



AGENDA

APOPKA CITY COUNCIL MEETING @ 7:00 PM City Hall Council Chamber 120 East Main Street – Apopka, Florida 32703 July 15, 2015

INVOCATION

Julie Altenbach - Church of the Messiah

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.

PRESENTATIONS

1. Discussion by the City Council with staff, City's specially engaged Attorney and City's contract Lobbyist on how best to proceed with development of a downtown center.

CONSENT AGENDA

1. Approve the minutes from the regular City Council meeting held on June 17, 2015 at 7:00 p.m.
2. Approve the minutes from the special City Council meeting held on June 17, 2015 at 5:30 p.m.
3. Approve the minutes from the regular City Council meeting held on July 1, 2015 at 1:30 p.m.
4. Award Broker/Agent of Record status to Arthur J. Gallagher & Co., in the amount of \$65,000, for benefits, workers comp, liability, casualty, and property insurance.

5. City Council approval of the dirt generated from the proposed reclaim water storage and aquifer recharge ponds as surplus property, and authorize the sale of the surplus dirt.
6. Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Apopka Fair in Kit Land Nelson Park from March 10, 2016 through March 13, 2016.
7. Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Fall Family Festival in Kit Land Nelson Park from November 12, 2015 through November 15, 2015.
8. Award the purchase of the ductal iron pipes, in the amount of \$1,334,674.60, to Consolidated Pipe and Supply Co.; the purchase of the fitting material in the amount of \$160,964.02 to Ferguson Waterworks; and authorize a contingency fund in the amount of \$100,000.00.

REGULAR AGENDA

1. Authorize the migration to Microsoft Operating Platform from Novell, in the amount of \$198,500.

SPECIAL REPORTS AND PUBLIC HEARINGS

1. Authorize the selection of a CDBG Neighborhood Revitalization Project, allow staff to begin development of application, and approve \$50,000 in matching funding.

LEGISLATIVE ORDINANCES AND RESOLUTIONS

1. ORDINANCE NO. 2437 - FIRST READING - ANNEXATION - Ellsworth D. Bottoms Trust, property located at 4011 Golden Gem Road. (Parcel ID No. 13-20-27-0000-00-054) (10.25 +/- acres)
2. ORDINANCE NO. 2438 - FIRST READING - ANNEXATION - Norman E. Sawyer, property located at 119 East Nancy Lee Lane. (Parcel ID No. 33-20-28-0000-00-047) (0.41 +/- acre)
3. ORDINANCE NO. 2439 - FIRST READING - ANNEXATION - Technology Property, LLC, property located south of Keene Road and west of Clarcona Road. Parcel ID Nos. 27-(21-28-6024-00-005 (3.40 ac); 27-21-28-6024-00-006 (2.37 ac); 27-21-28-6024-00-007 (3.61 ac) (Combined 9.38 +/- acres)
4. ORDINANCE NO. 2440 - FIRST READING - ANNEXATION - Crossroads Church of Orlando, Inc., property located at 320 East Welch Road; and authorize the Mayor or his designee to sign the Interlocal Agreement between the City of Apopka and Orange County for annexation of enclaves. (Parcel ID No. 34-20-28-9550-00-261) (1.85 +/- acres)

- 5. ORDINANCE NO. 2441 - FIRST READING - ANNEXATION - Donald Lee Boughan, property located at 404 East Welch Road; and authorize the Mayor or his designee to sign the Interlocal Agreement between the City of Apopka and Orange County for annexation of enclaves. (Parcel ID No. 34-20-28-9550-00-232) (1.00 +/- acre)
- 6. RESOLUTION NO. 2015-13 - Amending Ordinance No. 2109 Chapter 82-38, addressing Industrial and Commercial Pretreatment Guidelines "Exhibit A".

QUASI-JUDICIAL: ORDINANCES AND SITE APPROVALS

DEPARTMENT REPORTS AND BIDS

- 1. Administrative Report - Glenn A. Irby - City Administrator

MAYOR'S REPORT

OLD BUSINESS

- 1. COUNCIL
- 2. PUBLIC

NEW BUSINESS

- 1. COUNCIL
- 2. PUBLIC

ADJOURNMENT

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. Discussion by the City Council with staff, City's specially engaged Attorney and City's contract Lobbyist on how best to proceed with development of a downtown center.



CITY OF APOPKA CITY COUNCIL

- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL REPORTS
- OTHER: Presentation

MEETING OF: July 15th, 2015
 FROM: Administration
 EXHIBITS: Request for Proposal Document

SUBJECT: REQUEST FOR PROPOSAL FOR SALE OF REAL PROPERTY IN THE AREA OF MARTIN’S POND

Request: DISCUSSION BY THE CITY COUNCIL WITH STAFF, CITY’S SPECIALLY ENGAGED ATTORNEY AND CITY’S CONTRACT LOBBYIST ON HOW BEST TO PROCEED WITH DEVELOPMENT OF A DOWNTOWN CENTER

SUMMARY:

Since September 2014, the City has retained Richard Anderson as a lobbyist/consultant. Among Mr. Anderson’s priorities on behalf of the City is pursuing a mixed-used, urban redevelopment project for City-owned property in downtown Apopka. Mr. Anderson advises that market conditions currently are favorable for the expeditious pursuit of a development partner that would undertake the downtown development project long envisioned by the City. Mr. Anderson recently recommended that the City engage outside special counsel whose sole and specific task would be to represent the City in the preparation and ultimate negotiation of agreements with a development partner. The City recently engaged Mr. Thomas Callan, Esq., of the Callan Law Firm in Orlando. Mr. Callan and Mr. Anderson have prepared a Request for Proposals for consideration by the City Council.

It is anticipated that both Mr. Callan and Mr. Anderson will attend the Council meeting to explain the proposal in detail.

FUNDING SOURCE:

Not applicable

RECOMMENDATION ACTION:

Direct the City Administrator to go forward with the RFP by advertising solicitation.

DISTRIBUTION

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	HR Director	Recreation Director
City Administrator	IT Director	City Clerk
Community Development Director	Police Chief	Fire Chief

Exhibit 1

PROPOSAL FORM

**PLEASE RETURN THIS FORM WITH YOUR PROPOSAL FOR
APOPKA SITE, APOPKA FLORIDA**

The undersigned certifies that the enclosed proposal is being submitted and is subject to the terms and conditions as outlined in the Request for Proposal as issued by the City of Apopka on July 16, 2015.

Name of Company/Organization

Signature of individual submitting proposal
for referenced Company/Organization

Printed name of individual

E-mail address

Phone

Fax

Date

**NOTICE OF REQUEST FOR PROPOSALS
FOR THE DESIGN, MARKETING AND DEVELOPMENT OF
AND SALE AND PURCHASE OF CITY PROPERTY FOR
AN “APOPKA CITY CENTER” PROJECT,
APOPKA, FLORIDA**

DUE DATE FOR PROPOSALS: 10:00 AM LOCAL TIME, AUGUST 24, 2015

Sealed proposals are solicited regarding the planning, development, permitting, construction, finance and operation of a New City Center for the City of Apopka which includes the sale and purchase of City Property described herein, which purpose is to enter into negotiations for the redevelopment of a larger area as an attractive and vibrant urban, city center mixed-use community. The City of Apopka will consider all qualified responses to this RFP, and evaluate each response based on the evaluation criteria established in this RFP document.

1. WRITTEN REQUESTS FOR INTERPRETATIONS, QUESTIONS AND CLARIFICATIONS:

No oral interpretations will be made to any firms as to the meaning of information contained in this RFP. All questions pertaining to the terms and conditions or scope of work of this RFP must be sent in writing (mail/Email/or fax- see below) to the Apopka City Manager (APOPKA) and received no later than the deadline for questions set forth in the RFP document. Responses to questions may be handled as an addendum to this RFP and will become part of the RFP document and will be posted on the Apopka website (www.apopka.net). The Apopka website will not be responsible for any other explanation or interpretation of this RFP, other than that received through the addenda process. (Fax number 407-703-1705) (Address below in paragraph 2a).

2. SUBMISSION OF PROPOSALS:

- a. Proposals will be opened immediately after the submittal date (August 24, 2015) and time (10:00am EST (local time)) in the Council Chambers of Apopka City Hall, 120 East Main Street, Apopka, FL 32703, Apopka, FL 32703. The public may attend the proposal opening, but may not immediately review any documents submitted. The names of respondents only will be read aloud at the time of opening. Pursuant to Section 119.071(1)(b)1.a, all documents submitted shall be subject to review as public records no more than 10 days from opening, or earlier if a summary of the proposals has been prepared before the 10 day period expires. Any trade secrets, as defined in paragraph (F) of Paragraph IV, should be submitted in a separate document as part of each proposer’s submittal.
- b. Proposals (10 copies) shall be enclosed in sealed envelopes or packages, addressed to the City Administrator of Apopka. The name and address of the submitting firms, the date and hour of the submittal, the project title, and the notation “Response to Apopka City

Center RFP” shall be placed on the outside of the envelope. Please include a Proposal Form with your proposal as provided in Exhibit 1 of this RFP.

- c. Interested parties are advised that exceptions to any of the terms contained in this RFP must be identified in its response to the RFP. Failure to do so may lead Apopka to declare any such term non-negotiable. Desire to take exception will not disqualify a party from consideration for award.

3. COSTS INCURRED DURING RFP PROCESS

All expenses involved with the preparation and submission of RFP's, or any work performed in connection therewith, shall be borne solely by the proposer. No payment will be made for any responses received, or for any other effort required of, or made by, the proposer prior to contract commencement.

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**REQUEST FOR PROPOSALS RELATING TO THE
SALE OF PROPERTY
APOPKA CITY CENTER, APOPKA FLORIDA**

Contents

- I. Purpose**
- II. Background**
- III. Redevelopment Issues to be Addressed by Proposers**
- IV. Additional Requirements and Procedural Matters**
- V. Exhibits**

**REQUEST FOR PROPOSALS RELATING TO THE
SALE OF PROPERTY
APOPKA CITY CENTER, APOPKA, FLORIDA**

I. PURPOSE

The City of Apopka (“City”) seeks proposals in response to this Request for Proposals (RFP) to enter into negotiations to complete the sale and purchase of all or a part of the property described herein (“Property”) for redevelopment as a world class, intensely developed, urban, mixed-use project. The City will consider all qualified responses to this RFP, and evaluate each response based on the evaluation criteria established herein in accordance with the procedure set out herein.

RESPONDERS ARE ADVISED THAT NO NEGOTIATIONS ARE FINAL, AND NO TERMS, PROVISIONS, OR UNDERSTANDINGS ARE BINDING AND ENFORCEABLE UNTIL APPROVED IN A WRITTEN CONTRACT AUTHORIZED BY THE CITY COUNCIL OF THE CITY OF APOPKA AS PROVIDED IN PARAGRAPH IV (E) OF THIS RFP.

II. BACKGROUND

A. Overview of City, Region and Property

- The City of Apopka is seeking proposals for an assembled 48+/- acres site owned by the City, properties listed as **Exhibit 2**, and approximately 108 +/- additional acres owned by others (collectively “Property”) that present an exceptional opportunity for a regional development project (a sketch and legal description and aerial are attached as **Exhibits 3 and 4** respectively).
- The Property is the south quadrant of US 441 and SR436 downtown area and is critical to the overall success of downtown redevelopment efforts.
- The City of Apopka seeks a vibrant mix of residential, office, retail, entertainment, cultural and public spaces and public uses that is recognized as one of the best downtowns in the region.
- Apopka, a dynamic city of people, located in Orange County, Florida as one of the most livable communities.
- The Property has excellent regional access via several proximate or direct major highways and/or interchange connections to the regional roadway systems, such as US 441, SR 429, SR414 and SR436.
- The city’s grid street system provides excellent connections to the surrounding community including points north, south, east and west of the Property.

B. Future Land Use and Zoning Designations

- The Property’s future land use and zoning designations are intended to be modified to provide for the Apopka City Center Project. Existing

designations may be changed as part of the winning proposal and all designations will be considered in the evaluative process of the Proposal. A map depicting the City of Apopka Downtown Area Zoning Map is attached as **Exhibit 5**.

- If the project selected needs land use or zoning designation amendments, the City will work expeditiously with the selected proposal to adopt such amendments to the Comprehensive Plan and Zoning Code/Map designations.

C. Community Redevelopment Area Plans

- Portions of the Property are located within a Community Redevelopment Area of the City of Apopka (CRA). City Of Apopka Map of CRA is attached as **Exhibit 6**.
- Please note that proposals may include proposals for special district or special assessment districts, or CRAs due to the anticipated redevelopment of the Property. If the Project goes forward, appropriate plan amendments would be processed by the City to allow the approved project to be developed.

D. Incentives that May be Available

The following incentives programs may have applicability to varying degrees to proposals made in response to this RFP.

- Designated Brownfields (www.dep.state.fl.us/waste/categories/brownfields/).
- Historically underutilized business zone (HUB zone) (www.sba.gov/hubzone).
- Possible tax increment finance districts (TIF) may be presented as part of the proposal.
- The site may be within a transportation concurrency exception area(s).
- Possible special assessments areas to be imposed by the City may be presented as part of the proposal.
- Possible special assessments to be imposed by future Special District(s) may be presented as part of the proposal.
- Other innovative infrastructure funding mechanisms may be included in any proposal.

III. REDEVELOPMENT ISSUES TO BE ADDRESSED BY PROPOSERS

The proposed redevelopment program should address each of, but not limited to, the following key issues:

A. General Redevelopment Issues

- The redevelopment project must create an intensive, sustainable, vibrant, urban, mixed-use community that creates a unique experience and strong sense of place.
- Site plan layout, architecture, and public space integrated with the existing drainage pond/ facility at US 441 to complete an aesthetic water feature
- .
- Demonstration of market feasibility.
- Job creation (quantity and quality of jobs).
- Integrating the project with the existing surrounding streets, neighborhoods, communities demonstrating that the site is physically connected to the North and East, the West and later phases to the South when requested by those landowners.
- Creating vibrant pedestrian/street level activities and spaces.
- Increasing the residential population of downtown Apopka to support commercial development.

B. Land Uses

- Desired land uses in a sustainable, market feasible, mixed-use development in a suburban context, include restaurants, retail, residential, hotel, office, open space, public art, community park and cultural, research and development; other uses may be proposed.
- If proposed, retail uses should 1) support and service the proposed project and surrounding neighborhoods and the regional marketplace, 2) be primarily open air in a pedestrian oriented setting where buildings reflect the setbacks, orientation to public ROW and public spaces, 3) restaurants, cultural venues, 4) introduce new retailers to the market to the greatest extent and 5) provide destination retail.
- If proposed, residential should provide for a mix of housing opportunities including ownership and rental. Housing should be provided at a variety of income levels, including affordable/workforce income levels.
- Desirable residential development should also include housing above or atop retail and commercial uses, live/work spaces as well as other multifamily housing types that reinforce the city's vision for the project site as a vibrant pedestrian oriented, mixed-use community.

- If proposed, office uses should be integrated into the residential development pattern and redevelopment by mixing of uses to reinforce the city's vision for the project site as a vibrant, pedestrian oriented, mixed-use community.
- Open space components are encouraged to be connected, a prominent feature of the overall design, publicly accessible, provide for a variety of programs and integrate ponds into the overall development concept.
- Ongoing maintenance responsibilities for the open space areas are to be addressed.
- Parking areas are to be in structures or surfaces, located on-site and integrated into the project by including substantial ground-floor retail/office uses to ensure the parking structures or surfaces do not disrupt the pedestrian oriented development pattern, or have retail that meets the structure.

C. Transportation

- Connecting to existing Lynx transit system routes and services and be coordinated with Lynx's transit development program and the City's redevelopment plans.
- Internal roadways should provide connections to the 9th Avenue and 6th Street and compliment the existing grid street system.
- Identify any significant transportation improvements necessary to support the project.
- Cross street Pedestrian system or connection between properties north of US 441 and south of US 441, west of SR 436 or other locations.

D. Architectural/Site Design

- Overall preliminary site plan at 1) 1" = 50' scale and 2) sized to fit 11"x17" page for reproduction and distribution.
- Prototype design details for public open space, right-of-way and other public spaces.
- Color renderings, elevations and perspective views, and other illustrations which depict typical buildings and structures, streetscape scenes, and façade treatments of buildings and are sufficient to describe the developer's architectural vision for the site.
- Green building and development plan that is demonstrated by the developer's commitment to LEED and LEED for Neighborhood Development design criteria.
- Commitment to use the highest quality architectural design, building materials and finishes by depicting them on the drawings and/or describing them in narrative detail.

E. Project Phasing

- Identify the amount of square footage to be built by land use type and phase, the value of construction by land use type and phase, and the estimated number of years required to build out each phase of the project (see standard format table attached as **Exhibit 7**).
- Project construction may be able to start as early as 2016, subject to all regulatory requirements.
- First phases are anticipated to be limited to City owned property.

F. Proposal must Include

The Proposal must include the following components:

- Developer description and qualifications, and percentage of project ownership of each entity included in your development team, if there is more than one entity.
- Financial offer, one time case sale preferred which can include phased payment on a pro-rata basis if site conveyance is phased.
- A line of credit or other instrument may be required, backed by a financial institution acceptable to the city.
- Project components (e.g. land use mix including square feet of uses, number of residential and hotel units, etc.), narrative description, phasing plan, and how the development compliments and interacts with the surrounding area.
- Proposed development schedule.
- Guarantees (financial, land reverter or other) to ensure amount of development proposed occurs within the time-frame proposed.
- Direct and indirect economic impacts including job creation, impact on existing businesses, tax revenues and other economic impact criteria.
- Proposed total construction value.
- Construction value by each type of land use.
- Equity investment by each investment entity.
- 20 years cash flows (can be proprietary).
- Statement of assumptions.
- A signed Proposal Form (**see Exhibit 1**).
- Marketing Proposal for both “big brands” and locally owned non franchised businesses (“mom and pop” establishments).

G. Other

- It is strongly preferred that the lead development entity for the successful bidder have a proven track record and capacity as demonstrated by having completed at least two large scale urban projects each having a value of at

least \$50,000,000. However, this does not preclude the City from considering a development entity that does not meet this criteria.

- It is preferred that the proposer have completed at least two LEED certified projects.
- Overall quality of redevelopment program.
- Demonstrate that the project is beneficial to the community and the surrounding neighborhoods.

IV. ADDITIONAL REQUIREMENTS AND PROCEDURAL MATTERS

A. Proposal Package

Please submit ten (10) copies of the Proposal, including (1) copy unbound, and one (1) electronic copy on CD (in PDF or TIF format). Any trade secrets, as defined in Paragraph IV (F), should be submitted in a separate document as part of each proposer's submittal.

B. RFP Timeline

- | | |
|--|--|
| a) Advertisement of Request for Proposals | July 17, 2015 (Friday) |
| b) Pre-submission meeting (attendance optional)
Council Chamber, City Hall, City of Apopka | August 3, 2015 (Monday)
10:00 a.m. EST |
| c) Deadline for questions/clarifications
by Proposer or prospective bidders,
submitted to City in compliance with
Paragraph IV (G), below | August 10, 2015 (Monday)
4:00 p.m. EST |
| d) Deadline City responses to any questions submitted
by 4pm August 10, 2015 | August 17, 2015 (Monday)
4:00 p.m. EST |
| e) Deadline for receipt of proposals by City
City Administrators Office, City Hall, City of Apopka | August 24, 2015 (Monday)
10:00 a.m. EST |

C. Selection

Qualified proposals will be gathered and reviewed by the City Manager and the City Consultant Richard Anderson and presented to the Mayor for consideration and for recommendation to the City Council of the City of Apopka for approval. The Evaluation Criteria for any proposal to be used by the City of Apopka is outlined in the attached **Exhibit 8.**

D. Development Agreement(s) and Ancillary agreements

Subsequent to the selection, a development agreement(s) and other ancillary agreements will be negotiated and a finalized development agreement between the City and the Responder must be approved by the City Council of the City of Apopka within 90 days from date of Selection. Failure to complete such agreements at terms acceptable to the City may result at the sole discretion of the City to nullify/terminate the selection proposal and award to the next highest review applicant, at the sole discretion of the City.

E. City Reservations

The City reserves the right to:

- a) Modify, waive, or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, deadlines for submission and proposal requirements.
- b) Waive irregularities in the proposals.
- c) Reject or refuse any or all proposals.
- d) Cancel and withdraw this RFP at any time.
- e) Negotiate with any or all Responders in order to obtain terms most beneficial to the City.
- f) Accept the proposal which, in its sole and absolute discretion, best serves the interest of the City.

