: Place only the score on this sheet. Do not use the score sheet for notes.

\_\_\_\_\_  
Name of the Reviewer (Print)

**INVITATION TO PROPOSAL/BID**

**SUBMIT PROPOSAL/BIDS TO:** City of Apopka City Clerk  
120 East Main Street Apopka, Florida 32703  
407-703-1704

**Bid/Proposal No. 2015-02**

**Bid/Proposal Title: Community-Wide Visioning Process**

Page 1 of \_\_\_\_\_ pages.

Sealed Bids/Proposals must be received in the City Clerk's Office **not later** than:

Date: March 25, 2015 Time: 3:00 P.M. Location: City Council Chambers - City Hall, 120 E Main Street, Apopka, FL 32703  
Bid Opening: March 25, 2015 Time: 3:15 P.M.

Agency Mailing Date: \_\_\_\_\_

Vendor Name:		Reason for No Bid/Proposal:			
Vendor Mailing Address:					
		City:		State:	Zip:
Vendor No.:		FEI No.:			
Telephone No.:		Fax No.:		E-Mail:	

Certified or Cashier's Check is attached, when required, in the amount of \$ N/A .

THE CITY COUNCIL HAS THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY OR NO REASON. THE CITY COUNCIL FURTHER ADVISES APPROVAL OF THE APPARENT LOW BIDDER DOES NOT CONSTITUTE NOTICE OF ACCEPTANCE NOR IS IT INTENDED TO CREATE A CONTRACT OR ANY CONTRACTUAL RIGHT CONCERNING THIS PROPOSAL/BID. NO ONE HAS ANY CLAIM TO A CONTRACT/OR ANY CONTRACTUAL RIGHT UNTIL THE CITY COUNCIL SPECIFICALLY AUTHORIZES THE CONTRACT TO BE SIGNED BY THE MAYOR.

I CERTIFY THAT THIS RFP/BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY CORPORATION, FIRM OR PERSON SUBMITTING AN RFP/BID FOR THE SAME SERVICE, MATERIALS, SUPPLIES, OR EQUIPMENT, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL CONDITIONS OF THIS RFP/BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP/BID FOR THE BIDDER.

I FURTHER CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS AND CONDITIONS OF THIS RFP/BID.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

***This page must accompany bid proposal***

**CITY OF AOPKA  
INVITATION TO RFP/BID**

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**CITY OF APOPKA  
INVITATION TO RFP/BID**

**GENERAL CONDITIONS**

**BIDDER** - To insure acceptance of the bid, follow these instructions.

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (NO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE) The face of the envelope shall contain, in addition to the City address provided on the previous page, the date and time of the bid opening and the bid number. Bids not submitted on attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subjected to rejection.

1. **EXECUTION OF BID:** Bid must contain a manual signature of authorized representative in the space provided. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by bidder to his bid price must be initialed. The company name shall also appear on each page of the bid as required.
2. **BID OPENING:** Shall be public, on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which are late for any reason will not be considered. Offers by telegram or telephone are not acceptable.

**NOTE:** Bid tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Bid files may be examined during normal working hours by appointment. Bid tabulations WILL NOT be provided by telephone.

3. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery set-up.
  - a. **TAXES:** The City of Apopka does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of city owned real property as defined in Chapter 192 Florida Statutes.
  - b. **MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.
  - c. **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

**CITY OF APOPKA  
INVITATION TO RFP/BID**

- d. **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health act and any standards thereunder.
  - e. **INVOICING AND PAYMENT:** The contractor shall be paid upon submission of properly certified invoices to the City at the prices stipulated on the contract at the time the order is placed, after delivery, installation and acceptance of the goods, less deductions if any, as provided. Invoices shall contain purchase order number and the contractor's Federal Employer Identification Number. An original and three (3) copies of the invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment.
4. **MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which is an equivalent for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The City of Apopka reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with these requirements are subject to rejection.
  5. **INTERPRETATIONS:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt not later than seven (7) days prior to the bid opening. Inquiries must reference the date of bid opening, and bid number. No interpretation shall be considered binding unless provided in writing by the City of Apopka in response to requests in full compliance with this provision.
  6. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director or agent who is also an employee of the City of Apopka. Further, all bidders must disclose the name of any City employee who owns, directly or indirectly, an interest of five per cent (5%) or more in the bidder's firm or any of its branches.
  7. **AWARDS:** As in the best interest of the City, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is competition among the bids received and the lowest bid is acceptable to the City, evaluation of other bids is not required. Bidders are cautioned to make no assumptions.
  8. **SERVICE AND WARRANTY:** Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

**CITY OF AOPKA  
INVITATION TO RFP/BID**

9. **SAMPLES**: Samples of items, when called for, must be furnished free of expense, and if not destroyed, may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number and item reference.
10. **INSPECTION, ACCEPTANCE AND TITLE**: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the City, unless loss or damage results from negligence by the City. The contract supplier shall be responsible for filing, processing and collecting all damage claims.
11. **DISPUTES**: Any actual or prospective bidder who disputes the reasonableness, necessity or competitiveness of the terms and conditions of the Invitation to Bid, bid selection or contract award recommendation, shall file such protest, in writing, within two (2) days upon award by the City Council.
12. **GOVERNMENTAL RESTRICTIONS**: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the supplier to notify the City, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration.
13. **PATENTS AND ROYALTIES**: The bidder, without exception, shall indemnify and save harmless the City of Apopka and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Apopka. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
14. **ADVERTISING**: In submitting a proposal, bidder agrees not to use the results therefrom as a part of any commercial advertising.
15. **ASSIGNMENT**: Any purchase order issued pursuant to this bid invitation and the monies which may come due hereunder are not assignable, except with the prior written approval of the City.
16. **LIABILITY**: The supplier shall hold and save the City, its officers, agents and employees harmless against the claims by third parties resulting from the supplier's breach of this contract or the supplier's negligence.
17. **FACILITIES**: The City reserves the right to inspect the bidder's facilities at any time with prior notice.
18. **THE SUCCESSFUL BIDDER(S) MUST PROVIDE**: A copy of any product literature and price list, in excellent quality black image on white paper, suitable for duplication.



**CITY OF APOPKA  
INVITATION TO RFP/BID**

**NOTE**

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. THIS SHEET AND THE ACCOMPANYING BID CONSTITUTE AN OFFER FROM THE BIDDER. THE CONDITIONS OF THE BIDDER ACKNOWLEDGMENT BECOME A PART OF THE WRITTEN AGREEMENT BETWEEN THE PARTIES.

**CITY OF APOPKA  
INVITATION TO RFP/BID**

**PURPOSE:**

The City of Apopka, Florida, (“City”) is issuing this Request for Proposal (“RFP”) seeking qualified parties (“Proposer”, “Proposers”) experienced in leading the Apopka community through a comprehensive community-wide visioning process.

**BACKGROUND:**

The City of Apopka, approaching a population of 50,000, is located in the northwest quadrant of the Orlando metropolitan area. With vacated agricultural properties and existing industrial businesses, Apopka is ideally suited for light industrial businesses, light manufacturing, major employers and warehousing and distribution. Covering approximately 35 square miles, the City’s jurisdictional area expands annually through four to five scheduled annexation cycles. Construction of the Wekiva Parkway is scheduled to commence in mid-2015 with completion occurring in 2021. This missing link of the Orlando Beltway will finish a highway connection between Walt Disney World to the south and I-4 to the north, while igniting additional population growth and development within Apopka.

- **Inclusive:** Apopka is rich in diversity and the visioning process will embrace opportunities to involve input from as many segments of the population and neighborhoods as possible (e.g. culture, age, socio-economic, spatial).
- **History and Trends:** Located at the northwest quadrant of the Orlando metropolitan area, Apopka’s heritage as the “Indoor Foliage Capital of the World” fades as more recent trends point to a city with a diversity of business, industry and residential neighborhoods. In 1985 over 650 horticultural and landscape nursery growers covered the Apopka area; today less than 150 remain. While the City’s demographics include many long standing families desirous to retain positive attributes of the City’s former heritage, residents that moved to Apopka over the last decade seek a more modern urban environment offering arts and cultural activity indicative of a city expected to reach a population of 80,000 residents over the next decade. This visioning exercise will recognize the identity of individual neighborhoods but must emphasize emergence of a single community with a clear path leading to a formation of common goals and a new identity.
- **Accessible:** The visioning exercise should not only use traditional formats of government interaction with the community but also include an approach that emphasizes innovative ways to communicate and to encourage participation from residential neighborhoods, the business community, as well as city leaders and staff.
- **Community Driven:** A visioning process shall emphasize input from the residents and business owners of the City of Apopka while also including dialogue with City officials and staff. Collaboration and consensus are essential.

**PROJECT: APOPKA COMMUNITY-WIDE VISIONING PROCESS**

The Scope of Services (below) outlines tasks that may be assigned to Consultant(s) under one or more Consultant contracts. The requirements within the scope of services allows flexibility for the Response to demonstrate creativity and a program suitable to the City of Apopka.

Please note that “Proposer” as used and contemplated throughout this RFP, shall mean an authorized representative of a firm, company, partnership, or any other legal business entity submitting a proposal.

**CITY OF APOPKA  
INVITATION TO RFP/BID**

“Contractor” as used and contemplated throughout this RFP shall mean “Successful Proposer,” or Entity who is awarded the RFP.