F. Disclosure

Information regarding the Property is believed to be reliable; however, interested parties should rely on their own experts for counsel. All proposals submitted to the City are subject to public disclosure pursuant to Chapter 119, Florida Statutes. An exception may be made for “trade secrets.” Additional information regarding the trade secrets’ requirement is available upon written request.

G. City Contact

For any questions or clarifications regarding this RFP, please contact Glen Irby, Apopka City Administrator, City of Apopka at 407-703-1750 or by Fax to 407-703-1705.

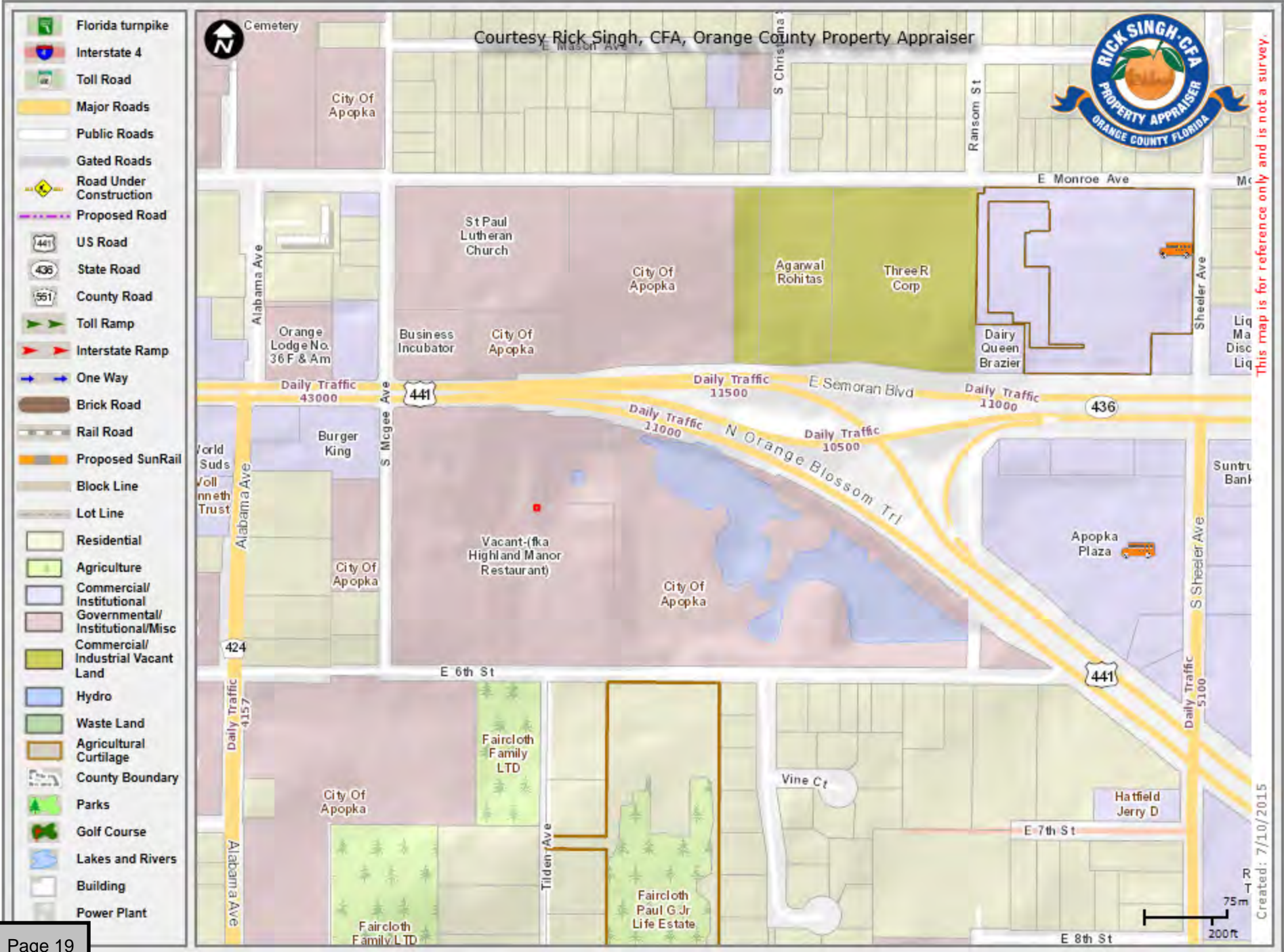
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Exhibit 2

No.	Parcel ID	Owner Name(s)	Property Address	Property City	Property State	Property Zip	Zoning	DOR Code	Acres
1	10-21-28-0000-00-063	CITY OF APOPKA	611 E Main St	Apopka	FL	32703	R-3	8900	6.42
2	10-21-28-8652-03-020	CITY OF APOPKA	604 E Main st	Apopka	FL	32703	C-1/PUD	8900	11.41
3	10-21-28-8652-02-010	CITY OF APOPKA	392 S OBT	Apopka	FL	32703	PO/1	8900	14.17
4	10-21-28-8652-01-041	CITY OF APOPKA	806 E 6th	Apopka	FL	32703	C-2	8900	0.33
5	10-21-28-0000-00-065	CITY OF APOPKA	325 S MCGEE AVE	Apopka	FL	32703	C_2	8900	1.12
6	10-21-28-0000-00-066	CITY OF APOPKA	805 E 6TH ST	Apopka	FL	32703	R-3	8750	1.44
7	10-21-28-8652-04-020	CITY OF APOPKA	506 S MCGEE AVE	Apopka	FL	32703	PUD	8900	0.82
8	10-21-28-8652-04-032	CITY OF APOPKA	508 S MCGEE AVE	Apopka	FL	32703	R-1AA	8900	0.34
9	15-21-28-0000-00-001	CITY OF APOPKA	461 E 7th ST	Apopka	FL	32703	PUD	8900	10.01
10	15-21-28-6756-00-191	CITY OF APOPKA	none	Apopka	FL	32703	PUD	8900	2.81

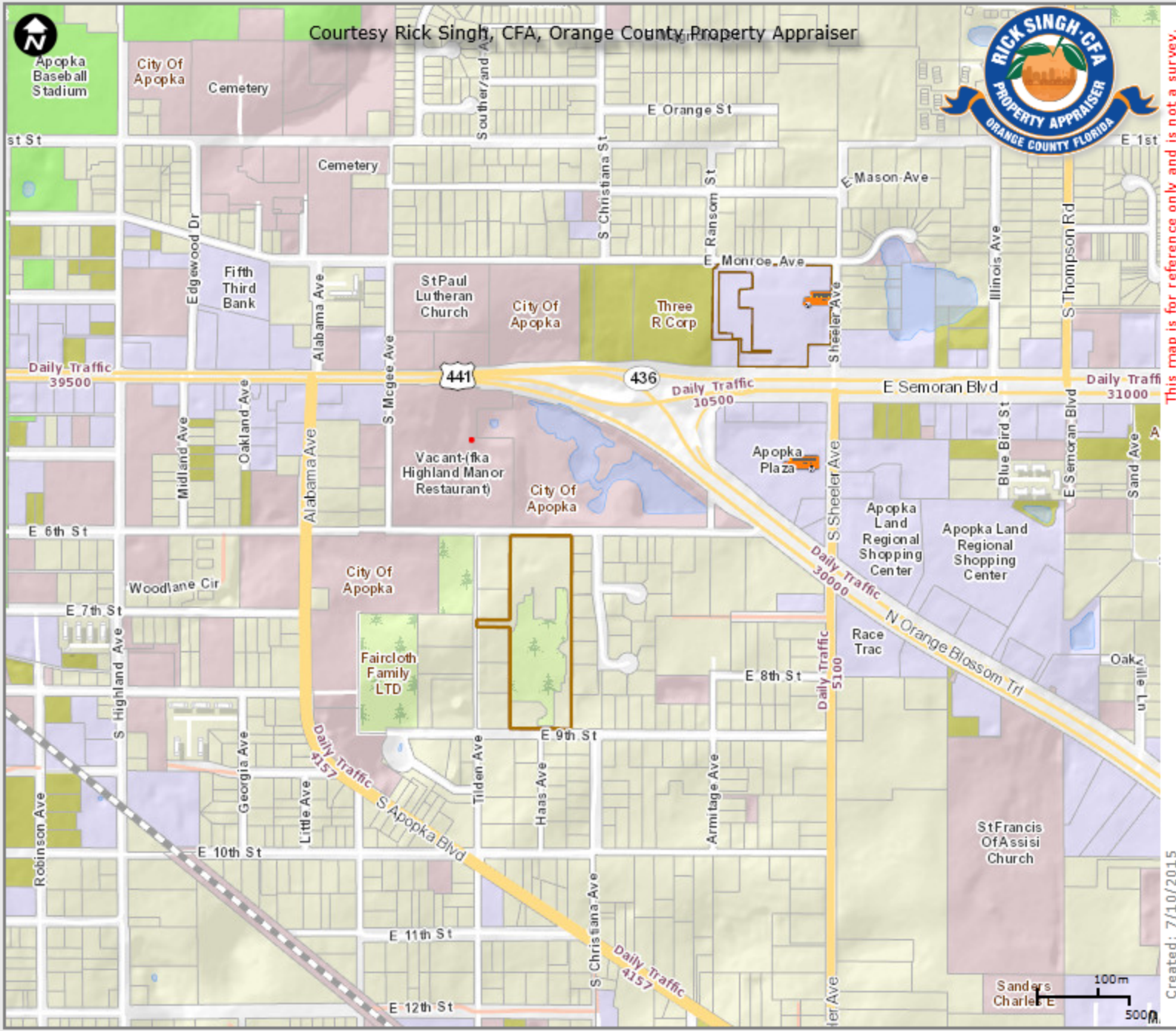
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*** Note the information above is not warranted as to its accuracy. Each proposee shall have the duty and burden to verify the land area, zoning and developability of each parcel.



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

- Florida Turnpike
- Interstate 4
- Toll Road
- Major Roads
- Public Roads
- Gated Roads
- Road Under Construction
- Proposed Road
- US Road
- State Road
- County Road
- Toll Ramp
- Interstate Ramp
- One Way
- Brick Road
- Rail Road
- Proposed SunRail
- Block Line
- Lot Line
- Residential
- Agriculture
- Commercial/Institutional
- Governmental/Institutional/Misc
- Commercial/Industrial Vacant Land
- Hydro
- Waste Land
- Agricultural Curtilage
- County Boundary
- Parks
- Golf Course
- Lakes and Rivers
- Building
- Power Plant

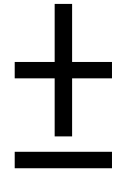


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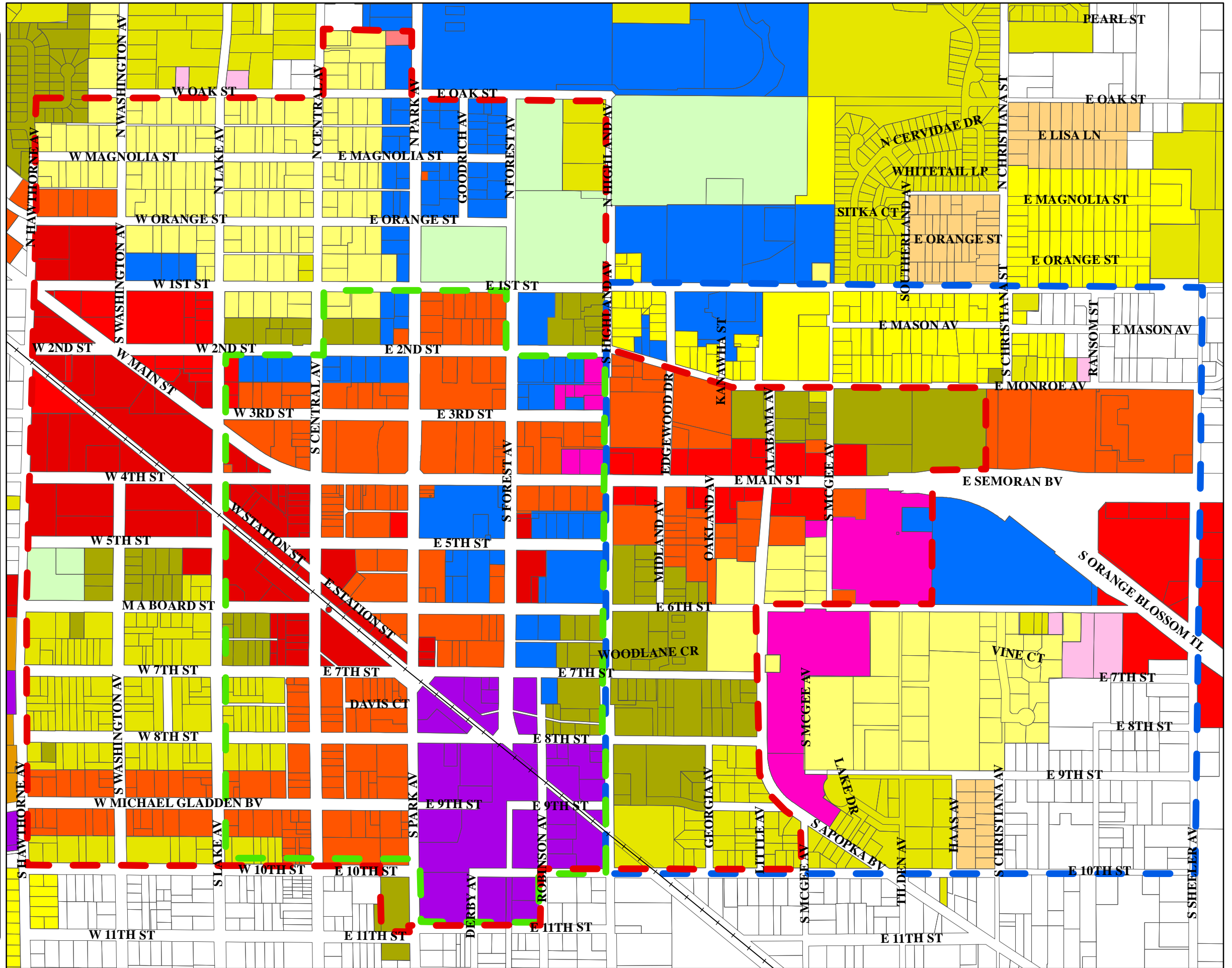


City of Apopka Downtown Area Zoning Map



Zoning

PR
AG
AG-ESTATES
RCE-1
R-1AAA
R-1AA
R-1A
R-1
R-2
R-3
MHS
MHP
ZIP
PUD
PO/I
CN
C-1
C-2
C-3
I-1
I-2
MIXED-CC
MIXED-EC
CRA
CBD
DDOZD





City of Apopka CRA Limits



 CRA

 City Limits

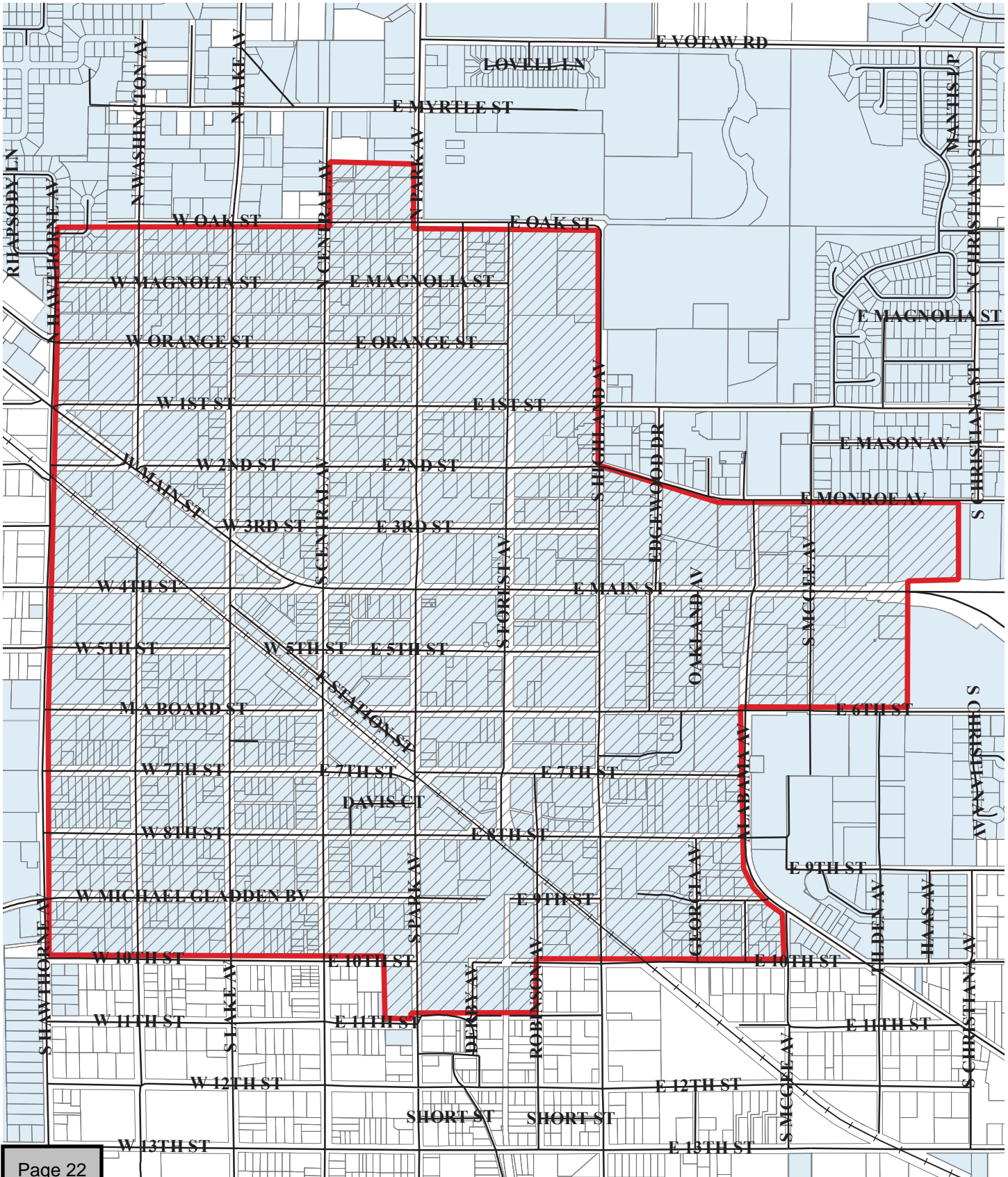


Exhibit 7

Apopka City Center Site Proposal Summary					
	Proposer: _____				
	Land Area	Land Use by Type and SF	Development Concept by Phase and Total	Projected Development Costs by Phase and Total	Development Schedule
Phase 1 City Owned Property					
Phase 2 TPD by Proposer					
Phase 3 TPD by Proposer					
Phase 4 or later TPD by Proposer					

Exhibit 8

<p align="center">EVALUATION CRITERIA FOR THE REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF AND SALE OF PROPERTY FOR THE NEW APOPKA CITY CENTER, APOPKA, FLORIDA</p>		
1	Experience in Public Private Ventures, City Center planned developments, Mixed Use Developments, Development Team for the project, or overall general experience of the team of the Proposal.	20%
2	Financial Viability of the Proposal, the financial statement and ability to finance the development approval process and permits, the timeline for development, infrastructure and construction of improvements and the overall general financial condition of the Proposal participants.	20%
3	Types of Uses, allocation of uses, responsiveness of the Proposal to uses outlined in the RFP, the site plan, architectural design, phasing schedules, flexibility of uses, mixture of uses, density proposed, integration between City Owned Land and the property owned by others, pedestrian and cyclist integration, public transit and roadway access, public infrastructure improvements.	30%
4	Delivery of Public/Civic waterfront uses, attractiveness and vibrancy of the uses and improvements proposed, sustainability of uses and improvements in the Proposal, amount of increased tax base, population and employment, residential mixture, social issues such as public art, public spaces, pedestrian use, and establishment of the site as a regional destination use.	20%
5	Type of financing package, use of private sources of revenue, use of project assessed special assessments, charges, fees or other revenue generation for the construction of infrastructure and facilities for the site and maintenance in the future.	10%

Backup material for agenda item:

1. Approve the minutes from the regular City Council meeting held on June 17, 2015 at 7:00 p.m.

CITY OF APOPKA

Minutes of the regular City Council meeting held on June 17, 2015, at 7:00 p.m., in the City of Apopka Council Chambers.

PRESENT: Mayor Joe Kilsheimer
Commissioner Bill Arrowsmith
Commissioner Billie Dean
Commissioner Diane Velazquez
Commissioner Sam Ruth
Attorney Cliff Shepard
City Administrator Glenn Irby

PRESS PRESENT: John Peery - The Apopka Chief

INVOCATION – Commissioner Dean introduced Elder Shirley Sharpe-Terrell, who gave the invocation.