**SCOPE OF SERVICES:**

A. Overview. The following is an outline of the total scope of work:

1. Finalize work program\attend organizational Meetings
2. Conduct Community-Wide Visioning Process
3. Analysis of Comprehensive Plan, Land Development Code and Related Planning Documents for Consistency and Inconsistency with Community Input
4. Prepare Vision Statements
5. Prepare Strategic Plan for Implementing Community Vision Statement

The selected firm will first conduct a community visioning process with the purpose of eliciting responses from residents and business owners on the ideal City of Apopka. Documented community input will lead to the development or affirmation of a vision for neighborhoods and commercial districts on either a neighborhood (or area-wide) and a city-wide level. Emerging from the visioning process will be a set of mission or vision statements. It will collectively answer the question, “What should the City of Apopka become?” and “How will my neighborhood fit into this vision?”

The process will be facilitated with assistance from the City, who will conduct a concerted effort to engage members of the community that have not typically participated in community planning efforts.

The City requires the selected firm to lead Community Visioning meetings at various facilities arranged by the City. In addition to the Community Visioning this process shall include a visioning and consensus workshops with the City Council. From the Community Vision process the consultant shall prepare a strategic plan guiding implementation actions for city leaders to move our community towards its vision statement. The expected deliverables include a Strategic Plan to provide a five-year action plan guiding the allocation of City resources and the organizational priorities of City Council, departments and committees.

B. Final Work Program and Schedule. Meet with the City’s project management team to establish a final work program, schedule, and budget, including the number and type of community meeting.

- Establish final work program and schedule.
- Establish final community participation program



**CITY OF AOPKA  
INVITATION TO RFP/BID**

C. Community Visioning Process Participation. The firm will be responsible to facilitate a minimum of seven (7) workshops with neighborhoods and business groups reflecting information from the Background Statement. At least one meeting will be comprised of a stakeholder group of community and business leaders identified by the City. In addition, at least two workshops will be conducted with City Council. The proposal shall outline the method and techniques to be used to gather community input, including public meetings, small group sessions, or other public participation forums with residents, stakeholder groups, City staff, civic and business leaders, and influential external individuals identified by City staff. The proposal shall outline a proposed visioning process and the type of public participation techniques that are proposed to gather community input.

The outcome of these meetings and responses will be assembled and documented through written and graphic reports to be reviewed by city staff and officials. This project is intended to serve the public; as such, Proposer is expected to work closely with the public and community leaders.

- Community workshops and surveys
- Written and graphical reports

D. Community Goals and Policy Direction. Consultant will review the current policy framework set forth in the Comprehensive Plan, Land Development Code and other City documents to compare with the general views, ideals, and interests identify during the Community-Wide and Neighborhood visioning process. A general report shall describe consistencies and inconsistencies with current policies guiding the City's future.

- Review City policy documents
- Prepare report on differences between community opinion and current city policies and plans (Vision Consistency Report)

E. Vision Statements. Based on the community-wide visioning process, prepare recommended vision statement. Develop consensus with City leaders and public regarding vision statements for the city and neighborhoods.

- Community-wide vision statement consensus
- Neighborhood vision statement consensus

F. Strategic Plan. Consultant will prepare a five-year strategic plan that outlines necessary implementation activities that should be undertaken by the City to reach and accomplish the vision statements. A workshop will be held with the public and City Council to review the vision statements. A second meeting or hearing will be scheduled for City Council to adopt the final vision statements and the Strategic Plan. The resulting strategic plan will provide a five-year action plan to guide the allocation of City human resources, organizational planning goals of City Council and departments, and modifications of planning policies to facilitate the achievement of the identified long-term goals.

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- Final vision statements and long-term goals
- Strategic plan
- Final consensus\adoption meetings

G. Deliverables. Deliverables due the City of Apopka, *as proprietary documents*, shall include:

- Community workshop summary reports and surveys
- Any website proposed to address project status, reports, and surveys
- Vision consistency report
- Strategic Plan
- All final work products, graphics, surveys, maps, etc. will be delivered in a digitally (i.e. compact disk) at the project conclusion
- All deliverables shall be prepared with Microsoft software (Word, Excel, etc.) and other software approved by the City in the professional services agreement.

**Instructions to Proposers:**

- A. All responses shall be sent to: Linda Goff, City Clerk, 120 E. Main Street, Apopka, Florida 34704. Any questions concerning the City's specifications or RFP process shall be directed to the [position]. The City shall not be responsible for oral interpretations given by any person, including but not limited to City employees, representatives, and consultants. The issuance of a written addendum is the only method whereby interpretation, clarification or additional information can be given that will bind the City. If any addenda are issued to this Request for Proposal, the City will attempt to notify all prospective proposers who have been issued a copy of the Request for Proposal. However, it shall be the responsibility of each proposer, prior to submitting the proposal, to contact the City Administrator's Office at 407-703-1750 to determine if addenda or amendment were issued and to make such addenda or amendment a part of the proposal.
- B. Requests for clarification of the requirements or inquiries about information contained in the RFP package shall submitted to Glenn Irby, City Administrator, at [girby@apopka.net](mailto:girby@apopka.net) no later than 3:00 p.m. EST, March 9, 2015. Telephone calls will not be accepted or returned. All requests shall be responded to in one email to all known interested persons and companies no later than 5:00 p.m., March 17, 2015.
- C. Please place one (1) original and seven (7) copies and one (1) digital copy of your RFP in a sealed envelope and clearly label in the lower left corner the name and address of the person or company submitting the proposal and the date and hour of the proposed submittal. Any proposal received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have his/her/its proposal delivered to the City Hall, Clerk's

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Office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, or other delivery service, the proposer shall be solely responsible for its timely delivery to the City Hall. Any such proposals delayed in transit, if received after the stated time and date, shall not be considered, shall not be opened at the public opening, and arrangement shall be made for their return at the proposer's request and expense.

**D. Proposal Requirements:**

- Proposer shall be verifiably certified/licensed in area(s) of advertised expertise under appropriate state and local laws, and present a minimum of three (3) business references with contact information. If the proposer is relying on any acquisition or merger for meeting the minimum qualifications requirement, the proposer shall clearly disclose such acquisition or merger, and how the acquisition or merger meets the minimum qualification requirement.
- Written narrative describing the method or manner in which the Proposer will satisfy the requirements of the Scope of Work (see pages 8 – 10). This description should include the names of the person(s) who will provide the services, their qualifications and years of experience in performing this type of work.
- Description of Proposer's experience in providing the same or similar Scope of Work services, Each project description should include the names of the person(s) who provided the services, their qualifications and years of experience in performing this type of work.
- Designated project manager for the Proposer and key professionals assigned to project tasks, including resume of said professionals.
- Statement demonstrating Proposer's ability to complete project within seven (7) months of the contract date.
- General work program outlining the proposed Community-Wide and Neighborhood Vision Program.
- The fee for services as outlined in the Scope of Services.

**An authorized representative of the business entity must sign and complete the Proposal.**

Once a proposal has been submitted, the City will not accept any request by any proposer to correct errors or omissions in the proposal. No changes shall be allowed until a selection is made and contract negotiations commence.

The following documents shall be submitted with the proposal:

- 1) Signed Proposal
- 2) Projected Budget and Proposed Work Program Schedule
- 3) Drug Free Workplace Certification
- 4) Public Contracting and Environmental Crimes Certification



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Prior to, and during the term of any contract with the City, the City requires that all Contractors comply with the Florida Public Entity Crimes Act, §287.133 Fla. Stat. All Proposals shall include a complete and sworn statement pursuant to §287.133(3)(a), Fla. Stat., which is attached hereto as Exhibit “B.”

The City has adopted a Drug Free Workplace Policy. All Proposals shall include a signed and completed Drug Free Workplace Certification, which is attached as Exhibit “C.”

**Minimum Insurance Requirements:**

Prior to the time the successful Proposer is entitled to commence any part of the proposed project, work, or services as set forth in the Scope of Work, Proposer shall procure, pay for, and maintain at least the following insurance coverage and limits. Any objections to providing any of the below-listed insurance coverage limits shall be made in writing with an explanation as to why this requirement cannot be met to the City Administrator no later than the due date for this Request for Proposal. Any waiver of this requirement must be in writing. Said insurance shall be evidenced by delivery to the City of Apopka:

1. Certificate of Insurance executed by the insurer listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the City and listing all carriers issuing said policies; and
2. Upon request, a certified copy of each policy, including all endorsements.

This insurance requirement shall remain in effect throughout the term of any contract with the City for the Scope of Services outlined in the RFP. In addition, the City reserves the right to request physical evidence of the required coverage by requesting the policy declaration page.

- Worker’s Compensation in at least the limits as required by law; Employer’s Liability Insurance of not less than \$100,000.00 for each accident.
- Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation, and Personal Injury covering the liability assumed under indemnification provision of a contract for this RFP with limits of liability for personal injury and/or bodily injury, including death of not less than \$300,000.00 each occurrence; and property damage of not less than \$100,000.00 each occurrence. (Combined single limits of not less than \$300,000.00 each occurrence will be acceptable unless otherwise stated.) Coverage shall be on an “occurrence” basis and the policy shall include Broad Form Property Damage Coverage and Fire Legal Liability of not less than \$50,000.00 per occurrence unless otherwise stated by exception herein, or waived by the City in writing.
- Comprehensive Automobile and Truck Liability covering owned, hired and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury, including death, and property damage of not less than \$100,000.00 each occurrence. (Combined single limits of not less than \$300,000.00 each occurrence will be acceptable unless otherwise stated.) Coverage shall be on an “occurrence” basis, such insurance to include coverage for loading and unloading hazards.

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- Professional Liability Insurance (Including Errors and Omissions) with minimum limits of \$500,000.00 per occurrence if occurrence form is available; or claims made from the “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage,” Contractor may submit annually to the City a current certificate of insurance proving claims made insurance remains in force throughout the same three (3) year period.