PLEDGE OF ALLEGIANCE – Mayor Kilsheimer said 130 years ago today the Statue of Liberty arrived by ship at Bedloe Island in New York Harbor. The Statue was designed by Frenchmen Auguste Bartholdi and Gustave Eiffel and it was a gift to the people of America from the people of France to commemorate the 100th Anniversary of the Declaration of Independence. The copper and iron structure, which arrived in more than 350 pieces, was reassembled and dedicated in 1886 and she has stood watch over more than twelve million immigrants who have entered America through Ellis Island. Lady Liberty has become a symbol of America as a land of freedom, opportunity, and promise for immigrants. He asked everyone to reflect upon the American ideal of freedom, hope, and opportunity that Lady Liberty represents as he led in the Pledge of Allegiance.

PRESENTATIONS

1. Recognition of Wekiva High School students Lauren Earnest, Tony Truong, Andy Obregon and teacher Chris Whitlow for competing in the Cooking Up Change national competition in Washington DC.

Mayor Kilsheimer recognized Wekiva High School students, stating last week three students and their Culinary Arts teacher traveled to Washington DC and toured the White House. As part of a national competition to create healthy and affordable school meals, nine teams from around the country competed in the Cooking Up Change national finals held in the U.S. Department of Education. Wekiva High School won a place in this competition by winning the local Cooking Up Change event in Orlando last December and that victory won their winning dish a place on the regular rotation of lunch menus of all Orange County Public Schools next year. He said the City of Apopka was proud to recognize these students and their achievements.

2. Advanced Institute for Elected Municipal Officials - Kathy Till, Florida League of Cities, acknowledged and presented certificates to Mayor Kilsheimer, Commissioner Diane Velazquez, and Commissioner Sam Ruth for completing the Advanced Institute for Elected Municipal Officials.
3. Leadership Orange - School Board Member Christine Moore presented Commissioner Diane Velazquez with a certificate for having completed the Leadership Orange class.
4. Apopka Community Theater - Jim Meadows presented a Power Point presentation on the AHA Apopka Community Theater stating their mission is *"To provide educational programs in the arts to the youth of the community,"* and *"To partner with other non-profit groups to mutually support shared interests."* They asked for support from the City of Apopka, requesting the use of the Apopka Community Center/VFW, Fran Carlton Center, and the Apopka Amphitheater. They also hope to utilize Apopka schools for the young AHA Players performances.

Mayor Kilsheimer said this will require a Council level decision with regards to their request that involves using the Apopka Community Center/VFW. This group has a plan that would require a total usage of 66 days for the exclusive use of the Community Center during those performances. He stated this would be a change in policy, as the VFW has had exclusive control over this building.

Mayor Kilsheimer opened the meeting to public input.

Ray Shackelford commended this organization for involving people in the community and said we needed to help this organization. He also encouraged not only limiting the VFW to this organization, but let it be available to all community based organizations as well.

Bill Spiegel inquired if Artie has been talked to about this and felt it would be a huge shock.

Mayor Kilsheimer responded in the affirmative.

Commissioner Arrowsmith said he would like to know more about this and how it will affect the whole community from a scheduling standpoint. He said they need to look at the total picture and not just one group.

Rod Love said he was elated and happy to hear about the theater. He stated the Council was to be commended for moving in this direction.

Isadora Dean said she also was elated the arts and theater program was being brought to our City. She stated she would volunteer with this group. She liked the fact that diversity will be included. She reiterated she hoped this would be opened to all organizations.

Robert Dove said as a former marine and his wife former air force, with a VFW museum in this building, he would think they would jump at the opportunity to bring the public's attention to the these veterans who have honored their country and sacrificed themselves.

MOTION by Commissioner Ruth, and seconded by Commissioner Velazquez to allow the AHA Players Community Theater group use of the City facilities as requested, working with the City Administrator to iron out a concrete schedule. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

CONSENT AGENDA

1. Approve the minutes from the regular City Council meeting held on June 3, 2015 at 1:30 p.m.
2. Approve the minutes of Administrative Bid Opening No. 2015-05 for Apopka Northwest Recreation Complex Canopy Shade Structures held on May 27, 2015, at 10:15 a.m.
3. Authorize the issuance of a Peddler's Permit, to TNT Fireworks, to sell state approved fireworks at 1700 South Orange Blossom Trail, from June 24, 2015 until July 5, 2015.
4. Authorize the issuance of a Peddler's Permit, to TNT Fireworks, to sell state approved fireworks at 2302-2444 East Semoran Boulevard from June 24, 2015 until July 5, 2015.
5. Approve the first extension of the contracts for the consulting services for Geotechnical and Environmental Engineering Services with Ardaman and Associates, Inc. and Universal Engineering Sciences, for one year, at the same unit rate.
6. Acknowledge notification of the 2015 Justice Assistance Grant (JAG) application to purchase software and hardware to provide the ability to retrieve data from the Event Data Recorder (EDR).

Suzanne Kidd spoke with regards to Item 6, JAG application to purchase software and hardware to provide the ability to retrieve data from the Event Data Recorder and commended our Police Department for efforts to stay current, but expressed some concerns regarding privacy, and due process of who would be able to review this data.

Captain Fernandez said Ms. Kidd brings up some excellent points. He stated they will follow the law, as they do now, this will only allow for this process to be conducted in house.

MOTION by Commissioner Arrowsmith and seconded by Commissioner Dean to approve the six items on the Consent Agenda. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

LEGISLATIVE: ORDINANCES AND RESOLUTIONS

1. ORDINANCE NO. 2436 - SECOND READING AND ADOPTION - Amending the Election Date, Runoff Date, and Qualifying Dates associated with the 2016 City General Election. [Ordinance No. 2436 meets the requirements for adoption having been advertised in The Apopka Chief on June 5, 2015.] The City Clerk read the title as follows:

ORDINANCE NO. 2436

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, AMENDING THE ELECTION DATE FOR THE 2016 CITY GENERAL ELECTION TO MARCH 15, 2016; CHANGING THE RUN-OFF ELECTION DATE FOR THE 2016 CITY GENERAL ELECTION; DESIGNATING THE DATES FOR QUALIFYING FOR THE 2016 CITY GENERAL ELECTION; AUTHORIZING THE CANVASSING OF BALLOTS FOR THE 2016 CITY GENERAL ELECTION AS OUTLINED IN SECTION 34-41, APOPKA CODE OF ORDINANCES; PROVIDING FOR NOTICE TO THE SUPERVISOR OF ELECTIONS; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

MOTION by Commissioner Velazquez, and seconded by Commissioner Ruth, to adopt Ordinance No. 2436. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

2. RESOLUTION NO. 2015-11 - Amending the Procurement Policy to increase the Local Business Preference from 1% to 3%. The City Clerk read the title as follows:

RESOLUTION NO. 2015-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, AMENDING THE CITY ADMINISTRATIVE POLICY FOR PROCUREMENT, SECTION 107.3.1.2, POLICY, I. INCENTIVE FOR LOCAL BUSINESSES, III. PURCHASING GUIDELINES, IV. LEVELS OF REQUIRED AUTHORITY, AND V. COMPETITIVE PRICING; PROVIDING FOR AN EFFECTIVE DATE.

Glenn Irby, City Administrator, said this was the second attempt to change the Local Business Preference policy from 1% to 3%. Staff was previously asked to go back and provide numbers in regards to what this would mean for the City if increasing the percentage and that information is within the packets. Staff also opened this policy to also include quotes, stating city businesses will often quote on smaller items and by extending this preference to written quotations, it opens it more to the business community.

Commissioner Velazquez suggested on page 1, Section A, where it states "...the commodities shall be purchased"; changing the word "shall" to the word "may".

Mayor Kilsheimer opened the meeting to public input.

Suzanne Kidd said there were no local businesses that submitted bids in 2014, so the figures were purely hypothetical. She said this policy was good for two reasons: one it encourages all firms to bid as low as possible and it also encourages businesses to locate here to receive the preference.

Dale Fenwick said the analysis is this item was of no value. He encouraged Council to table the item as they have no idea how much this will cost the city.

No others wishing to speak, Mayor Kilsheimer closed the public input.

MOTION by Commissioner Ruth, and seconded by Commissioner Velazquez to approve Resolution No. 2015-11 with the change of the word “shall” to the word “may” on page 1, Section A. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

QUASI-JUDICIAL: ORDINANCES AND SITE APPROVALS

1. ORDINANCE NO. 2435 – FIRST READING – CHANGE OF ZONING/SMALL LOT OVERLAY DISTRICT MASTER PLAN/PRELIMINARY DEVELOPMENT PLAN – Silver Oaks – owned by Tallman Development Company, c/o Ed Hampden; engineer is Poulos & Bennett, LLC, c/o Marc Stehli, P.E. – From R-3 to R-3/Small Lot Overlay District, for property located north of East Keene Road, west of South Sheeler Avenue (2220 S. Sheeler Road). (Parcel ID Nos. 22-21-28-0000-00-078, 22-21-28-0000-00- 079, 22-21-28-0000-00-081, 22-21-28-0000-00-082, 22-21-28-0000-00-105, 22-21-28- 0000-00-108, 22-21-28-0000-00-109, 22-21-28-0000-00-114, 22-21-28-0000-00-117, 22-21-28-0000-00-122) The City Clerk read the title as follows:

ORDINANCE NO.2435

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, CHANGING THE ZONING FROM R-3 TO R-3/SMALL LOT OVERLAY DISTRICT FOR CERTAIN REAL PROPERTY GENERALLY LOCATED NORTH OF EAST KEENE ROAD, WEST OF SOUTH SHEELER AVENUE COMPRISING 50.83 ACRES MORE OR LESS AND OWNED BY TALLMAN DEVELOPMENT COMPANY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Kilsheimer announced this was a quasi-judicial hearing and witnesses were sworn in by the City Clerk.

David Moon, Planning Manager, provided an overview of the project and advised the applicant had a brief presentation following his report. The applicant is requesting the City Council to apply the small lot overlay district to the property. Council is requested to take action on five actions of his application. The applicant is requesting Council to change the zoning from R-3 to R-3/Small Lot Overlay District. The applicant has presented three waiver requests, and there is a Master Site Plan, Preliminary Development Plan. City Council will be asked to take action on each of these. He advised this was the first application for a Small Lot Overlay District. The ordinance for a Small Lot Overlay District limits the site to those that are assigned a residential high density future land use map designation and an R-3 zoning category. The proposed site is on the north side of Keene Road, west side of Sheeler

Avenue and comprises just over 50 acres. The current land use assigned to this property is high density residential with a zoning category of R-3, which means development could occur with apartment complex at 15 units per acre. The request before Council for the Small Lot Overlay District proposes 185 single family lots at a density of about 3.7 units per acre. The project is comprised of one hundred 50 ft. wide lots and eighty-five 40 ft. wide lots. The construction of the site is proposed in two phases. Open space must be a minimum of 30% which they comply with and there are 6.27 acres of parks. Parking has been a concern of City Council and each single family home must provide four parking spaces and there are an additional 71 parking spaces located throughout the community. He reviewed the layout of the lots and the proposed open space. The application meets the criteria set forth in the ordinance and with the general single family character of the surrounding area. The Homeowner's Association will be responsible for maintaining the front and corner lot yards of the 40 ft. wide lots. He reviewed the waiver requests. DRC and the Planning Commission did not object to the first waiver request for a 6 ft. high vinyl fence along the western and northern project line. However, DRC and the Planning Commission do not recommend approval of the second and third waiver requests with regards to pools and pool screens. Staff's report will be filed with the minutes.

Christian Swann, Co-founder and Executive Vice President of Surrey Homes, gave a presentation of the Silver Oak project. They are requesting swimming pools be allowed for specified 50 ft. lots, as well as screen enclosures. He reviewed preliminary renderings of the design styles. He stated that based on the proximity of the property, it is going to allow them to attract young professionals to this community. He said many homeowners do not want larger lots or the maintenance that comes with them. He affirmed the HOA would be maintaining all of the front yards, not just the 40 ft. lots. He reviewed which lots they are requesting pool enclosures.

In response to Commissioner Velazquez's request for providing some 70 ft. lots, Mr. Swann agreed to convert the 10 lots along Sheeler to 70 ft. lots.

Discussion ensued regarding pools and pool enclosures.

Mayor Kilsheimer opened the meeting to a public hearing.

Tenita Reid said she was against vinyl fencing.

Dale Fenwick concurred vinyl fencing should not be allowed.

Wayne Reid said he was all for progress and success, but expressed concern regarding the fencing along the Hermann Engelmann Nursery area due to the way the land drops in that area.

Scott McKnight said his property was along one area they wanted to place a vinyl fence and stated he was against the vinyl fencing.

Bill Spiegel expressed concern regarding the possibility of a two-story home backing up to a one-story home with a pool.

No others wishing to speak, Mayor Kilsheimer closed the public hearing.

MOTION by Commissioner Ruth, and seconded by Commissioner Velazquez, to deny the first waiver request to install a six foot high vinyl fence along the western and northern project line. Motion carried unanimously with Mayor Kilsheimer, and Commissioner Arrowsmith, Dean, Velazquez, and Ruth voting aye.

MOTION by Commissioner Arrowsmith, and seconded by Commissioner Velazquez, to approve the second waiver request to allow swimming pools for lots 50 feet wide or greater, as requested, with the addition of ten lots, (lots 42-51) along Sheeler being converted to 70 foot wide lots. Motion carried unanimously with Mayor Kilsheimer, and Commissioner Arrowsmith, Dean, Velazquez, and Ruth voting aye.

MOTION by Commissioner Arrowsmith, and seconded by Commissioner Ruth, to approve the third waiver to allow screened rooms for pools as per the applicant's architectural design proposal. Motion carried unanimously with Mayor Kilsheimer, and Commissioner Arrowsmith, Dean, Velazquez, and Ruth voting aye.

MOTION by Commissioner Velazquez, and seconded by Commissioner Ruth to approve the subdivision Master Plan and Preliminary Development Plan. Motion carried unanimously with Mayor Kilsheimer, and Commissioner Arrowsmith, Dean, Velazquez, and Ruth voting aye.

MOTION by Commissioner Ruth, and seconded by Commissioner Velazquez, to approve Ordinance No. 2435 at First Reading, and carry it over for a Second Reading. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

The City Council recessed at 9:47 p.m. and reconvened at 9:51 p.m.

2. FINAL DEVELOPMENT PLAN/PLAT – Rock Springs Estates, owned by Rock Springs Estates; applicant is Pulte Group, c/o Doug Hoffman, P.E.; engineering firm is Donald W. McIntosh Associates, Inc., c/o John T. Townsend, P.E., located south of West Lester Road, east of Vick Road. (Parcel ID Nos. 3-20-28-0000-00-015, 33-20-28-0000- 00-118, 33-20-28-0000-00-003)

Mayor Kilsheimer stated this was a quasi-judicial hearing and the witnesses were sworn in by the City Clerk.

Jay Davoll, Community Development Director and City Engineer, gave a brief lead in for the Rock Springs Estates project which is located at the southwest corner of Lester Road and Vick Road. He advised they would be paying \$580 into the tree fund. The applicant has already applied for the school capacity agreement. DRC and Planning Commission both recommend approval of the Final Development Plan and Plat. The staff report will be filed with the minutes.

Doug Hoffman, Pulte Group, said they appreciate consideration of this project and stated they were excited to be back in the City of Apopka developing.

Mayor Kilsheimer opened the meeting to a public hearing.

Dale Fenwick suggested the egress onto Lester Road be made a left turn only to relieve traffic on Vick Road.

Mr. Davoll advised both Lester and Vick Roads are under capacity and they meet the engineering standards, so it would not warrant this restriction.

No others wishing to speak, Mayor Kilsheimer closed the public hearing.

MOTION by Commissioner Arrowsmith, and seconded by Commissioner Dean to approve the Final Development Plan/Plat for Rock Springs Estates. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

3. PLAT REVISION – Maudehelen, Ph. 3, owned by GK Maudehelen, LLLP; applicant/engineer Morris Engineering and Consulting, LLC, c/o Matthew J. Morris, P.E., for property located at 455 South Binion Road. (Parcel ID Nos. 07-21-28-0000- 00-004; 07-21-28-0000-00-052)

Mayor Kilsheimer advised this was a quasi-judicial hearing and the witnesses were sworn in by the City Clerk.

Jay Davoll, Community Development Director and City Engineer, gave a brief lead in for the Maudehelen Phase 3 plat revisions. Staff report will be filed with the minutes. DRC and Planning Commission recommend approval.

Mayor Kilsheimer opened the meeting to a public hearing. No one wishing to speak, he closed the public hearing.

MOTION by Commissioner Ruth and seconded by Commissioner Velazquez to approve the plat revision for Maudehelen, Phase 3, as presented. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

DEPARTMENT REPORTS AND BIDS

1. Administrative Report - Glenn A. Irby, City Administrator, said the report was in the agenda packet and he would answer any questions.

MAYOR'S REPORT – Mayor Kilsheimer reported the Apopka Youth Work Program was off to a great start. We have 32 youth now employed working at various businesses through the City

of Apopka. They all received financial literacy training, all now have a bank account, and received a \$250 gift card they could use to purchase clothing. He reported the youth will be working for the next four weeks in this program.

OLD BUSINESS

COUNCIL – There was no old business from the Council.

PUBLIC - There was no old business from the Public.

NEW BUSINESS

COUNCIL – There was no new business from the Council.

PUBLIC

Suzanne Kidd said as staff has been working hard on the next Fiscal Year's budget, she stated we will be embarking on the new Community Wide Visioning process and suggested Council take into consideration items that may come from this process and budget accordingly.

Ray Shackelford applauded staff, the Mayor and Council for supporting the youth program. He suggested money be set aside in the upcoming budget for the summer jobs program. He proposed holding discussion for setting aside \$2 million for economic development options south of 441.

Pastor Bradford thanked Mr. Irby for how hard he worked with the Ministerial Alliance to make the prayer breakfast the success it was. He stated he did an eight minute interview and received about an eight second spot on Channel 9 which aired something that was not his intent and he would like to apologize for. He thanked the Police Department for being proactive with their body cameras. He stated he would like to offer up an opportunity for the Council to move forward with some community development funding and the possibility of some grant funding.

ADJOURNMENT – There being no further discussion, the meeting adjourned at 10:20 p.m.

Joseph E. Kilsheimer, Mayor

ATTEST:

Linda F. Goff, City Clerk

Backup material for agenda item:

2. Approve the minutes from the special City Council meeting held on June 17, 2015 at 5:30 p.m.

CITY OF APOPKA

Minutes of the special City Council meeting held on June 17, 2015, at 5:30 p.m., in the City of Apopka Council Chambers.

PRESENT: Mayor Joe Kilsheimer
Commissioner Bill Arrowsmith
Commissioner Billie Dean
Commissioner Diane Velazquez
Commissioner Sam Ruth
Attorney Cliff Shepard
City Administrator Glenn Irby

PRESS PRESENT: John Peery - The Apopka Chief

INVOCATION and PLEDGE OF ALLEGIANCE – Mayor Kilsheimer gave the invocation and then led in the Pledge of Allegiance.

PRESENTATION

1. Comprehensive Annual Financial Report – William Blend, CPA, CFE and Eduardo Castaneda, CPA, from Moore Stephens Lovelace CPAs and Advisors.

William Blend said they were here to perform the required communications in accordance with government audit standards, to go through the audit reports, and then provide a highlight of the entity wide financial statements. He reviewed the letter of communication which advises they followed the appropriate audit standards in their performance of their service for the City. They are here prior to the State of Florida's requirement of having the City's financial statements issued by June 30th. They did not encounter any difficulties in performing and completing their audit.

Mr. Blend reviewed the CAFR and reported they have issued an unmodified opinion, meaning the financial information presented is materially correct. He said they were required to review the internal controls and reported the findings in this report are the highest level of reporting. These findings are in the CAFR starting on page 100, and the CAFR is on file in the City Clerk's office for review.

Pam Barclay, Finance Director, gave a response to the findings and advised during the audit, the unearned revenue balance that should have been recognized stemmed from a grant that was received more than a decade ago and as the money was spent it was to be recognized as revenue. It was on the books as deferred revenue. This has been taken out of deferred revenue and the funds recognized. She said when she started working at the City, the finding was that the journal entries were not being approved at the level of control and that procedure has been implemented. Budget amendments, as Council is aware of, was started and they are

done quarterly. Bank reconciliations were being done and they were complete, they just were not being reviewed and she now reviews these reconciliations. She advised the accounts payable clerk was able to set up a vendor and also pay the vendor, which is obviously a weakness and they have implemented a review of all vendor changes. She affirmed that a mitigating control that has always been in place in that the Finance Director reviews all expenditures. Cash receipts and segregation of duties now has a review in place. She stated the utility deposits are now being signed off on for the daily intake. She affirmed a check log has been implemented that tracks the checks as they come out of the safe through issuance. She said that payroll is under Human Resources and they have adequate controls in place.