Each insurance policy shall include the following conditions by endorsement to the policy:

- Each policy shall require that 30 days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to the City by certified mail to the City of Apopka, Planning Manager, 120 E. Main Street, Apopka, Florida 32703. Proposer shall also notify the City in a like manner within 24 hours after receipt of any notices of expiration, cancellation, non-renewal, or material change in coverage received by Contractor from its insurer and nothing contained herein shall absolve Contractor of this requirement to provide notice.
- Companies issuing the insurance policy or policies shall have no recourse against the City for payment of premiums or assessments for any deductibles which are at the sole responsibility and risk of Contractor.
- Contractor shall waive subrogation rights for loss or damage against the City.

Indemnification

The first \$10.00 of compensation received by the Contractor pursuant to the contract for the RFP represents specific consideration for the following indemnification: Contractor shall indemnify, pay the cost of defense, including attorney fees and hold harmless the City from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person or persons or property by or from the said contractor or by or in consequences of any neglect in safeguarding the work or through the use of unacceptable materials in the construction of improvements or by or on account of any act or omission, neglect or misconduct of the said contractor or by or on account of any claim or amounts recovered under the Worker’s Compensation Law or of any other laws, by-laws, ordinance, order or decree except only such injury or damage as shall have been occasioned by the sole negligence of the City.

**Selection Criteria:**

Proposals will be publicly opened at the City Hall, Apopka, 120 E. Main Street, Apopka, Florida 32703, in the presence of City Officials, at the time and date stated on the cover sheet. All interested parties are invited to attend. All Responses are encouraged to include a diverse team that has demonstrated experience communicating with and addressing diverse economic and cultural neighborhoods.

In the event your business entity is selected to commence negotiations with the City regarding any contract, the RFP and/or proposals will be evaluated on the following criteria:

1. Responsiveness of the request for qualifications and/or proposal to the purpose and scope of services.

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2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.
3. Performance data, references, and key personnel.
4. Most efficient and Effect scope of work and product.
5. Price.

From the received Proposals, the City of Apopka elected officials and City staff shall shortlist at least two firms. Short listed firms will be notified by e-mail on or about 4:00 p.m., April 6, 2015. The selection committee reserves the right to ask for oral presentations from short listed firms. Firms will be ranked based upon their understanding of requested services, project approach, technical strength, unique concepts, and experience.

**\*\*NOTE:** The recommendation or selection of a proposer for negotiation shall not be construed as vesting any contractual or any other rights of any nature in the proposer.

After the issuance of any Request for Proposal or Invitation to Bid, prospective bidders and proposer(s), or any agent, representative, or person acting at the request of such bidder or proposer, shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal or Invitation to Bid.

**Terms and Conditions**

1. The City reserves the right to reject any and all responses and to waive minor irregularities in any RFP/Proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information from any Proposer.
3. The City reserves the right to award any contract to the next most qualified Proposer if the Successful Proposer does not execute a contract within 30 days after the selection of the Successful Proposer.
4. Any proposal may be withdrawn up until the date and time set for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer for a period of 90 days to provide the City the services described in the proposal or until one or more of the proposals have been approved by the City, whichever occurs first.
5. A contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications of the RFP. A copy of the contract will be made available for review by the public. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Council.
6. The City shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to the RFP.
7. The laws of the State of Florida apply to any purchase made under this Request for Proposal.



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Proposers shall comply will all Federal, State, and Local directives, orders and laws as applicable to this proposal and subsequent contracts, including by not limited to, Equal Employment Opportunity, Minority Business Enterprise, and OSHA, as applicable to this RFP and subsequent contracts.

- 8. This RFP and any contracts entered into under this RFP shall be interpreted under, and its performance governed by, the laws of the State of Florida. In the event of litigation between the parties, venue shall be in Orange County, Florida, and no other place, and Florida law shall apply.

**Proposed Schedule:**

RFP Issued:	February 9, 2015
Questions/Clarifications received by 3:00 p.m.:	March 9, 2015
Response to questions posted on website:	March 17, 2015
RFP Proposals due to City of Apopka by 3:00 p.m.:	March 25, 2015
Selection Committee meets to shortlist RFPs:	April 2, 2015
Short listed firms notified by e-mail:	April 6, 2015
Presentations (may be asked for):	TBD by/after April 15, 2015
City Council votes to select:	May 6, 2015
Contract Executed and Notice to Proceed by:	June 1, 2015

The City of Apopka reserves the right to change the above schedule as necessary. Any changes will be posted on the City's website ([www.apopka.net](http://www.apopka.net)).

**Compensation:**

Upon selection of the most qualified Proposer on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the Proposer selected, negotiations with that Proposer will terminate and the City may select another Proposer.

Payment by the City for the services will only be made after the services have been performed and an itemized billing statement has been submitted on a monthly basis to the Planning Manager and approved by the City Administrator, which shall specifically set forth the services performed described in Items A. through G. of the Scope of Services, the name of the person performing such services and the hourly labor if applicable. Payment shall be rendered within 15 days of approval of the appropriate City Departments and City Council.

**No additional service charges for materials and labor shall be rendered without the prior notification and written approval of the City. Contractor will supply the City with copies of all additional service and material invoices.**

**Cancellation:**

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The City of Apopka reserves the right to cancel any contract under this RFP without cause by giving 30 days prior notice to the contractor in writing of the intention to cancel.

Failure of the contractor to comply with any of the provisions of the contract under the RFP shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City.

In addition to any other legal remedies available to the City, the City of Apopka reserves the right to cancel and obtain from another source any items/services which have not been delivered within the period of time stated in the proposal or if no such time is slated within a reasonable period of time from the date of order as determined by the City.

**Publication:**

This RFP shall be published as follows: The Apopka Chief, Orlando Sentinel, City of Apopka Website, and the Florida Planning website.

**Publication Disclosure:**

Upon receipt, responses become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

**Attachments and Exhibits:**

- Exhibit “A” - City Location Map
- Exhibit “B” - Proposal Signature Form
- Exhibit “C” - Public Contracting and Environmental Crimes Certification
- Exhibit “D” - Drug Free Workplace Certification
- Exhibit “E” - Bidders Certification
- Exhibit “F” - Policy No. 109 - Bid Protest Procedure

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**EXHIBIT "A"**

**CITY LOCATION MAP**

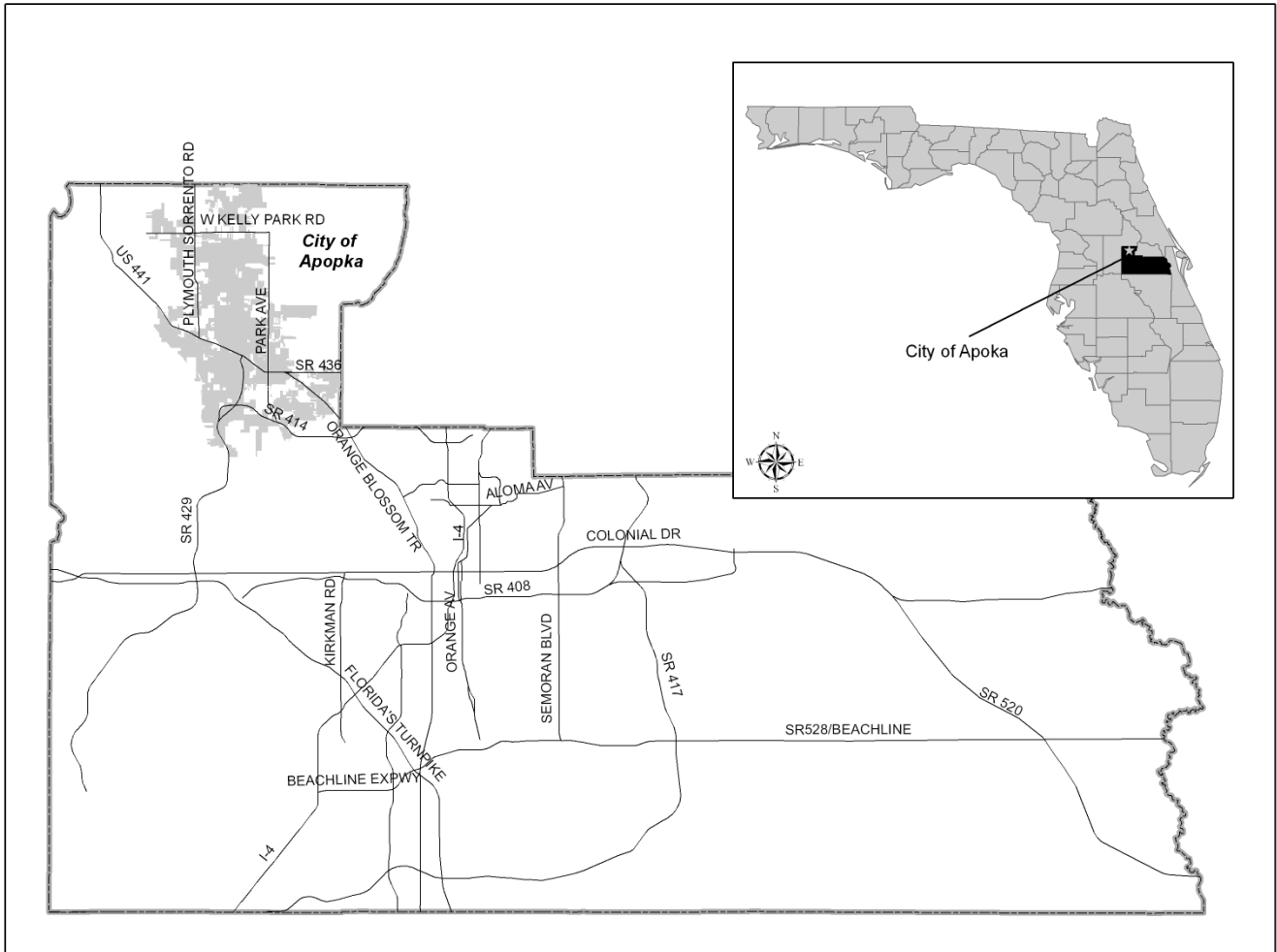




EXHIBIT "B"