REGULAR AGENDA

1. Accept the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2014, to include the independent auditor's report and the schedule of findings and recommendations.

Mr. Blend gave a brief overview of the Comprehensive Annual Financial Report for the Fiscal Year ended September 30, 2014.

MOTION by Commissioner Ruth, and seconded by Commissioner Velazquez to accept the CAFR Report for the Fiscal Year ended September 30, 2014 to include the auditor's report, schedule of findings and recommendations.

Mayor Kilsheimer opened the meeting to public input.

Ray Shackelford inquired what this report cost in comparison to last year and if there were any exceptions in the management level with respect to the City of Apopka. He applauded Council for the opportunity to participate.

No one else wishing to speak, Mayor Kilsheimer closed the public input.

Motion carried unanimously with Mayor Kilsheimer, and Commissioner Arrowsmith, Dean, Velazquez, and Ruth voting aye.

ADJOURNMENT – There being no further discussion, the meeting adjourned at 6:03 p.m.

Joseph E. Kilsheimer, Mayor

ATTEST:

Linda F. Goff, City Clerk

Backup material for agenda item:

3. Approve the minutes from the regular City Council meeting held on July 1, 2015 at 1:30 p.m.

CITY OF APOPKA

Minutes of the regular City Council meeting held on July 1, 2015, at 1:30 p.m., in the City of Apopka Council Chambers.

PRESENT: Mayor Joe Kilsheimer
Commissioner Bill Arrowsmith
Commissioner Billie Dean
Commissioner Diane Velazquez
Assistant City Attorney Drew Smith
City Administrator Glenn Irby

ABSENT: Commissioner Sam Ruth

PRESS PRESENT: John Peery - The Apopka Chief
Steve Hudak – Orlando Sentinel
Channel 9, WFTV News

INVOCATION – Commissioner Velazquez introduced Annie Cunningham, who gave the invocation.

PLEDGE OF ALLEGIANCE – Mayor Kilsheimer said on July 4, 1776, the Continental Congress formally adopted the Declaration of Independence which proclaims the independence of the newly formed United States from Great Britain and its King. The declaration came just over a year after the first shots were fired at Concord signaling the start of the Revolutionary War. The war would last five years until America’s victory at Yorktown. In 1783, the United States became a free and independent nation with the signing of the Treaty of Paris. He asked everyone to remember the many sacrifices of our founding fathers and great patriots who fought to establish our great nation as he led in the Pledge of Allegiance.

EMPLOYEE RECOGNITION

1. Jesse Petty – Police Department/Communications – Five Year Service Award - Jesse began working for the City on June 3, 2010, as a Communication Technician, which is his current position. Jesse was not present and his award will be presented at another time.
2. Delana Reagor – Police Department/Communications – Five Year Service Award - Delana started working for the City on June 21, 2010, as a Communication Technician, which is her current position. The City Council joined Mayor Kilsheimer in congratulating Delana on her years of service to the City.
3. Sheng Zhang – Human Resources – Ten Year Service Award - Sheng began working for the City on June 15, 2005, as a Payroll Clerk. Sheng was reclassified on October 2, 2006, to Payroll Specialist I and on October 1, 2007, she was reclassified to Human Resource Specialist I, which is her current position. The City Council joined Mayor Kilsheimer in congratulating Sheng on her years of service to the City.

4. Robert Allen – Police Department/Support Services – Twenty Year Service Award - Rob started working for the City on June 7, 1995, as a Police Officer. On July 3, 2007, he was promoted to Police Sergeant, which is his current position. The City Council joined Mayor Kilsheimer in congratulating Robert on his years of service to the City.

PRESENTATIONS

1. Water for People Week Proclamation – Mayor Kilsheimer read the proclamation proclaiming the week of August 2-8, 2015 Water for People Week and presented it to Tim Brodeur.
2. Pre-Budget Presentation - Jean Jreij, Public Services Director, gave a pre-budget presentation for Public Services reviewing all 18 Divisions of Public Services and their responsibilities.

Mayor Kilsheimer recognized Orange County Commissioner Bryan Nelson and Orange County School Board Member Christine Moore.

CONSENT AGENDA

1. Award the contract, in the amount of \$64,744.00, to William Medley Construction, Inc. for the construction of 16 canopy shade structures at the Northwest Recreation Complex, and authorize a contingency fund in the amount of \$6,000.00.
2. Authorize the purchase of a service vehicle for the Fire Department, from Mullinax Ford in the amount of \$27,256.08.
3. Authorize Traci Parker to hold a community block party, on July 4, 2015, at the cul-de-sac on Shirley Drive in Clayton Estates.
4. Approve the Disbursement Report for the month of June, 2015.

Commissioner Dean requested Item 1 be pulled for discussion.

MOTION by Commissioner Arrowsmith, and seconded by Commissioner Velazquez, to approve items 2-4 of the Consent Agenda. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, and Velazquez voting aye.

Commissioner Dean said he was not against the canopies to be constructed at the Northwest Recreation facility. However, he has a concern that the city can find money to spend on the north side of the city, but cannot seem to find money to do anything constructive on the south side of the city and always seems to be in the visioning planning. He asked for an explanation as to why they cannot find funds to do anything on the south side of the city.

Glenn Irby, City Administrator, said the money being spent on shade structures is in the current year budget that the City Council approved. He stated we were about to go through another budget process for the next fiscal year and hopefully funds will be included for the south side, especially Alonzo Williams Park and that area, just like this was for the Northwest Recreation facility. In response to Commissioner Dean asking if they had to wait

a year to do anything, Mr. Irby advised budget revisions can be made.

Mayor Kilsheimer reiterated the CDBG grant being pursued for that area and advised there were other matters being worked on by staff.

Suzanne Kidd said she attended the Task Force committee meeting last evening, as well as the Parks & Recreation Master Plan Advisory Committee meeting the night before and at both meetings they discussed improvements for Alonzo Williams Park. She stated the Task Force voted to recommend to Council that Alonzo Williams Park be one of the areas to improve and these recommendations will be before Council at their July 15th meeting.

Pastor Hezekiah Bradford expressed two concerns: One concern inquiring who was on the Task Force, to which Mayor Kilsheimer advised the appointed Task Force members were Marcus West, Denise Gilcrease, Margret Buford, Erica Childers, and Rogers Beckett. His second concern was with regards to what they do and how they spend the money on the park, to which Mayor Kilsheimer advised Captain Jerome Miller was Chair of the Parks and Recreation Citizen Advisory Master Plan Committee and he could contact Captain Miller with recommendations for the Master Plan.

MOTION by Commissioner Arrowsmith, and seconded by Commissioner Dean to approve Consent Agenda Item 1. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, and Velazquez voting aye.

LEGISLATIVE ORDINANCES AND RESOLUTIONS

1. RESOLUTION NO. 2015-12 - Granting a non-exclusive franchise, to Mid Florida Materials, for roll-off container collection and disposal of waste in the City of Apopka. The title was read by the City Clerk as follows:

RESOLUTION NO. 2015-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, GRANTING A NON-EXCLUSIVE FRANCHISE TO MID FLORIDA MATERIALS., TO PROVIDE "ROLL-OFF" CONTAINER COLLECTION AND DISPOSAL OF WASTE IN THE CITY OF APOPKA, FLORIDA, PURSUANT TO CITY OF APOPKA, CODE OF ORDINANCES, CHAPTER 66, ARTICLE III; PROVIDING FOR THE TERM OF YEARS FOR THE FRANCHISE; PROVIDING FOR FRANCHISE FEE; PROVIDING AN EFFECTIVE DATE.

MOTION by Commissioner Dean, and seconded by Commissioner Velazquez, to approve Resolution No. 2015-12. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, Velazquez, and Ruth voting aye.

QUASI-JUDICIAL: ORDINANCES AND SITE APPROVALS

1. ORDINANCE NO. 2435 – SECOND READING & ADOPTION – CHANGE OF ZONING/SMALL LOT OVERLAY DISTRICT MASTER PLAN/PRELIMINARY DEVELOPMENT PLAN – Silver Oak – owned by Tallman Development Company, c/o Ed Hampden; engineer is Poulos & Bennett, LLC, c/o Marc Stehli, P.E. – From R-3 to R-3/Small Lot Overlay District, for property located north of East Keene Road, west of South Sheeler Avenue (2220 S. Sheeler Road). (Parcel ID Nos. 22-21-28-0000-00- 078, 22-21-28-0000-00-079, 22-21-28-0000-00-081, 22-21-28-0000-00-082, 22-21-28- 0000-00-105, 22-21-28-0000-00-108, 22-21-28-0000-00-109, 22-21-28-0000-00-114, 22-21-28-0000-00-117, 22-21-28-0000-00-122) The City Clerk read the title as follows:

ORDINANCE NO.2435

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, CHANGING THE ZONING FROM R-3 TO R-3/SMALL LOT OVERLAY DISTRICT FOR CERTAIN REAL PROPERTY GENERALLY LOCATED NORTH OF EAST KEENE ROAD, WEST OF SOUTH SHEELER AVENUE COMPRISING 50.83 ACRES MORE OR LESS AND OWNED BY TALLMAN DEVELOPMENT COMPANY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Kilsheimer announced this was a quasi-judicial hearing and witnesses were sworn in by the City Clerk.

Jay Davoll, Community Development Director and City Engineer, gave a brief overview of the project and reviewed the revised site plan based upon Council's discussion at the last meeting. He advised the ten lots along Sheeler Road have been revised to 70 foot lots, so the total number was reduced by 3 lots. He stated at the June 17th City Council meeting, Council denied the waiver request for the 6 foot high vinyl wall, they approved the swimming pools on 50 foot lots, approved the waiver for screen rooms, made a motion to approve the subdivision, and also approved the ordinance. The same information is before Council today, and staff requests Council adopt Ordinance No. 2435 subject to the Development Review Committee acceptance of the revised Master Plan and Preliminary Development Plan subject to the approved waivers and modification of the legal description.

Christian Swann, Executive Vice President of Surrey Homes, said he appreciated working with Council at the previous hearing and he was available to answer any additional questions. He advised the schools for this subdivision would be Lakeville Elementary, Piedmont Middle School, and Wekiva High School.

Commissioner Dean suggested some of the students go to Phyllis Wheatley Elementary with it being a new state-of-the-art elementary school.

Mayor Kilsheimer opened the meeting to a public hearing.

Christine Moore, Orange County Public School Board Member, said two years ago with this project, they did have some rezoning to do, as some of the zoning was Lakeville and some was Wheatley. She advised the School Board always assures the entirety of a development goes to the same school. The School Board at that time decided to place this development in Lakeville Elementary. She advised she has had some concerns with all of the projects moving forward on Binion Road and will be looking into moving some areas into Phyllis Wheatley.

No others wishing to speak, Mayor Kilsheimer closed the public hearing.

MOTION by Commissioner Velazquez, and seconded by Commissioner Dean to adopt Ordinance No. 2435 subject to the Development Review Committee's acceptance of the revised Master Plan and Preliminary Development Plan addressing the approved waivers and including the revised legal description. Motion carried unanimously with Mayor Kilsheimer, and Commissioners Arrowsmith, Dean, and Velazquez voting aye.

MAYOR'S REPORT – Mayor Kilsheimer reported the proposed 2015-2016 FY Budget will be presented to the Commissioners tomorrow. He advised the proposed Budget is a balanced budget and at this point will not include any tax increases, showing the same millage rate as adopted last year. He said the plan will be to have Budget Workshops scheduled from July 20 – 24, 2015 at 1:30 p.m.

OLD BUSINESS

1. COUNCIL – There was no old business from the Council.
2. PUBLIC – There was no old business from the Public.

NEW BUSINESS

1. COUNCIL

Commissioner Arrowsmith said he would like to apologize to the VFW for the vote at the last meeting. He stated he asked some direct questions and did not receive direct answers regarding the use of the Community Center. He said he was of the understanding the Mayor had had conversations with them on that direct subject.

Mayor Kilsheimer said if the direct question was had he spoken with Artie Vecchio prior to the meeting about the AHA Players, then the direct answer is he had not. However, he has been speaking with Mr. Vecchio since he took office about the VFW, and Mr. Irby has been holding discussions with Mr. Vecchio about the VFW. He advised they have fielded multiple requests and complaints about use of the VFW/Apopka Community Center.

Commissioner Arrowsmith said that should have been the subject, rather than bringing in a group they all will support with an end result of the City taking over the Community Center. He stated they should have had meetings specifically about that prior to providing blocks of

time to other people.

Artie Vecchio, Commander of VFW 10147, said they have had multiple discussions with Mayor Kilsheimer and Mr. Irby about a contract. He stated they did not know anything about this particular group. He declared the VFW has given 60% of their income back to the community. He said they have kept the building nice and they want to work with the city, but not in this manner.

Mayor Kilsheimer said they were not getting rid of the veterans, but they were asking them to share the building. They have received a request by another community group to use the VFW under the same terms and conditions the VFW has. He affirmed the VFW has free use of the building that is paid and maintained by the taxpayers of the City of Apopka. The AHA Players has a schedule and are asking to use the building for 66 days out of the year.

Commissioner Arrowsmith said he understands it was taxpayers' dollars that built the building. He keeps hearing there was \$500,000 raised and spent on the building between the kitchen equipment and everything that is inside. He inquired if that was raised by the VFW and their investment.

Mayor Kilsheimer said that was a very good question and it would be very interesting to see if there are any receipts associated with that. In response to Commissioner Arrowsmith's question regarding who is running the Community Center, Mayor Kilsheimer said right now it is the same as it has always been with the VFW running the Community Center. He reiterated that all the Council did was say they wanted a community theater to use the VFW/Community Center and that a community theater was a good idea.

Commissioner Arrowsmith said until an agreement is worked out with the VFW, they are still in effect doing what they have always done which is book events there, give back to the community, they are going to work with the AHA Players during these 66 days and that is the program as it stands right now.

Mayor Kilsheimer responded in the affirmative.

Robert Popp inquired when Council approved the AHA group utilizing the facility, had anybody looked at how the VFW generates its revenue and when that does occur. He said his concern is they approved someone using the facility that, in reality, is going to hamper the VFW's ability to continue to run financially.

David Rankin said for quite some time Mayor Kilsheimer ran his campaign and always talked about transparency. He stated the agenda item was meant to deceive as the agenda item did not include the Community Center. He stated he did not have a problem with the AHA Players and thought it was a great opportunity for Apopka. He said there was a lack of transparency with the true nature of this matter. He declared they have cut 66 days of revenue opportunity out of the VFW.

Mayor Kilsheimer reiterated the VFW has been given free use of a city building for nine years at a cost to the City, initially to build the building, then operational expenses for

utilities and maintenance.

Phil Zakszewski said if you want information about the VFW and what they put into this City to see him as he can furnish this information by looking it up on the internet since they are nonprofit.

Isadora Dean thanked the veterans and the VFW for everything she personally knows they have done in this community. She said she was really impressed with the AHA Players, but said she thought they were only voting for them to use the building. She stated if the AHA Players were going to use the building for free, then were other groups going to be able to use the building for free.

2. PUBLIC

Peter Alden, Spin City Cycles, expressed concern regarding support of businesses off of 441. He requested the City review the sign ordinance so that they are allowed to post directional signs and advertise their businesses.

Christine Moore invited the Mayor and Council to the open houses of the three new schools that are opening this fall. Apopka Elementary will be held on August 19, 2015, Lovell Elementary School on August 20, 2015, Clay Springs Elementary on August 21, 2015.

Veronica Rogers said she resided on the south side of Apopka and it was her understanding the city limits go to 10th Street and Williams Park is on M.A. Board Street. She stated when looking at the overall budget they need to look at it extending to 10th Street.

Mayor Kilsheimer advised the budget does cover that area and reiterated there are a number of plans being looked at by staff to address economic development concerns.

In response to Commissioner Dean inquiring about the funds being spent with the Golf Specialty Company and whether they have a contract with the City, Mayor Kilsheimer advised staff would look into this and let him know.

ADJOURNMENT – There being no further discussion, the meeting adjourned at 2:57 p.m.

ATTEST:

Joseph E. Kilsheimer, Mayor

Linda F. Goff, City Clerk

Backup material for agenda item:

4. Award Broker/Agent of Record status to Arthur J. Gallagher & Co., in the amount of \$65,000, for benefits, workers comp, liability, casualty, and property insurance.



CITY OF APOPKA CITY COUNCIL

- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL REPORTS
- OTHER: _____

MEETING OF: July 15, 2015
 FROM: Human Resources
 EXHIBITS: _____

SUBJECT: Broker/Agent of Record Award RFP 2015-03

Request: Award Broker/Agent of Record status to Arthur J. Gallagher & Co. for benefits, workers comp, liability, casualty and property insurance.

SUMMARY:

Multiple proposals for Broker/Agent Services were received and reviewed. It is in the City’s best interest to award the Broker/Agent status as noted above. Services are currently split between several agencies at a cost of \$100,000.00/year, plus property insurance commissions. Arthur J. Gallagher & Co. proposed servicing the City for \$65,000/year, plus property insurance commissions, which will reduce our broker fees by nearly 1/2. Additionally, the agency has resources and/or access to resources necessary to properly service our account.

FUNDING SOURCE:

These fees are accounted for in the benefit/risk management budget.

RECOMMENDATION ACTION:

Approve award of Broker/Agent of Record status to Arthur J. Gallagher & Co.

DISTRIBUTION

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

Backup material for agenda item:

5. City Council approval of the dirt generated from the proposed reclaim water storage and aquifer recharge ponds as surplus property, and authorize the sale of the surplus dirt.



CITY OF APOPKA CITY COUNCIL

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

MEETING OF: July 15, 2015
FROM: Public Services
EXHIBITS:

SUBJECT: SURPLUS DIRT GENERATED FROM THE PROPOSED RECLAIM WATER STORAGE AND AQUIFER RECHARGE PONDS

Request: TO HAVE CITY COUNCIL DECLARE THE DIRT GENERATED FROM THE PROPOSED RECLAIM WATER STORAGE AND AQUIFER RECHARGE PONDS AS SURPLUS PROPERTY AND AUTHORIZE THE SALE OF THE SURPLUS DIRT.

SUMMARY:

As part of the City's reclaimed water program, the utility master plan and the water consumption use permit, the City is planning to construct storage and aquifer recharge ponds at the following locations:

Northwest Recreation Complex
Golden Gem property
Wastewater Treatment Plant (just north of the Public Services Compound at Cleveland St)

Staff requests the City Council to declare the dirt generated from the ponds as surplus property and authorize the sale of the dirt. Currently there is a market for dirt and staff would like to proceed with the construction of the ponds and sell the generated dirt.

FUNDING SOURCE:

N/A

RECOMMENDATION ACTION:

To have City Council declare the dirt generated from the proposed reclaim water storage and aquifer recharge ponds as surplus property and authorize the sale of the surplus dirt.

DISTRIBUTION:

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	Human Resources Director	City Clerk
City Administrator	Information Technology Director	Fire Chief
Community Development Director	Police Chief	

Backup material for agenda item:

6. Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Apopka Fair in Kit Land Nelson Park from March 10, 2016 through March 13, 2016.



CITY OF APOPKA CITY COUNCIL

- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL REPORTS
- OTHER: _____

MEETING OF: July 15th, 2015
 FROM: Administration
 EXHIBITS: Application

SUBJECT: APOPKA FAIR - ROTARY CLUB OF APOPKA

Request: AUTHORIZE THE ROTARY CLUB OF APOPKA TO SELL AND SERVE ALCOHOLIC BEVERAGES AT THE APOPKA FAIR IN KIT LAND NELSON PARK FROM MARCH 10, 2016 THROUGH MARCH 13, 2016.

SUMMARY:

The Rotary Club of Apopka requests City Council authorization to sell and serve alcoholic beverages at the Apopka Fair to be held March 10, 2016 through March 13, 2016 in Kit Land Nelson Park.

The application has been reviewed and approved by the Community Development, Fire and Police Departments.

FUNDING SOURCE: Not applicable

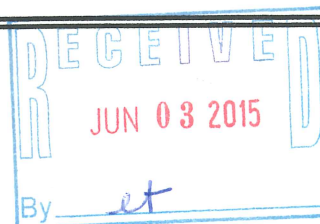
RECOMMENDATION ACTION:

Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Apopka Fair in Kit Land Nelson Park from March 10, 2016 through March 13, 2016.

DISTRIBUTION

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	HR Director	Recreation Director
City Administrator	IT Director	City Clerk
Community Development Director	Police Chief	Fire Chief

CITY OF APOPKA



APPLICATION FOR SPECIAL EVENT/OUTDOOR ASSEMBLY PERMIT

APPLICANT'S NAME: Rotary Club of Apopka and The City of Apopka

MAILING ADDRESS: PO Box 7 Apopka FL 32704

PHONE: CELL 407-925-4382 HOME STATE WORK ZIP+4

NAME OF GROUP/ORGANIZATION: The Rotary Club of Apopka Fl

MAILING ADDRESS: PO Box 7 Apopka FL 32704

PHONE: 407-925-4382 CONTACT PERSON: Bill Spiegel

CHAIRPERSON OF PARADE: Bill Spiegel

MAILING ADDRESS: PO Box 7 Apopka, FL 32704

PHONE: CELL 407-925-4382 HOME WORK STATE ZIP+4

DATE(S) OF EVENT: March 10 - 13, 2016 (Apopka Fair)

HOURS OF EVENT (BEGIN): (Th 5-10p, Fr 5-11p, Sat 10-11p Sun 12-8p)

EXACT LOCATION OF EVENT: Kit Land Nelson Park

PUBLIC FACILITIES OR EQUIPMENT TO BE USED: Kit Land Nelson Park, Edwards Field, Portable Lights, No Parking Signs (ATTACH MAP)

ANTICIPATED # OF DAILY PARTICIPANTS: 50 ANTICIPATED # OF DAILY SPECTATORS: 3000

DESCRIBE ALL ACTIVITIES WHICH WILL OCCUR DURING THE EVENT: Car Show, Carnival Rides, Retail and Food Vendors

WILL ALCOHOLIC BEVERAGES BE SOLD? YES NO IF YES, EXPLAIN: Only if permitted by City. Only in a "Beer/Wine Tasting Garden" for a limited time.

DESCRIPTION OF ANY EQUIPMENT AND/OR PRODUCTS, TO BE USED: (TENTS, AMPLIFIERS, BANNERS, SIGNS, ANIMALS, ETC.): Banner Flags, Temporary banners, parking, directional signs.

APPLICANT MUST PROVIDE ADEQUATE RESTROOM FACILITIES DURING EVENT, APPLICANT IS RESPONSIBLE TO PROVIDE POLICE AND FIRE PROTECTION IF DEEMED NECESSARY BY THE POLICE CHIEF AND/OR FIRE CHIEF. APPLICANT MUST PROVIDE WRITTEN AUTHORIZATION FOR APPLICANT TO APPLY FOR PERMIT ON BEHALF OF GROUP OR ORGANIZATION.

PLEASE CONTINUE ON REVERSE SIDE.

COMMENTS BY APPLICANT:

This is the 15th Annual Apopka Fair. Each year our goal is to provide a wholesome, family friendly destination for quality entertainment. Each year we strive to be more efficient, higher quality, and an event the City and residents can be proud of.

I, Bill Spiegel, HEREBY REPRESENT, STIPULATE, CONTRACT AND AGREE THAT The Rotary Club of Apopka WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE CITY HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.

[Handwritten Signature]
SIGNATURE OF APPLICANT

Bill Spiegel
PRINTED NAME OF APPLICANT

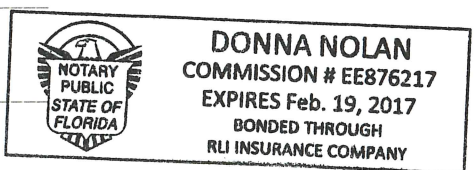
DATE SUBMITTED TO COMMUNITY DEV. DEPT.

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 27 DAY OF may, 2015, BY BILL SPIEGEL, WHO IS PERSONALLY KNOWN OR PRODUCED AS IDENTIFICATION.

[Handwritten Signature]
NOTARY PUBLIC SIGNATURE

Donna Nolan
NOTARY PUBLIC PRINTED NAME



FOR OFFICIAL USE ONLY

DRC APPROVAL: *[Signature]* DATE: 7-1-15
DRC COMMENTS:

FIRE APPROVAL: *[Signature]* DATE: 7/1/15
FIRE COMMENTS:

POLICE APPROVAL: *[Signature]* DATE: 7-1-15
POLICE COMMENTS:

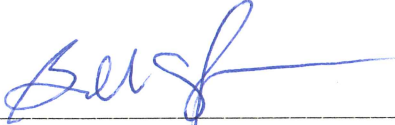
MUST HAVE OFF-DUTY PLAN AS DETERMINED BY P.I.D.
CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE: _____ APPROVED: _____ DENIED: _____

PERMIT FEE: \$50.00 DATE PAID: _____ REC'D BY: _____ DATE EXEMPTED: _____

HOLD HARMLESS AGREEMENT

I, Bill Spiegel, HEREBY REPRESENT, STIPULATE CONTRACT AND AGREE THAT The Rotary Club of Apopka WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE CITY OF APOPKA HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.



SIGNATURE OF APPLICANT

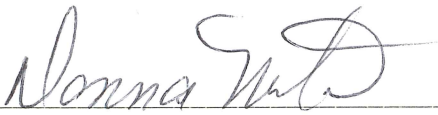
Bill Spiegel

PRINTED NAME OF APPLICANT

DATE SUBMITTED

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 22 DAY OF MAY, 2015 BY Bill Spiegel, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.



NOTARY PUBLIC SIGNATURE

Donna Nolan

NOTARY PUBLIC PRINTED NAME



Vendor

Premium Vendor

Food Vendor

Address: Tel

Orange Street

Loading/Unloading/Emergency/Handicap Parking

WEST ORANGE TRAIL

PARKING

Sat -Car Show
Sun-Soccer Event

Toddler PlayZone

Playground

A B C D E F G H I J

Z Y X W V U T S

R Q P O N M L K

Tennis Courts

Rotary
ATM
Bldg

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

CARNIVAL

First Street

Backup material for agenda item:

7. Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Fall Family Festival in Kit Land Nelson Park from November 12, 2015 through November 15, 2015.



CITY OF APOPKA CITY COUNCIL

CONSENT AGENDA
 PUBLIC HEARING
 SPECIAL REPORTS
 OTHER: _____

MEETING OF: July 15th, 2015
FROM: Administration
EXHIBITS: Application

SUBJECT: FALL FAMILY FESTIVAL - ROTARY CLUB OF APOPKA

Request: AUTHORIZE THE ROTARY CLUB OF APOPKA TO SELL AND SERVE ALCOHOLIC BEVERAGES AT THE FALL FAMILY FESTIVAL IN KIT LAND NELSON PARK FROM NOVEMBER 12, 2015 THROUGH NOVEMBER 15, 2015.

SUMMARY:

The Rotary Club of Apopka requests City Council authorization to sell and serve alcoholic beverages at the Fall Family Festival to be held November 12, 2015 through November 15, 2015 in Kit Land Nelson Park.

The application has been reviewed and approved by the Community Development, Fire and Police Departments.

FUNDING SOURCE: Not applicable

RECOMMENDATION ACTION:

Authorize the Rotary Club of Apopka to sell and serve alcoholic beverages at the Fall Family Festival in Kit Land Nelson Park from November 12, 2015 through November 15, 2015.

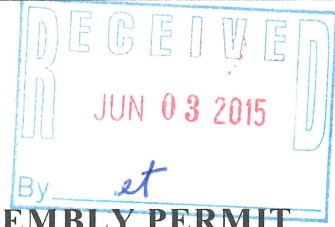
DISTRIBUTION

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

CITY OF APOPKA



APPLICATION FOR SPECIAL EVENT/OUTDOOR ASSEMBLY PERMIT

APPLICANT'S NAME: Rotary Club of Apopka and The City of Apopka

MAILING ADDRESS: PO Box 7 Apopka FL 32704

PHONE: CELL 407-925-4382 HOME STATE WORK ZIP+4

NAME OF GROUP/ORGANIZATION: The Rotary Club of Apopka Fl

MAILING ADDRESS: PO Box 7 Apopka FL 32704

PHONE: 407-925-4382 CONTACT PERSON: Bill Spiegel

CHAIRPERSON OF PARADE: Bill Spiegel

MAILING ADDRESS: PO Box 7 Apopka, FL 32704

PHONE: CELL 407-925-4382 HOME STATE WORK ZIP+4

DATE(S) OF EVENT: November 12-15, 2015 - Fall Family Festival

HOURS OF EVENT (BEGIN): (Th 5-10p, Fr 5-11p, Sat 10-11p Sun 12-8p)

EXACT LOCATION OF EVENT: Kit Land Nelson Park

PUBLIC FACILITIES OR EQUIPMENT TO BE USED: Kit Land Nelson Park, Edwards Field, Portable Lights, No Parking Signs (ATTACH MAP)

ANTICIPATED # OF DAILY PARTICIPANTS: 50 ANTICIPATED # OF DAILY SPECTATORS: 3000

DESCRIBE ALL ACTIVITIES WHICH WILL OCCUR DURING THE EVENT: Holiday Crafts, Retail and Food Vendors, and Carnival Rides

WILL ALCOHOLIC BEVERAGES BE SOLD? YES NO IF YES, EXPLAIN: Only if permitted by City. Only in a "Beer/Wine Tasting Garden" for a limited time.

DESCRIPTION OF ANY EQUIPMENT AND/OR PRODUCTS, TO BE USED: (TENTS, AMPLIFIERS, BANNERS, SIGNS, ANIMALS, ETC.): Banner Flags, Temporary banners, parking, directional signs.

APPLICANT MUST PROVIDE ADEQUATE RESTROOM FACILITIES DURING EVENT. APPLICANT IS RESPONSIBLE TO PROVIDE POLICE AND FIRE PROTECTION IF DEEMED NECESSARY BY THE POLICE CHIEF AND/OR FIRE CHIEF. APPLICANT MUST PROVIDE WRITTEN AUTHORIZATION FOR APPLICANT TO APPLY FOR PERMIT ON BEHALF OF GROUP OR ORGANIZATION.

PLEASE CONTINUE ON REVERSE SIDE.

COMMENTS BY APPLICANT:

The Fall Family Festival is a wholesome, family friendly event with crafts, merchandise/food vendors and carnival rides.

I, Bill Spiegel, HEREBY REPRESENT, STIPULATE, CONTRACT AND AGREE THAT The Rotary Club of Apopka WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE CITY HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.

[Signature]
SIGNATURE OF APPLICANT

Bill Spiegel
PRINTED NAME OF APPLICANT

6/3/15

DATE SUBMITTED TO COMMUNITY DEV. DEPT.

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 27 DAY OF MAY, 2015, BY Bill Spiegel, WHO IS PERSONALLY KNOWN OR PRODUCED AS IDENTIFICATION.

[Signature]
NOTARY PUBLIC SIGNATURE

Donna Nolan
NOTARY PUBLIC PRINTED NAME



FOR OFFICIAL USE ONLY

DRC APPROVAL: *[Signature]* DATE: 7-1-15
DRC COMMENTS:

FIRE APPROVAL: *[Signature]* DATE: 7/1/15
FIRE COMMENTS:

POLICE APPROVAL: *[Signature]* DATE: 7-1-15
POLICE COMMENTS:

-MUST HIRE OFF-DUTY PLAN AS DETERMINED BY P.D.

CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE: _____ APPROVED: _____ DENIED: _____

PERMIT FEE: \$50.00 DATE PAID: _____ REC'D BY: _____ DATE EXEMPTED: _____

HOLD HARMLESS AGREEMENT

I, Bill Spiegel, HEREBY REPRESENT, STIPULATE CONTRACT AND AGREE THAT The Rotary Club of Apopka WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE CITY OF APOPKA HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEY'S FEES, AND INCLUDING ATTORNEY'S FEES FOR AN APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ASSEMBLY OR ANY OF ITS PARTICIPANTS.

[Handwritten Signature]

SIGNATURE OF APPLICANT

Bill Spiegel

PRINTED NAME OF APPLICANT

DATE SUBMITTED

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 27 DAY OF MAY, 2015 BY BILL SPIEGEL, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

[Handwritten Signature]

NOTARY PUBLIC SIGNATURE

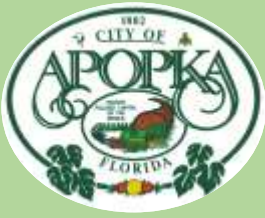
Donna Nolan

NOTARY PUBLIC PRINTED NAME



Backup material for agenda item:

8. Award the purchase of the ductal iron pipes, in the amount of \$1,334,674.60, to Consolidated Pipe and Supply Co.; the purchase of the fitting material in the amount of \$160,964.02 to Ferguson Waterworks; and authorize a contingency fund in the amount of \$100,000.00.



CITY OF APOPKA CITY COUNCIL

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

MEETING OF: July 15, 2015
 FROM: Public Services
 EXHIBITS:

SUBJECT: PURCHASE OF DUCTAL IRON PIPES AND FITTINGS MATERIAL FOR RECLAIMED WATER SERVICE MAIN EXTENSION PROJECTS

Request: AWARD THE PURCHASE OF THE DUCTAL IRON PIPES (DIP) TO CONSOLIDATED PIPE AND SUPPLY CO. IN THE AMOUNT OF \$1,334,674.60; AND THE PURCHASE OF THE FITTING MATERIAL TO FERGUSON WATERWORKS, IN THE AMOUNT OF \$160,964.02.

SUMMARY:

On July 7, 2015 staff received the following sealed bids for the purchase of ductal iron pipe (DIP) and fittings material for 4 reclaimed water projects:

Company	Pipes	Fittings
HD Supply Waterworks, LTD.	\$1,443,600.90	\$165,928.19
Ferguson Waterworks	\$1,491,448.70	\$160,964.02
Orlando Winwater Works Co.	\$1,350,514.40	\$180,285.00
Fortiline, Inc.	\$1,441,307.00	\$185,349.94
Consolidated Pipe and Supply Co.	\$1,334,674.60	\$163,138.02
Corcel Corp	\$1,485,583.90	\$190,811.19

The DIP and fittings are for 4 City projects which are part of the City Reclaimed Master Plan and are in the current fiscal year budget (14/15). The bid is based on an estimated quantity for purchase and the actual cost will be based on the actual quantities purchased. The projects are as follows:

1. West Keene Road (Marden Road to Ocoee Apopka Road): 4,240 LF of 36-inch pipe with an estimated cost of \$434,812.00 of DIP and \$21,955.37 of fittings.
2. Kelly Park Road (Jason Dwelley Parkway to Golden Gem Road): 11,000 LF of pipe ranging in size from 16-inch to 30-inch, with an estimated cost of \$437,221.80 of DIP (subject to the 50% grant) and \$48,858.11 of fittings (subject to the 50% grant).
3. Ponkan Road (Ponkan Summit Drive - Golden Gem Road): 4,620 LF of 24-inch pipe with an estimated cost of \$270,316.20 of DIP (subject to the 50% grant) and \$56,541.24 of fittings (subject to the 50% grant).
4. Ocoee Apopka Road/C.R. 437-A (Alston Bay Boulevard to Harmon Road): 2,340 LF of 30-inch pipe with an estimated cost of \$192,324.60 of DIP and \$33,609.30 of fittings.

FUNDING SOURCE:

Reclaim Impact Fees in the amount of \$1,089,169.94 with a contingency fund of \$75,000; and the St. John's River Water Management District/Department of Environmental Protection Grant amount of \$406,468.68 with a contingency fund of \$25,000

RECOMMENDATION ACTION:

Award the purchase of the ductal iron pipes (DIP) to Consolidated Pipe and Supply Co. in the amount of \$1,334,674.60; the purchase of the fitting material to Ferguson Waterworks, in the amount of \$160,964.02; and authorize a contingency fund in the amount of \$100,000.00.

DISTRIBUTION:

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	Human Resources Director	Recreation Director
City Administrator	Information Technology Director	City Clerk
Community Development Director	Police Chief	Fire Chief

Backup material for agenda item:

1. Authorize the migration to Microsoft Operating Platform from Novell, in the amount of \$198,500.



CITY OF APOPKA CITY COUNCIL

CONSENT AGENDA
 PUBLIC HEARING
 SPECIAL REPORTS
 OTHER: _____

MEETING OF: July 15th, 2015
FROM: Administration
EXHIBITS: None

SUBJECT: INFORMATION TECHNOLOGY UPGRADES

Request: MIGRATION TO MICROSOFT OPERATING PLATFORM FROM NOVELL

SUMMARY:

Employees for the City of Apopka continually complain about difficulties they experience in using the computers and information technology platform in place at the City. These complaints range from the performance of their desktop computers, inability to access the network and programs, incompatibilities between the computer environment and common software applications. In order to determine the root causes of these issues, City Management contracted with Netxfolio (www.netxfolio.com), an Orlando based IT consulting firm to assess the situation and make recommendations for improvements. Netxfolio came highly recommended from several other local municipalities that have contracted with them for IT Audit/Assessment services.

Netxfolio presented their findings/recommendations in a report to City Management in June. After thorough review of the entire system, Netxfolio indicated that the vast majority of the performance, access, incompatibility, and end-user frustration issues are related to the continued use of Novell Directory Services (NDS) and Novell Business Productivity (Email and Collaboration) Applications. Novell technologies, when originally put in place years ago made sense from a feature, functionality, and cost basis. However, in recent year the City's IT Team has had to put in place many work-arounds, additional technology fixes, and patches to keep the Novell environment working. This has resulted in an overly complex infrastructure that is difficult to support and maintain. The specific challenges with the Novell Technologies are noted below:

- The Novell platforms have steadily lost market share since the mid 2000's and at current maintain only a low single digit market share primarily with very large enterprise clients. The question in the market is not if you should migrate off Novell it is when (as it is inevitable).
- Software application manufacturers (software used throughout the City) are not writing and supporting integrations for Novell in many cases. This results in the City having to find patches/fixes to make common software applications work properly on the platform (resulting in unneeded complexity, performance issues, and additional support costs). Also, in many cases users application features/upgrades are delayed (until IT can get things to work with Novell), creating user frustration.
- There are only a very small amount of third party consultants that are providing Novell support and the City of Apopka is finding it very difficult to recruit technical talent with any Novell experience. This causes an over reliance on a very small group of resources that support Novell (and a higher cost of support), as well as limits employee development opportunities.

- City Management is considering the replacement of the legacy city management application with a new software application. The software product that is being strongly considered does not support Novell integration.
- The Total Cost of supporting the Novell platform is approximately two times more expensive than the alternative Microsoft or Google centric platforms.

City Management is requesting approval to fund the migration from the Novell infrastructure and applications to Microsoft infrastructure and applications. **The cost of the migration is estimated \$198,500.**

The costs consist of software licensing, migration tools, professional services, and IT Staff training and development. The migration would take 4 to 6 months to complete. Based on a high level budgetary analysis the breakeven Return on Investment on this project would be between 16 to 18 months with expected savings in licensing costs and outside consulting fees that are currently being expended to run Novell. The primary drivers for the project are a much improved user experience, reduced risk, and putting in place a technology platform that the City can more efficiently operate on going forward.

FUNDING SOURCE:

If request is approved, the migration will be considered a capitalized asset within the Information Technology Department and a Budget Amendment will be necessary. Staff does not believe this amendment will require use of reserves; rather, monies from all funds and departments within the city will be revised for the expense to be realized within the General Fund.

RECOMMENDATION ACTION:

Direct the City Administrator to move forward with the execution of an agreement with Netxfolio to cause the migration of the city’s computer software platform from Novell to Microsoft O365.

DISTRIBUTION

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	HR Director	Recreation Director
City Administrator	IT Director	City Clerk
Community Development Director	Police Chief	Fire Chief

Backup material for agenda item:

1. Authorize the selection of a CDBG Neighborhood Revitalization Project, allow staff to begin development of application, and approve \$50,000 in matching funding.



CITY OF APOPKA CITY COUNCIL

-
-
- CONSENT AGENDA
 PUBLIC HEARING
 SPECIAL HEARING
 OTHER:

MEETING OF: July 15, 2015

FROM: Administration

EXHIBITS: Presentation
 CATF Minutes
 Affidavit of Publication CATF
 Affidavit of Publication 1st Public Hearing
 Area Map

SUBJECT: FLORIDA SMALL CITIES, COMMUNITY DEVELOPMENT BLOCK
 GRANT (CDBG) 1st PUBLIC HEARING

Request: SELECT A CDBG NEIGHBORHOOD REVITALIZATION PROJECT,
 AUTHORIZE STAFF TO BEGIN DEVELOPMENT OF APPLICATION AND
 APPROVE \$50,000 IN MATCHING FUNDING

SUMMARY:

CDBG's are funded by the U.S. Department of Housing and Urban Development (HUD) for projects meeting one of the grants following national objectives:

- Benefit low-moderate-income (LMI) families
- Aid in the prevention or elimination of slum or blight
- Meet urgent community development needs

Based on the LMI population as determined by HUD, the City of Apopka currently qualifies for a maximum of \$750,000 in CDBG funding. As this is a competitive point system based grant, it is strongly recommended that the City commit to providing \$50,000 in matching funds, should grant funding be awarded.