PROPOSAL SIGNATURE FORM

I \_\_\_\_\_, OF \_\_\_\_\_ CERTIFY THAT I, HAVING PERSONALLY APPEARED FOR IDENTIFICATION AND THAT I AM AN AUTHORIZED REPRESENTATIVE OF A FIRM, COMPANY, PARTNERSHIP, OR ANY OTHER LEGAL BUSINESS ENTITY SUBMITTING A PROPOSAL UNDER THE CITY OF APOPKA REQUEST FOR PROPOSAL OR THAT I DO HEREBY AUTHORIZE THE FOLLOWING TO ACT AS MY AGENT(S) IN SUBMITTING A REQUEST FOR PROPOSAL TO THE CITY OF APOPKA:

- 1) \_\_\_\_\_  
(List Agent)

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE PROPOSAL APPLICATION AS SUBMITTED BY MY AGENT(S), AS REFERENCED ABOVE, I FURTHER UNDERSTAND THAT EACH TIME MY AGENT(S) SUBMITS A PROPOSAL OR SIGNS ANY REQUIRED DOCUMENTATION, THAT THE INDIVIDUAL MUST EXHIBIT THIS AUTHORIZATION FORM TO THE CITY STAFF UPON REQUEST.

\_\_\_\_\_  
Signature of Proposer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has provided the following identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission/Stamp/Seal:

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**AUTHORIZED AGENT'S SIGNATURE AND NOTARY FOR PROPOSAL FORM**

1) \_\_\_\_\_  
(Agent's Signature)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has provided the following identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Commission/Stamp/Seal:

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**EXHIBIT "C"**

**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**

**(Submit in Triplicate)**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Apopka City Council by \_\_\_\_\_  
[Print individual's name and title]  
\_\_\_\_\_ for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.

I understand that no person or entity shall be awarded or receive a city contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of city monies unless such person or entity has submitted a written certification to the City that it has not:

- 1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3) been convicted of a violation of an environmental law that, in the sole opinion of the City's Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.



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Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's Project Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
Signature of Proposer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has provided the following identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission/Stamp/Seal:

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

**EXHIBIT "D"**

**DRUG FREE WORKPLACE CERTIFICATION**

**DRUG-FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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BUSINESS NAME

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PROVIDER'S SIGNATURE

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**EXHIBIT "E"**

**BIDDER'S CERTIFICATION**

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to \_\_\_\_\_ days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the Apopka Police Department prior to award.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Apopka or of any other bidder is interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPE OR PRINTED

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Signed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known or produced \_\_\_\_\_ as identification.

[SEAL]

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
PRINT, TYPE OF STAMP COMMISSIONED NAME OF NOTARY PUBLIC



**EXHIBIT "F"**

**POLICY NO. 109  
BID PROTEST PROCEDURES**

**109.1 OVERVIEW**

1. It is the policy of the City of Apopka (the City) to provide those participants in its competitive award process whose interests are adversely affected by bid document provisions and/or an award recommendation with respect to City capital projects involving the expenditure of over twenty-five thousand dollars (\$25,000.00) the opportunity to protest.
2. The requirements and procedures described herein govern a bid protest brought by an adversely affected participant in any competitive process utilized for selection of a person or other entity to design and/or construct any public improvement, to provide supplies, materials or services (including professional or management services), or to lease any City property.
3. A Party (as hereafter defined) who wishes to file a protest regarding the terms, conditions, or specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, shall file such a protest according to the procedures and requirements established in Section 109.2, below. Failure to file a notice of protest or failure to file a formal written protest in the manner provided in Section 109.2 shall constitute a waiver of the opportunity to protest the terms, conditions, and specifications contained in the solicitation.
4. A Party who wishes to file a protest regarding a proposed bid award or a proposed rejection of some or all responses to a solicitation, shall file such a protest according to the procedures and requirements established in Section 109.3, below. Failure to file a notice of protest or failure to file a formal written protest in the manner provided in Section III shall constitute a waiver of the opportunity to protest such proposed award.
5. For the purposes of these Bid Protest Procedures, the term "Party" shall mean a bidder, proposer, potential bidder, or potential proposer whose substantial interests are adversely affected by the City's decision or proposed decision regarding a contract solicitation, contract award, or rejection of one or more responses to a contract solicitation.
6. Monies required hereunder as bid protest security shall be in the form of either a protest bond issued by a Florida-licensed surety agency or a cashier's check issued by a bank located and authorized to transact business in the State of Florida.

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**109.2 PROTESTING BIDDING DOCUMENT SPECIFICATIONS**

1. All contract solicitation documents issued by the City shall contain the following statement:

**Failure to file a protest within the time prescribed by the City of Apopka's Bid Protest Procedures shall constitute a waiver of right to protest.**

2. Within seventy-two (72) hours (excluding Saturdays, Sundays, and City holidays) after a Party's receipt of any contract solicitation documents, the Party wishing to protest the terms, conditions, or specification contained in such documents shall deliver to the City Clerk a written notice of intent to protest. Delivery is not deemed to have been completed until the notice of intent to protest is actually received by the office of the City Clerk.
3. The notice of intent to protest shall be accompanied by a cashier's check or a protest bond from a Florida-licensed agency payable to the City in the amount of \$5,000.00. Should the protesting Party be successful, the security submitted will be returned to the Party. Should the protesting Party be unsuccessful, the security submitted shall be retained by the City as liquidated damages and Party shall have no right to any refund of such security.
4. Within five (5) days from the delivery of its notice of protest, including Saturdays, Sundays, and City holidays, the Party shall deliver to the City Clerk a Formal Written Protest that states the facts and law upon which its protest is based. If the fifth day falls on a Saturday, Sunday, or City holiday, the deadline for delivery of the Formal Written Protest shall be extended until 5:00 p.m. on the next day that is not a Saturday, Sunday, or City holiday. Delivery is not deemed to have been completed until the Formal Written Protest is actually received by the office of the City Clerk.
5. Upon receipt of a timely filed Formal Written Protest, the City shall stop the solicitation process until the subject of the Formal Written Protest is resolved. However, the City may continue with the solicitation process if it determines, in writing, that halting the solicitation process :
  - a) would cause or perpetuate an immediate and serious danger to public health, safety or welfare;
  - b) would result in a substantial loss of funding to the City; or
  - c) would otherwise be detrimental to the interests of the City.
6. The City shall refer the protest for proceedings before the City Administrator or his designee. The Party shall have fourteen (14) days, including Saturdays, Sundays, or City holidays, to submit to the City Administrator or his designee any documents and sworn testimony in support of its protest. The City Administrator shall issue a decision, in writing, within fourteen (14) days thereafter and shall provide a copy to the Party by certified mail.

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**109.3 PROTESTING AWARD DECISION OR REJECTION OF BIDS**

1. All bids and proposals shall be evaluated by the City for compliance with the terms, conditions, and specifications of the solicitation documents.
2. All notices of decision or notice of intended decision regarding the award of a contract or the rejection of one or more bids or proposals shall be posted by the City in a public place designated by the City for that purpose.
3. The notice of decision or notice of intended decision shall contain the following statement:

**Failure to file a protest within the time prescribed by the City of Apopka's Bid Protest Procedures shall constitute a waiver of right to protest.**

4. Within seventy-two (72) hours (excluding Saturdays, Sundays, and City holidays) after the City's posting of notice of a decision or proposed decision to award a contract or reject one or more bids or proposals, a Party wishing to protest the decision or proposed decision shall deliver to the City Clerk a written notice of intent to protest. Delivery is not deemed to have been completed until the notice of intent to protest is actually received by the office of the City Clerk.
5. The notice of intent to protest shall be accompanied a cashier's check or a protest bond from a Florida-licensed agency payable to the City in the amount of \$5,000.00 or one percent (1%) of the contract price submitted by the Party, whichever is greater. Should the protesting Party be successful, the security submitted shall be returned to the Party. Should the protesting Party be unsuccessful, the security submitted shall be retained by the City as liquidated damages and Party shall have no right to any refund of such security.
6. Within five (5) days from the delivery of its notice of protest, including Saturdays, Sundays, and City holidays, the Party shall deliver to the City Clerk a Formal Written Protest that states the facts and law upon which its protest is based. If the fifth day falls on a Saturday, Sunday, or City holiday, the deadline for delivery of the Formal Written Protest shall be extended until 5:00 p.m. on the next day that is not a Saturday, Sunday, or City holiday. Delivery is not deemed to have been completed until the Formal Written Protest is actually received by the office of the City Clerk.
7. Upon receipt of a timely filed Formal Written Protest, the City shall stop the solicitation process until the subject of the Formal Written Protest is resolved. However, the City may continue with the solicitation process if it determines, in writing, that halting the solicitation process:
  - a) would cause or perpetuate an immediate and serious danger to public health, safety or welfare;



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- b) would result in a substantial loss of funding to the City; or
  - c) would otherwise be detrimental to the interests of the City.
8. The City shall refer the protest for proceedings before the City Administrator or his designee. The Party shall have fourteen (14) days, including Saturdays, Sundays, or City holidays, to submit to the City Administrator or his designee any documents and sworn testimony in support of its protest. The City Administrator shall issue a decision, in writing, within fourteen (14) days thereafter and shall provide a copy to the Party by certified mail.