Citizens Advisory Task Force (CATF)

On May 6, 2015, the City Council appointed a CATF to discuss community needs, project selection and make its recommendations to the Council.

The CATF meeting was held on June 30, 2015 after being duly advertised in The Apopka Chief on June 19, 2015. After discussion and public input the CATF made the recommendation to pursue CDBG Neighborhood Revitalization funding for Alonzo Williams Park. To include: resurfacing of basketball courts, installation of pavilions, paved parking and landscaping.

Additional discussed projects were; sidewalks, resurfacing of roads and street lighting in the defined area (see attached map).

FUNDING SOURCE: CRA Fund - 610-9950-515.6300

RECOMMENDED ACTION: Selection of a CDBG Neighborhood Revitalization project; authorize Staff to begin development of CDBG application; and approve \$50,000 in matching funding should grant funding be awarded.

DISTRIBUTION

Mayor Kilsheimer
Commissioners
City Administrator
Community Development Director

Finance Director
HR Director
IT Director
Police Chief

Public Services Director
City Clerk
Fire Chief

CITY OF APOPKA

**FFY2015 CDBG GRANT – 1st Public Hearing
July 15, 2015 at 7:00 P.M.**



City of Apopka
Community Development Block Grant (CDBG)
Application Process

Maximum CDBG Grant Amount: \$750,000



CDBG Categories:

- 1. Housing Rehabilitation** – Rehab/replacement of owner occupied Low to Moderate Income (LMI) homes.
- 2. Commercial Revitalization** – Streetscape, Building Façade work, etc. to the Downtown Commercial Area. Town/Service Area needs to be a minimum of 51% LMI
- 3. Neighborhood Revitalization-** Infrastructure items in residential LMI areas. Examples – water line repair/replacement, sewer line repair/replacement, water system improvements, sewer system improvements, paving, drainage, community center, parks, and water parks, etc.
Beneficiaries must be at minimum 51% LMI for Application Threshold
- 4. Economic Development** – Provide infrastructure improvements constructed on City easement/right-of-way/property for a new business or expansion of existing business. Business must create new long term jobs and be included as the “Participating Party” in the application. City can apply for up to \$1,500,000.00 under

FY 2015 Income Limits Documentation System

FY 2015 Income Limits Summary

FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Orange County	\$58,300	Extremely Low (30%) Income Limits	\$12,250	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,150	\$38,500
		Very Low (50%) Income Limits	\$20,450	\$23,350	\$26,250	\$29,150	\$31,500	\$33,850	\$36,150	\$38,500
		Low (80%) Income Limits	\$32,700	\$37,350	\$42,000	\$46,650	\$50,400	\$54,150	\$57,850	\$61,600

Additional Points in Application:

➤ **Leverage Points:**

Each \$ 2,000.00 of leverage results in 1 extra point in final score of the application. Maximum of 25 points or \$ 50,000.00. Local community can exceed \$50,000.00 towards projects but will not receive additional points for leverage over the 25 point maximum.

➤ **Neighborhood Revitalization and Commercial Revitalization Projects Only:**

Engineer stamped construction plans and specifications submitted with the application by the application deadline will receive an additional 100 points for being shovel ready. All permits must be submitted for prior to application submittal to obtain these points.

- Local Government will not be reimbursed for shovel ready design cost with CDBG funds, even if application is funded.



Steps Required in CDBG Application Process

- 1.) Appoint A Citizens Advisory Task Force (CATF).
- 2.) Advertise and hold a CATF meeting discuss possible projects.
- 3.) Advertise and hold a 1st Public Hearing.
Obtain public comment and direction by Commission to move forward on determining a project.
- 4.) Advertised and hold a Fair Housing Workshop
- 5.) Advertised and hold a 2nd Public Hearing, finalize application



Open for Public Comment

CITY OF APOPKA

Minutes of the Citizens Advisory Task Force (CATF) meeting held on June 30, 2015, at 7:00 p.m. in the Council Chamber at Apopka City Hall.

PRESENT: Denise Gilcrease
Margret Buford
Rogers Beckett

ABSENT: Marcus West
Erica Childers

Others Present: Fred Fox, Fred Fox Enterprises, Inc.

Press Present: Teresa Sargeant, The Apopka Chief

The meeting was called to order at 7:00 p.m. by Jeff Plaughter, Assistant Public Services Director.

PLEDGE OF ALLEGIANCE – Mr. Plaughter led in the Pledge of Allegiance.

SELECTION OF A CHAIRPERSON

Mr. Plaughter opened the floor for nominations of Chair. Rogers Beckett was nominated. There being no further nominations, Mr. Beckett was unanimously elected Chair.

PRESENTATION - Community Development Block Grant (CDBG) – Application Process & Program Categories

Fred Fox, Fred Fox Enterprises, Inc. gave a Power Point presentation on the Application Process for the Small Cities CDBG Program. He explained this program has two different ways the monies are distributed and advised the larger cities and counties receive an allocation every year. He affirmed every three years the City of Apopka has the option of coming in under the county umbrella or opting out and staying competitive under the Small Cities program. He stated they would be talking about the Small Cities program this evening and advised the City would be eligible for anywhere between \$600,000 and \$750,000, depending upon the low moderate income population as of the last census. He affirmed the City of Apopka was in the highest group and eligible for \$750,000. He reviewed the four program categories: 1. Housing Rehabilitation: 2. Commercial Revitalization: 3. Neighborhood Revitalization: and 4. Economic Development. He advised under the first three categories, if you compete and receive a grant, you cannot apply again until that project is completed. He went over additional points in the application process. Mr. Fox reviewed the steps required in the CDBG application process which includes appointment of a Citizens Advisory Task Force (CATF), advertise and hold a CATF meeting to discuss possible projects, advertise and hold a first public hearing and obtain public comment and direction by the City Council to move forward on determining a project, advertise and hold a Fair Housing Workshop, then advertise and hold a second public hearing to finalize the application. A copy of the Power Point presentation is on file in the City Clerk's office.

Chair Beckett asked if from the list of information provided, they would select from the four different options.

Mr. Fox said they would need to choose from the top three options. He advised they would need to have a business ready to go for option four. He affirmed they would need to select an option and a project.

Suzanne Kidd inquired what geographic area they were talking about within which this is going to take place.

Mr. Fox advised that would depend on what project is decided upon. A project will need to be decided upon that benefits a lower income neighborhood within the City. He said depending on what type of project, if it is a park or a community center, they would look at creating boundaries for those who primarily utilize it. If replacing water lines, it would be defined very clearly as people on both sides of the street the water lines were being replaced. He gave several examples and affirmed you were not limited to one project within the category. If the budget allows, you can combine multiple projects within the category chosen.

DISCUSSION – Develop a List of Possible Projects for Consideration

Chair Beckett asked the Task Force members if they had potential projects in mind they felt to be an area of concern.

Denise Gilcrease expressed concerns regarding Alonzo Williams Park and said she would like to see improvements done to draw children to the park.

Chair Beckett said he would certainly see that as something that has been mentioned throughout the community for quite some time and it would be a viable project to move forward with.

Margaret Buford said there was an empty apartment complex across from the park. She stated if drawing children to the park, they wouldn't want to have an empty apartment complex that could be vandalized. She suggested it be improved or demolished.

Mr. Fox advised you cannot tear down vacant units with these funds. HUD has set up a one for one replacement so that this cannot happen.

Chair Beckett said he would like to see this funding used for the most impact. He felt Alonzo Williams Park should be one of the areas to focus on, as well as sidewalks and possible paving within that area. He said Hawthorne in particular was in need of paving repairs. He also suggested street lighting in these areas.

Mr. Fox discussed private utility companies putting in street lighting and issues associated with the use of this funding.

PUBLIC INPUT

Ed Green said he represents Rebuilding Together and he lives in Apopka. He stated for the past five years he has been working for the nonprofit Rebuilding Together and they do home repair. He stated he

has worked in south Apopka and he has done a wide range of repairs. He said the number one repair needed is a new roof. He declared he has found that as goes the roof of the house, so goes the house and health of everybody living in that house. He recommended attention be given to the roofing problem that homeowners often cannot afford to address.

Mr. Fox advised that with this funding, you cannot repair just the roof; you must address all violations and bring the house into compliance.

Suzanne Kidd said she attended the Parks and Recreation Master Plan Committee meeting, there were a number of improvements to Alonzo Williams Park addressed. She inquired if this grant could be partnered with City funding that may be going into these improvements of Alonzo Williams Park.

Mr. Fox responded in the affirmative, provided the primary constituency of that park is the low moderate income.

Ms. Kidd said some of the items recommended at that meeting were resurfacing the basketball courts and providing shade, redoing the baseball fields, expanding the community center or replacing it, and having new playground equipment, a fitness walk/exercise trail, open pavilions, grills, security cameras, parking, and more lighting. She reiterated this could tie in with what that committee has been working on.

Mr. Fox advised if there was vacant property near that park, acquisition of property could be one of the activities.

Mr. Green said he calculated if you did eleven houses, you would put \$68,000 into each home.

Mr. Fox reiterated, you had to look at all of the code violations and when it starts exceeding 50% of the appraised value, you are looking at issues of tearing it down and replacing it, or bringing it up to current code.

RECOMMENDATION TO CITY COMMISSION

Chair Beckett said with regards to Alonzo Williams Park he felt the parking was a great idea as there currently was inadequate parking at the site. He stated the field itself does not have proper irrigation. He declared the park itself would be a great opportunity to build upon as it needs the most improvement and serves so many people. He recommended focusing on Alonzo Williams Park in regards to resurfacing the courts, installation of pavilions; provide paved parking, and landscaping.

MOTION by Denise Gilcrease, and seconded by Margret Buford to focus on Alonzo Williams Park as recommended. Motion carried unanimously with Chair Beckett and Members Gilcrease and Buford voting aye.


Mr. Fox advised the next step is to present this recommendation as the first public hearing to the City Council at their July 15, 2015 meeting.

Discussion ensued regarding other projects such as street lighting, sidewalks and paving within this neighborhood area.

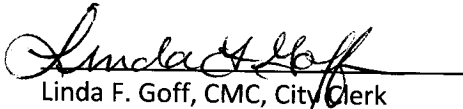
Chair Beckett recommended looking at improvements with street lights, pavement and sidewalks within the southern boundary of 10th Street, northern boundary of 4th Street, eastern boundary of Park Avenue, and the western boundary of Hawthorne Avenue.

MOTION by Denise Gilcrease, and seconded by Margret Buford to make the recommendation of street lights, street paving, and sidewalks within the boundaries as previously stated of the southern boundary being 10th Street, northern boundary being 4th Street, eastern boundary being Park Avenue, and eastern boundary being Hawthorne Avenue. Motion carried unanimously with Chair Beckett, and Members Gilcrease and Buford voting aye.

ADJOURNMENT: The meeting adjourned at 7:53 p.m.



Rogers Beckett, Chair



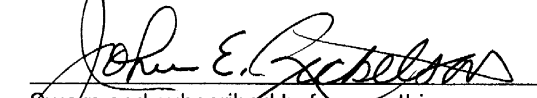
Linda F. Goff, CMC, City Clerk

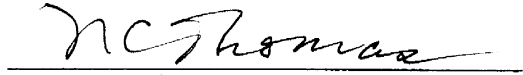
PUBLISHER'S AFFIDAVIT OF PUBLICATION

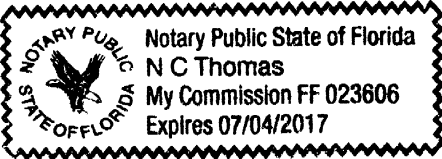
STATE OF FLORIDA
COUNTY OF ORANGE

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: **June 19, 2015**, as well as being posted online at www.theapokachief.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
19th day of June, 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



CITIZENS ADVISORY TASK FORCE MEETING NOTICE

The City of Apopka's Citizen's Advisory Task Force will hold a public meeting on Tuesday, June 30, 2015 at 7:00 p.m. The purpose of this meeting will be to discuss the City applying for a grant under the Florida Department of Economic Opportunity's Small Cities Community Development Block Grant Program for the FFY 2015 funding cycle.

The Citizen's Advisory Task Force will hold the meeting at the Apopka City Council Chambers, Apopka City Hall, located at 120 East Main Street, Apopka, Florida. The public is invited to attend.

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 or e-mail at lgoff@apopka.net no less than 48 hours prior to the proceeding.

Linda F. Goff, CMC
City Clerk

Publish June 19, 2015

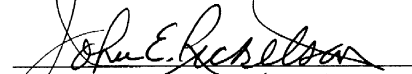
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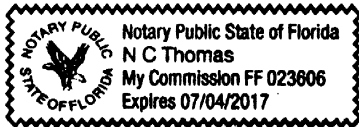
PUBLISHER'S AFFIDAVIT OF PUBLICATION


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: **July 3, 2015**, as well as being posted online at www.theapokkachief.com and www.floridapublic-notices.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 July, 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

FIRST PUBLIC HEARING NOTICE

The City of Apopka is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2015 Small Cities Community Development Block Grant (CDBG) of up to Seven Hundred Fifty Thousand Dollars (\$750,000.00). These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit business, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the City of Apopka must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the City of Apopka is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held on Wednesday, July 15, 2015 at 7:00 p.m. or as soon thereafter as possible at the City of Apopka City Hall located at 120 East Main Street, Apopka, Florida. For information concerning the public hearing contact: Mr. Jeff Plaughter, Assistant Public Services Director, (407) 703-1679 or jplaughter@apopka.net.

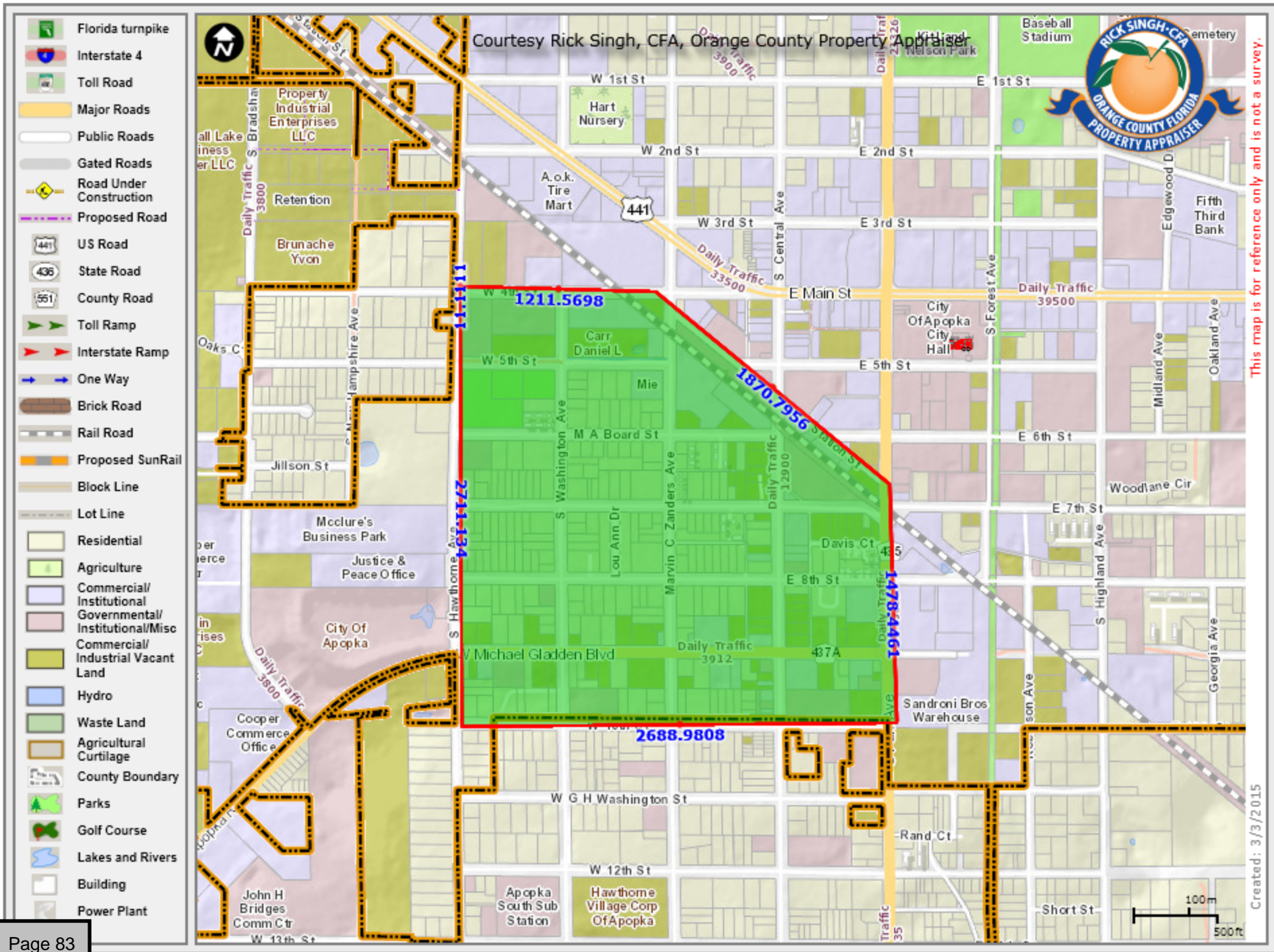
In accordance with the American with Disabilities Act (ADA), persons with disabilities needing a special accommodation to participate in any of these proceedings should contact the City Clerk's Office at 120 East Main Street, Apopka, FL 32703, telephone (407) 703-1704 or e-mail at lgoff@apopka.net no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

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.

Linda F. Goff, CMC, City Clerk

Publish: July 3, 2015
The Apopka Chief

153514



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

Created: 3/3/2015

Backup material for agenda item:

1. ORDINANCE NO. 2437 - FIRST READING - ANNEXATION - Ellsworth D. Bottoms Trust, property located at 4011 Golden Gem Road. (Parcel ID No. 13-20-27-0000-00-054) (10.25 +/- acres)



**CITY OF APOPKA
CITY COUNCIL**

 CONSENT AGENDA
 X PUBLIC HEARING
 SPECIAL REPORTS
 X OTHER: Annexation

MEETING OF: July 15, 2015
FROM: Community Development
EXHIBITS: Exhibit "A" Summary of Cycle 2a
Ordinance Nos. 2437
Vicinity Map

SUBJECT: 2015 ANNEXATION - CYCLE NO. 2a

Request: FIRST READING OF ORDINANCE NUMBER: 2437 – ELLSWORTH D. BOTTOMS TRUST; AND HOLD OVER FOR SECOND READING AND ADOPTION.

SUMMARY:

OWNERS: **ELLSWORTH D. BOTTOMS TRUST**

LOCATIONS: 4011 Golden Gem Road – 13-20-27-0000-00-054

LAND USE: Refer to Exhibit "A"

EXISTING USE: Refer to Exhibit "A"

TRACT SIZE: 10.25 +/- 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 June 26, 2015.

DULY ADVERTISED:

July 3, 2015 - 1/4 Page Public Hearing Advertisement
July 10, 2015 - 1/4 Page Public Hearing Advertisement
July 24, 2015 - Ordinance Headings Advertisement

PUBLIC HEARING SCHEDULE:

July 15, 2015 (7:00 pm) - City Council 1st Reading
August 5, 2015 (1:30 pm) - City Council 2nd Reading and Adoption

RECOMMENDED ACTION:

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #2a.

Accept the First Reading of Ordinance No. 2437 and Hold Over for Second Reading and Adoption on August 5, 2015.

DISTRIBUTION

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

EXHIBIT "A"
CITY OF APOPKA
2015 ANNEXATION CYCLE #2A

TOTAL ACRES: 20.04 +/-
ANNEXATION ORDINANCE NO.: 2437-2439

Adopted this 5th day of August, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2437	1	Ellsworth D. Bottoms, Trust	4011 Golden Gem Road	13-20-27-0000-00-054	10.25	Foliage Nursery	Rural Max. 1du/10 acres
2438	2	Norman E. Sawyer	119 East Nancy Lee Lane	33-20-28-0000-00-047	0.41	Vacant Land	Rural Max. 1du/10 acres
2439	3	Technology Property, LLC	Clarcona Road Clarcona Road 476 Jellystone Avenue	27-21-28-6024-00-005 27-21-28-6024-00-006 27-21-28-6024-00-007	3.40 2.37 <u>3.61</u> 9.38	Vacant Land	Rural Settlement Max. 1du/5 acres
				TOTAL ACRES	20.04		

g:\Shared\4020\PLANNING_ZONING\Annexations\2015 Cycle 2A Spreadsheet.wpd

ORDINANCE NO. 2437

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 ELLSWORTH D. BOTTOMS, TRUST, LOCATED AT 4011 GOLDEN GEM ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Ellsworth D. Bottoms, Trust owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the properties located at 4011 Golden Gem 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 10.25 +/- 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:

S1/2 OF S1/2 OF SW1/4 OF SW1/4 SEC 13-20-27 (LESS W 30 FT FOR RD R/W)
Parcel I.D.: 13-20-27-0000-00-054
Contains: 10.25 +/- 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: July 15, 2015
READ SECOND TIME
AND ADOPTED: August 5, 2015

Joseph E. Kilsheimer, Mayor

ATTEST:

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: July 3, 2015
July 10, 2015
July 24, 2015

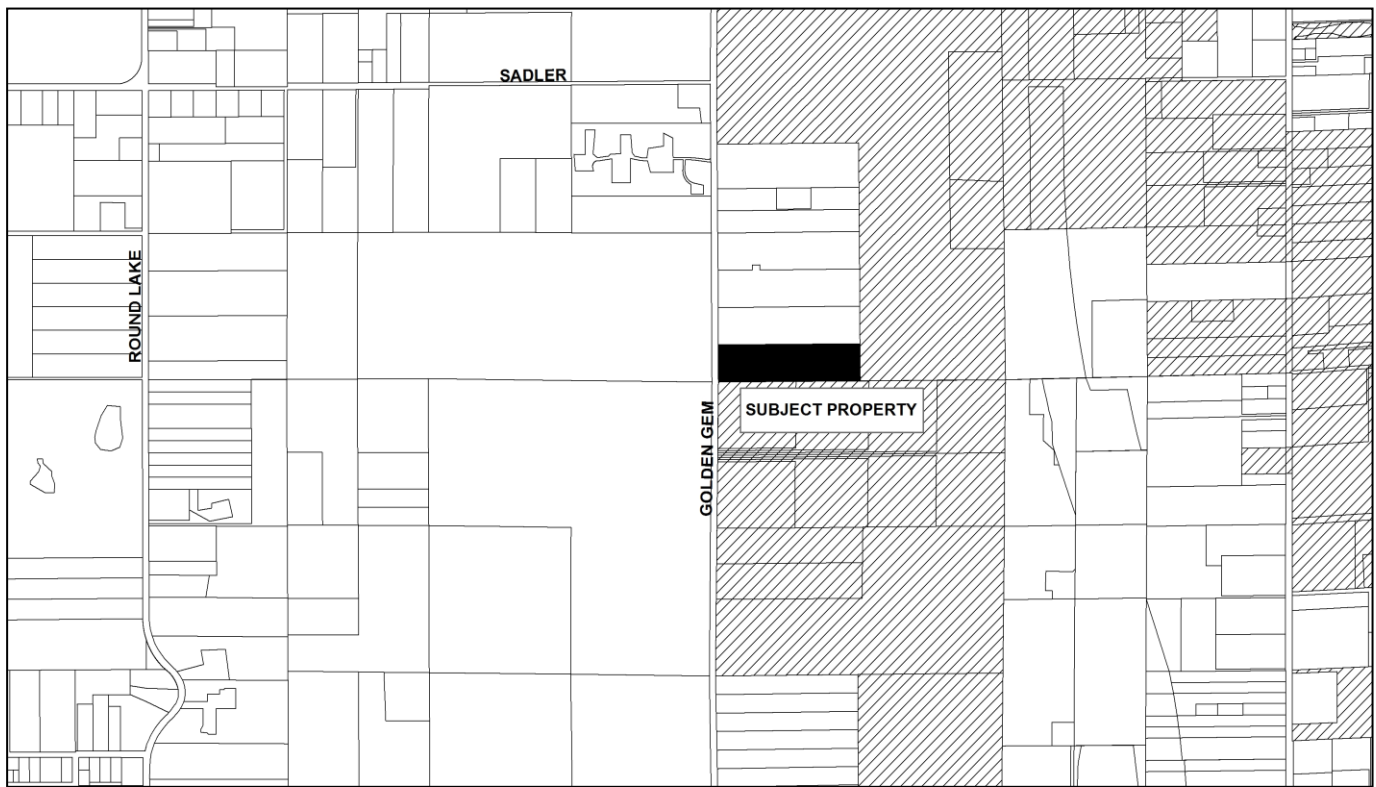


ANNEXATION
ELLSWORTH D. BOTTOMS TRUST
4011 GOLDEN GEM ROAD

Exhibit "A"
Ord. # 2437
Parcel ID: 13-20-27-0000-00-054

Total Acres: 10.25 +/-

VICINITY MAP



Backup material for agenda item:

2. ORDINANCE NO. 2438 - FIRST READING - ANNEXATION - Norman E. Sawyer, property located at 119 East Nancy Lee Lane. (Parcel ID No. 33-20-28-0000-00-047) (0.41 +/- acre)



**CITY OF APOPKA
CITY COUNCIL**

 CONSENT AGENDA
 X PUBLIC HEARING
 SPECIAL REPORTS
 X OTHER: Annexation

MEETING OF: July 15, 2015
FROM: Community Development
EXHIBITS: Exhibit "A" Summary of Cycle 2a
Ordinance Nos. 2438
Vicinity Map

SUBJECT: 2015 ANNEXATION - CYCLE NO. 2a

Request: FIRST READING OF ORDINANCE NUMBER: 2438 – NORMAN E. SAWYER; AND HOLD OVER FOR SECOND READING AND ADOPTION.

SUMMARY:

OWNERS: **NORMAN E. SAWYER**

LOCATIONS: 119 E. Nancy Lee Lane – 33-20-28-0000-00-047

LAND USE: Refer to Exhibit "A"

EXISTING USE: Refer to Exhibit "A"

TRACT SIZE: 0.41 +/- 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 June 26, 2015.

DULY ADVERTISED:

July 3, 2015 - 1/4 Page Public Hearing Advertisement
July 10, 2015 - 1/4 Page Public Hearing Advertisement
July 24, 2015 - Ordinance Headings Advertisement

PUBLIC HEARING SCHEDULE:

July 15, 2015 (7:00 pm) - City Council 1st Reading
August 5, 2015 (1:30 pm) - City Council 2nd Reading and Adoption

RECOMMENDED ACTION:

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #2a.

Accept the First Reading of Ordinance No. 2438 and Hold Over for Second Reading and Adoption on August 5, 2015.

DISTRIBUTION

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

EXHIBIT "A"
CITY OF APOPKA
2015 ANNEXATION CYCLE #2A

TOTAL ACRES: 20.04 +/-
ANNEXATION ORDINANCE NO.: 2437-2439

Adopted this 5th day of August, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2437	1	Ellsworth D. Bottoms, Trust	4011 Golden Gem Road	13-20-27-0000-00-054	10.25	Foliage Nursery	Rural Max. 1du/10 acres
2438	2	Norman E. Sawyer	119 East Nancy Lee Lane	33-20-28-0000-00-047	0.41	Vacant Land	Rural Max. 1du/10 acres
2439	3	Technology Property, LLC	Clarcona Road Clarcona Road 476 Jellystone Avenue	27-21-28-6024-00-005 27-21-28-6024-00-006 27-21-28-6024-00-007	3.40 2.37 <u>3.61</u> 9.38	Vacant Land	Rural Settlement Max. 1du/5 acres
				TOTAL ACRES	20.04		

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ORDINANCE NO. 2438

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 NORMAN E. SAWYER LOCATED AT 119 EAST NANCY LEE LANE; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Norman E. Sawyer, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at 119 East Nancy Lee Lane; 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 0.41 +/- 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:

BEG 804 FT N & 525 FT W OF SE COR OF SEC 33-20-28 TH RUN
N 234.4 FT WLY 75 FT S 235.75 FT E 75 FT TO POB
Parcel ID: 33-20-28-0000-00-047 Containing: 0.41 +/- 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.

ORDINANCE NO. 2438

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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: July 15, 2015

READ SECOND TIME
AND ADOPTED: August 5, 2015

Joseph E. Kilsheimer, Mayor

ATTEST:

Linda Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: July 3, 2015
July 10, 2015
July 24, 2015

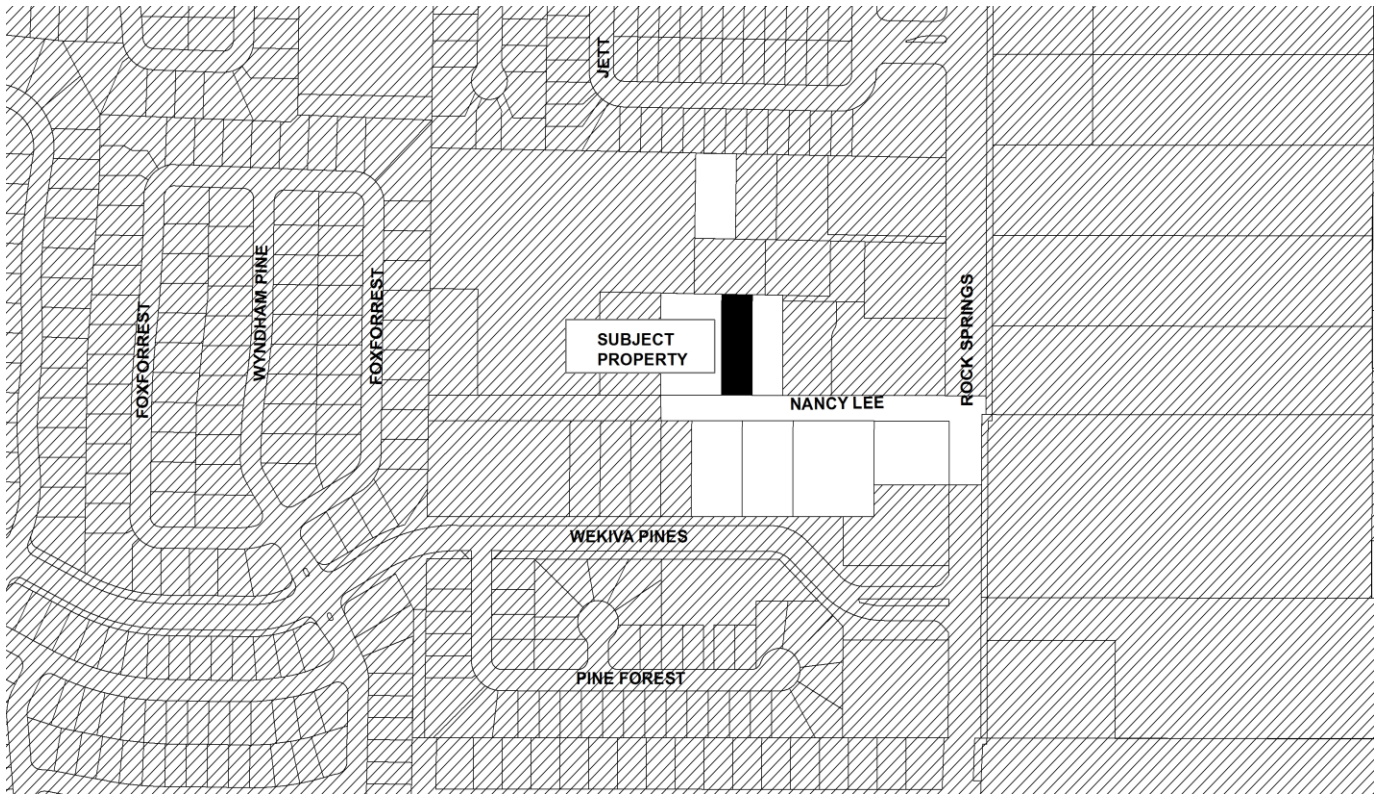


ANNEXATION
NORMAN E. SAWYER
119 EAST NANCY LEE LANE

Exhibit "A"
Ord. # 2438
Parcel ID: 33-20-28-0000-00-047

Total Acres: 0.41 +/-

VICINITY MAP



Backup material for agenda item:

3. ORDINANCE NO. 2439 - FIRST READING - ANNEXATION - Technology Property, LLC, property located south of Keene Road and west of Clarcona Road. Parcel ID Nos.27-(21-28-6024-00-005 (3.40 ac); 27-21-28-6024-00-006 (2.37 ac); 27-21-28-6024-00-007 (3.61 ac) (Combined 9.38 +/- acres)



**CITY OF APOPKA
CITY COUNCIL**

 CONSENT AGENDA
 X PUBLIC HEARING
 SPECIAL REPORTS
 X OTHER: Annexation

MEETING OF: July 15, 2015
FROM: Community Development
EXHIBITS: Exhibit "A" Summary of Cycle 2a
Ordinance Nos. 2439
Vicinity Map

SUBJECT: 2015 ANNEXATION - CYCLE NO. 2a

**Request: FIRST READING OF ORDINANCE NUMBER: 2439 –
TECHNOLOGY PROPERTIES, LLC; AND HOLD OVER FOR SECOND
READING AND ADOPTION.**

SUMMARY:

OWNERS: **TECHNOLOGY PROPERTIES, LLC**

LOCATIONS: Clarcona Road - 27-20-28-0000-00-005 - (3.40 +/- Acres)
Clarcona Road - 27-20-28-0000-00-006 – (2.37 +/- Acres)
476 Jellystone Avenue - 27-21-28-6024-00-007 – (3.61 +/- Acres)

LAND USE: Refer to Exhibit "A"

EXISTING USE: Refer to Exhibit "A"

TRACT SIZE: 9.38 +/- 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 June 26, 2015.

DULY ADVERTISED:

July 3, 2015 - 1/4 Page Public Hearing Advertisement
July 10, 2015 - 1/4 Page Public Hearing Advertisement
July 24, 2015 - Ordinance Headings Advertisement

PUBLIC HEARING SCHEDULE:

July 15, 2015 (7:00 pm) - City Council 1st Reading
August 5, 2015 (1:30 pm) - City Council 2nd Reading and Adoption

RECOMMENDED ACTION:

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #2a. Accept the First Reading of Ordinance No. 2438 and Hold Over for Second Reading and Adoption on August 5, 2015.

DISTRIBUTION

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

EXHIBIT "A"
CITY OF APOPKA
2015 ANNEXATION CYCLE #2A

TOTAL ACRES: 20.04 +/-
ANNEXATION ORDINANCE NO.: 2437-2439

Adopted this 5th day of August, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2437	1	Ellsworth D. Bottoms, Trust	4011 Golden Gem Road	13-20-27-0000-00-054	10.25	Foliage Nursery	Rural Max. 1du/10 acres
2438	2	Norman E. Sawyer	119 East Nancy Lee Lane	33-20-28-0000-00-047	0.41	Vacant Land	Rural Max. 1du/10 acres
2439	3	Technology Property, LLC	Clarcona Road Clarcona Road 476 Jellystone Avenue	27-21-28-6024-00-005 27-21-28-6024-00-006 27-21-28-6024-00-007	3.40 2.37 <u>3.61</u> 9.38	Vacant Land	Rural Settlement Max. 1du/5 acres
				TOTAL ACRES	20.04		

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ORDINANCE NO. 2439

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 TECHNOLOGY PROPOERTIES, LLC, LOCATED AT SOUTH OF KEENE ROAD AND WEST OF CLARCONA ROAD; PROVIDING FOR DIRECTIONS TO THE CITY CLERK, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Technology Properties, LLC, owners thereof, have petitioned the City Council of the City of Apopka, Florida, to annex the property located at south of Keene Road and west of Clarcona 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 9.38 +/- 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:

OAK HEIGHTS REPLAT S/8 COMM NW COR OF NE1/4 OF NW1/4 OF SEC 27-21-28 TH RUN S89-49-06E 645.67 FT TH RUN S00-17-40W 475.57 FT TO POB TH CONT S00-17-40W 25 FT TH S89-58-35W 25 FT TH RUN S00-17-40W 13.02 FT TO CURVE CONCAVE NELY RAD 105 FT DELTA 18-11-44 SELY FOR 33.34 FT TO REVERSE CURVE CONCAVE SWLY RAD OF 95 FT DELTA 08-17-04 SELY FOR 13.74 FT TO REVERSE CURVE CONCAVE NELY RAD 25 FT DELTA 13-22-59 SELY FOR 5.84 FT TH S01-29-51W 215.22 FT TH N89-58-35E 416.69 FT TH N69-01-28E 10 FT TH N20-58-32W 18.89 FT TH N69-01-28 E 135 FT TH N20-58-32W 252.08 FT TH S89-58-35W 434.24 FT TO POB (LESS THE W 3 FT LYING WITHIN THE FOLLOWING DESC: COMM AT

ORDINANCE NO. 2439

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NW COR OF NE1/4 OF NW1/4 PF SEC TH S89-49-06E 645.67 FT TO W LINE OF E1/2 OF NE1/4 OF NW1/4 AND W LINE OF OAK HGTS REP S/8 TH S00-17-40W 475.58 FT ALONG SAID LINE TO S LINE OF N120 FT OF S1009.3 FT OF OAK HGTS REP TH N89-58-35E 434.24 FT TO WLY R/W LINE OF SR 435 (CLARCONA RD) TH S20-58-33E 729.76 FT TO NE COR OF TR T-10 YOGI BEAR'S JELLYSTONE PARK CAMP RESORT (APOPKA) TH N88-30-09W 722.91 FT ALONG SAID TR T-10 AND N LINE OF TR C TO POB TH N88-30-09W 3 FT TO NW COR OF TR C TH N01-29-51E 572.67 FT TH S88-30-09E 3 FT TH S01-29-51W 572.67 FT TO POB PER 10831/5459) Parcel I.D.: 27-20-28-0000-00-005 Containing: 3.40 +/- Acres and;

OAK HEIGHTS REPLAT S/8 COMM NW COR OF NE1/4 OF NW1/4 OF SEC 27-21-28 TH RUN S89-49-06E 645.67 FT TH RUN S00-17-40W 500.57 FT TH RUN S89-58-35W 25 FT TH S00-17-40W 13.02 FT TO CURVE CONCAVE NELY RAD 105 FT DELTA 18-11-44 SELY FOR 33.34 FT TO REVERSE CURVE CONCAVE SWLY RAD 95 FT DELTA 08-17-04 SELY FOR 13.74 FT TO REVERSE CURVE CONCAVE NELY RAD 25 FT DELTA 13-22-59 SELY FOR 5.84 FT TH S01-29-51W 215.22 FT TO POB TH CONT S01-29-51W 167.76 FT TH N89-58-35E 492.56 FT TH N30-44-24E 8.03 FT TH N69-01-28E 131.97 FT TH N20-58-32W 196.07 FT TH S69-01-28W 135 FT TH S20-58-32E 18.89 FT TH S69-01-28W 10 FT TH S89-58-35W 416.69 FT TO POB (LESS THE W 3 FT LYING WITHIN THE FOLLOWING DESC: COMM AT NW COR OF NE1/4 OF NW1/4 PF SEC TH S89-49-06E 645.67 FT TO W LINE OF E1/2 OF NE1/4 OF NW1/4 AND W LINE OF OAK HGTS REP S/8 TH S00-17-40W 475.58 FT ALONG SAID LINE TO S LINE OF N120 FT OF S1009.3 FT OF OAK HGTS REP TH N89-58-35E 434.24 FT TO WLY R/W LINE OF SR 435 (CLARCONA RD) TH S20-58-33E 729.76 FT TO NE COR OF TR T-10 YOGI BEAR'S JELLYSTONE PARK CAMP RESORT (APOPKA) TH N88-30-09W 722.91 FT ALONG SAID TR T-10 AND N LINE OF TR C TO POB TH N88-30-09W 3 FT TO NW COR OF TR C TH N01-29-51E 572.67 FT TH S88-30-09E 3 FT TH S01-29-51W 572.67 FT TO POB PER 10831/5459) Parcel I.D.: 27-20-28-0000-00-006 Containing: 2.37 +/- Acres and;

OAK HEIGHTS REPLAT S/8 COMM NW COR OF NE1/4 OF NW1/4 OF SEC 27-21-28 TH RUN S89-49-06E 645.67 FT TH S00-17-40W 500.57 FT TH S89-58-35W 25 FT TH S00-17-40W 13.02 FT TO CURVE CONCAVE NELY RAD 105 FT DELTA 18-11-44 SELY FOR 33.34 FT TO REVERSE CURVE CONCAVE SWLY RAD 95FT DELTA 08-17-04 SELY FOR 13.74 FT TO REVERSE CURVE CONCAVE NELY RAD 25 FT DELTA 13-22-59 SELY FOR 5.84 FT TH S01-29-51W 382.89 FT TO POB TH CONT S01-29-51W 189.70 FT TH RUN S88-30-09E 318.32 FT TO CURVE CONCAVE SELY RAD 100 FT CHORD N81-23-00E NELY FOR 35.31 FT TH S01-29-51E 16.17 FT M/L TH S88-30-09E 373 FT TH N20-58-32W 281.60 FT TH S69-01-28W 131.97 FT TH

ORDINANCE NO. 2439

PAGE 3

S30-44-24W 8.03 FT TH S89-58-35W 492.56 FT TO POB & COMM AT SE CORNER OF OAK HGTS REP S/8 TH RUN N89-59-04E 129.21 FT TO W R/W OF APOPKA VINELAND ROAD TH N20-58-32W 107.53 FT TO POB SAID PT BEING SE CORNER OF TR T-10 OF YOGI BEARS JELLYSTONE PARK CAMP-RESORT 3347/2482; CONT N20-58-32W 115 FT TO POB TH S58-19-30W 50.88 FT TH S46-42-32W 45 FT TH N88-17-28W 120 FT TH N80-52-21W 115 FT TH N88-30-09W 64.49 FT TH N01-30-04E 43.83 FT TH S88-30-20E 373 FT TO POB PER 10831/5459 (LESS THE W 3 FT LYING WITHIN THE FOLLOWING DESC: COMM AT NW COR OF NE1/4 OF NW1/4 PF SEC TH S89-49-06E 645.67 FT TO W LINE OF E1/2 OF NE1/4 OF NW1/4 AND W LINE OF OAK HGTS REP S/8 TH S00-17-40W 475.58 FT ALONG SAID LINE TO S LINE OF N120 FT OF S1009.3 FT OF OAK HGTS REP TH N89-58-35E 434.24 FT TO WLY R/W LINE OF SR 435 (CLARCONA RD) TH S20-58-33E 729.76 FT TO NE COR OF TR T-10 YOGI BEAR'S JELLYSTONE PARK CAMP RESORT (APOPKA) TH N88-30-09W 722.91 FT ALONG SAID TR T-10 AND N LINE OF TR C TO POB TH N88-30-09W 3 FT TO NW COR OF TR C TH N01-29-51E 572.67 FT TH S88-30-09E 3 FT TH S01-29-51W 572.67 FT TO POB PER 10831/5459) Containing: 3.61 +/- Acres

Total combined acres: 9.38 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.



**ANNEXATION
TECHNOLOGY PROPERTY, LLC
CLARCONA ROAD**

Exhibit "A"

Ord. # 2439

**Parcel IDs: 27-20-28-0000-00-005
27-20-28-0000-00-006
27-20-28-0000-00-007**

Total Acres: 9.38 +/-

VICINITY MAP



Backup material for agenda item:

4. ORDINANCE NO. 2440 - FIRST READING - ANNEXATION - Crossroads Church of Orlando, Inc., property located at 320 East Welch Road; and authorize the Mayor or his designee to sign the Interlocal Agreement between the City of Apopka and Orange County for annexation of enclaves. (Parcel ID No. 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: July 15, 2015
FROM: Community Development
EXHIBITS: Exhibit "A" Summary of Cycle 2b
Ordinance No. 2440 w/map
Exhibit "B" Interlocal Agreement

SUBJECT: 2015 ANNEXATION - CYCLE NO. 2b

Request: FIRST READING OF ORDINANCE NO. 2440 – CROSSROADS CHURCH OF ORLANDO, INC.; 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, INC.
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 two unincorporated enclaves included in the 2015-2b 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 two 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 two 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 two 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	Finance Director	Public Ser. Director
Commissioners (4)	HR Director	City Clerk
City Administrator Irby	IT Director	Fire Chief
City Manager	Police Chief	
City Dev. Director		

CITY COUNCIL – JULY 15, 2015
2015 ANNEXATION CYCLE #2b – ORDINANCE NO. 2440
PAGE 2

A proposed Annexation Agreement accompanies the proposed ordinance for each of the two 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 June 26, 2015.

DULY ADVERTISED:

July 3, 2015 - 1/4 Page Public Hearing Advertisement
July 10, 2015 - 1/4 Page Public Hearing Advertisement
July 24, 2015 - Ordinance Headings Advertisement

PUBLIC HEARING SCHEDULE:

July 15, 2015 (7:00 pm) - City Council 1st Reading
August 5, 2015 (1:30 pm) - City Council 2nd Reading and Adoption

RECOMMENDED ACTION:

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #2b.

Accept the First Reading of Ordinance No. 2440; 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 August 5, 2015.

EXHIBIT "A"
CITY OF APOPKA
2015 ANNEXATION CYCLE # 2B

TOTAL ACRES: 2.85 +/-

ANNEXATION ORDINANCE No.s.: 2440 & 2441

Adopted this 5th day of August, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2440	1	Crossroads Church of Orlando, Inc.	320 East Welch Road	34-20-28-9550-00-261	1.85	Church	Low Density Residential Max. 4du/ac
2441	2	Donald Lee Boughan	404 East Welch Road	34-20-28-9550-00-232	1.00	SFR	Low Density Residential Max. 4du/ac
				TOTAL ACRES	2.85		

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ORDINANCE NO. 2440

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.046 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, the City of Apopka, Florida and Orange County, Florida are entering into an interlocal agreement for annexation of 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; and

WHEREAS, there exists a 1.85 acre enclave of unincorporated Orange County located at 320 East Welch Road 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 171.046, and

WHEREAS, following the approval of Orange County Board of County Commission.

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 provisions of Florida Statutes 171.046, 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.

ORDINANCE NO. 2440

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.

FIRST READING: July 15, 2015

SECOND READING
AND ADOPTION: August 5, 2015

Joseph E. Kilsheimer, Mayor

ATTEST:

Linda F. Goff, City Clerk

DULY ADVERTISED FOR PUBLIC HEARING: July 03, 2015
July 10, 2015
July 24, 2015



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

Exhibit "A"
Ord. # 2440
Parcel IDs: 34-20-28-

9550-00-261

Total Acres: 1.85 +/-



VICINITY MAP

EXHIBIT "B"

**THIS INSTRUMENT PREPARED BY
AND SHOULD BE RETURNED TO:**
City of Apopka
Community Development Department
David Moon, Planning 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

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 #: 34-20-28-9550-00-261

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 #: 34-20-28-9550-00-261

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: _____

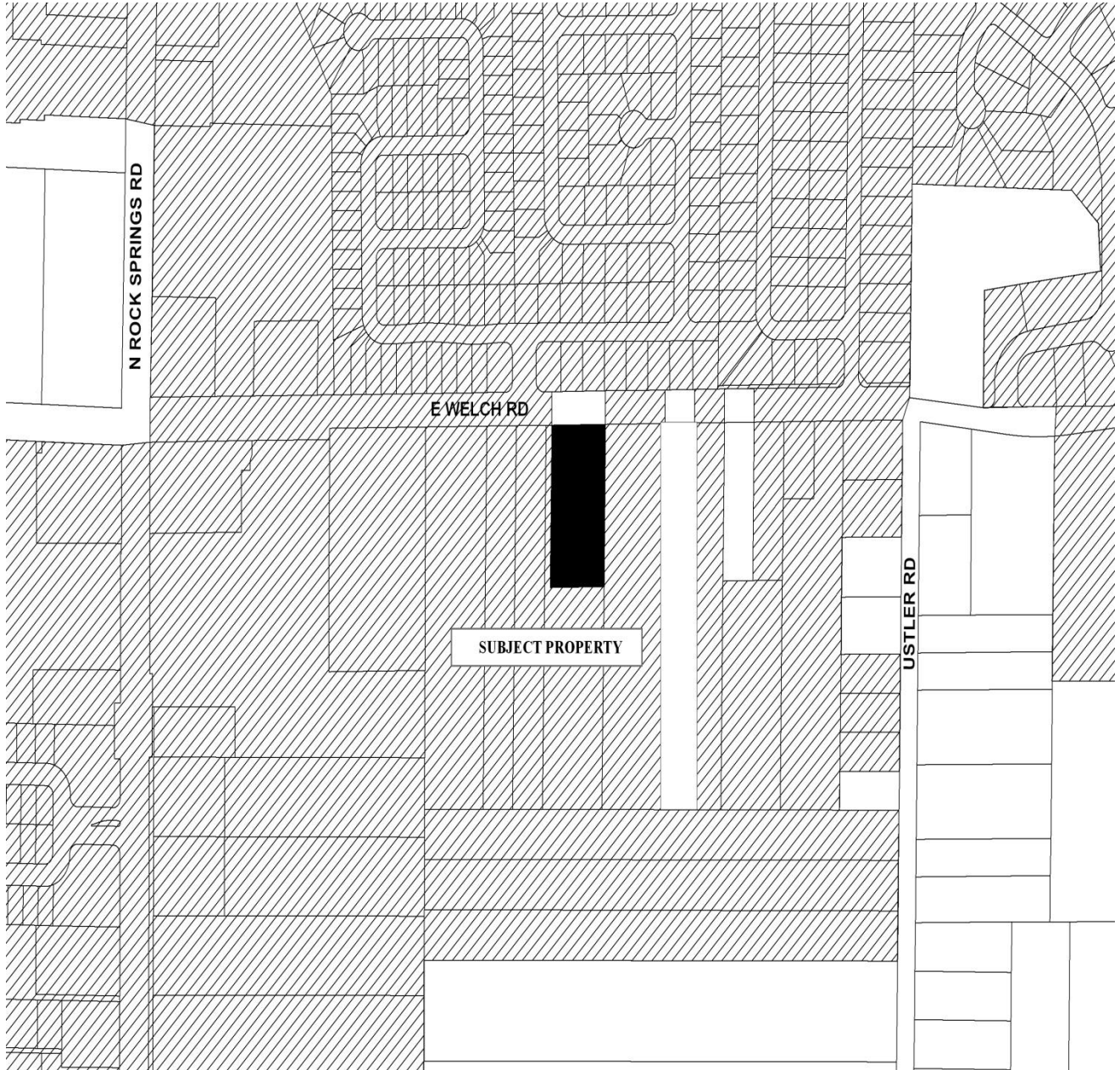
ATTACHMENT "A"

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:

5. ORDINANCE NO. 2441 - FIRST READING - ANNEXATION - Donald Lee Boughan, property located at 404 East Welch Road; and authorize the Mayor or his designee to sign the Interlocal Agreement between the City of Apopka and Orange County for annexation of enclaves. (Parcel ID No. 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: July 15, 2015
FROM: Community Development
EXHIBITS: Exhibit "A" Summary of Cycle 2b
Ordinance No. 2441 w/map
Exhibit "B" Interlocal Agreement

SUBJECT: 2015 ANNEXATION - CYCLE NO. 2b

Request: FIRST READING OF ORDINANCE NO. 2441 - 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 East Welch Road
LAND USE: Refer to Exhibit "A"
EXISTING USE: Refer to Exhibit "A"
TRACT SIZE: 1.00 +/- acre

ADDITIONAL COMMENTS:

The two unincorporated enclaves included in the 2015-2b 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 two 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 two 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 two 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
City Dev. Director
Finance Director
HR Director
IT Director
Police Chief
Public Ser. Director
City Clerk
Fire Chief

CITY COUNCIL – JULY 15, 2015
2015 ANNEXATION CYCLE #2b – ORDINANCE NO. 2440
PAGE 2

A proposed Annexation Agreement accompanies the proposed ordinance for each of the two 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 June 26, 2015.

DULY ADVERTISED:

July 3, 2015 - 1/4 Page Public Hearing Advertisement
July 10, 2015 - 1/4 Page Public Hearing Advertisement
July 24, 2015 - Ordinance Headings Advertisement

PUBLIC HEARING SCHEDULE:

July 15, 2015 (7:00 pm) - City Council 1st Reading
August 5, 2015 (1:30 pm) - City Council 2nd Reading and Adoption

RECOMMENDED ACTION:

The **Development Review Committee** recommends approval of the 2015 Annexation Cycle #2b.

Accept the First Reading of Ordinance No. 2441; 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 August 5, 2015.

EXHIBIT "A"
CITY OF APOPKA
2015 ANNEXATION CYCLE # 2B

TOTAL ACRES: 2.85 +/-

ANNEXATION ORDINANCE No.s.: 2440 & 2441

Adopted this 5th day of August, 2015

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
2440	1	Crossroads Church of Orlando, Inc.	320 East Welch Road	34-20-28-9550-00-261	1.85	Church	Low Density Residential Max. 4du/ac
2441	2	Donald Lee Boughan	404 East Welch Road	34-20-28-9550-00-232	1.00	SFR	Low Density Residential Max. 4du/ac
				TOTAL ACRES	2.85		

g:\Shared\4020\PLANNING_ZONING\Annexations\2015\Cycle 2

ORDINANCE NO. 2441

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA, TO EXTEND ITS TERRITORIAL AND MUNICIPAL LIMITS TO ANNEX PURSUANT TO FLORIDA STATUTE 171.046 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, the City of Apopka, Florida and Orange County, Florida are entering into an interlocal agreement for annexation of 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; and

WHEREAS, there exists a 1.00 acre enclave of unincorporated Orange County located at 404 East Welch Road 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 171.046, and

WHEREAS, following the approval of Orange County Board of County Commission.

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 provisions of Florida Statutes 171.046, 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.



ANNEXATION
DONALD LEE BOUGHAN
404 EAST WELCH ROAD

Exhibit "A"
Ord. # 2441
Parcel ID: 34-20-28-9550-00-232

Total Acres: 1.00 +/-

VICINITY MAP

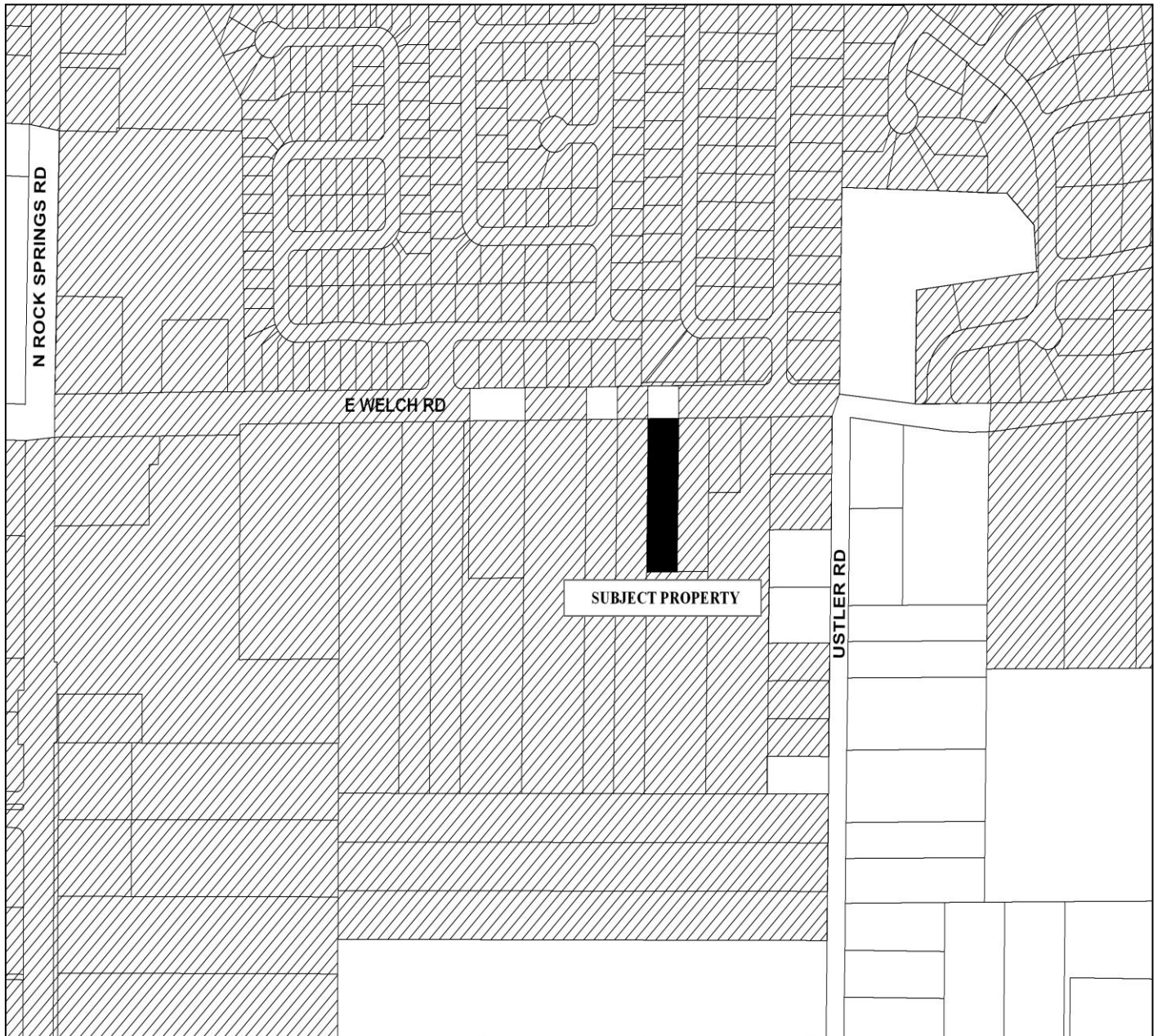


EXHIBIT "B"

THIS INSTRUMENT PREPARED BY
AND SHOULD BE RETURNED TO:
City of Apopka
Community Development Department
David Moon, Planning 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

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]

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

Parcel ID #: 34-20-28-9950-00-232

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 N 425 FT OF W 102.5 FT OF LOT 23
Parcel ID: 34-20-28-9950-00-232
Containing 1.00 +/- Acres



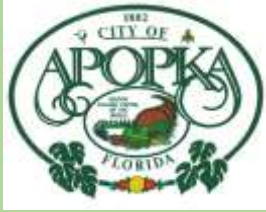
ATTACHMENT "B"
DONALD LEE BOUGHAN
404 EAST WELCH ROAD
Total Acres: 1.00 +/-



VICINITY MAP

Backup material for agenda item:

6. RESOLUTION NO. 2015-13 - Amending Ordinance No. 2109 Chapter 82-38, addressing Industrial and Commercial Pretreatment Guidelines "Exhibit A".



CITY OF APOPKA CITY COUNCIL

- CONSENT AGENDA
 PUBLIC HEARING
 SPECIAL HEARING
 OTHER: RESOLUTION NO. 2015-13

MEETING OF: July 15, 2015
FROM: Public Services
EXHIBITS:

SUBJECT: RESOLUTION NO. 2015-13 AMENDING ORDINANCE NO. 2109 OF THE INDUSTRIAL AND COMMERCIAL PRETREATMENT GUIDELINES

Request: ADOPT RESOLUTION NO. 2015-13 AMENDING CHAPTER 82-38, ADDRESSING INDUSTRIAL AND COMMERCIAL PRETREATMENT GUIDELINES "EXHIBIT A".

SUMMARY:

Changes to Ordinance No. 2109, Article II, Division I, Chapter 82-38, entitled, "Industrial and Commercial Pretreatment Guidelines"; providing for amendment and implementation of Section 38.03, General Sewer Use Requirements, Paragraph 2(B)(3), Specific Prohibitions, increasing the lower limit of the allowable pH range and Paragraph 5(B), Local Pollutant Limits, Table 3-1, increasing the Maximum Uniform Concentration for pH.

FUNDING SOURCE:

N/A

RECOMMENDATION ACTION:

Adopt Resolution No. 2015-13 as required by Florida Department of Environmental Protection.

DISTRIBUTION:

Mayor Kilsheimer	Finance Director	Public Services Director
Commissioners	Human Resources Director	City Clerk
City Administrator	Information Technology Director	Fire Chief
Community Development Director	Police Chief	

RESOLUTION NO. 2015-13

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, AMENDING ORDINANCE NO. 2109, ARTICLE II, DIVISION I, CHAPTER 82, COMMERCIAL AND INDUSTRIAL PRETREATMENT GUIDELINES, SECTION 38.03, GENERAL SEWER USE REQUIREMENTS, PARAGRAPH 2(B)(3), SPECIFIC PROHIBITIONS, INCREASING THE LOWER LIMIT OF THE ALLOWABLE pH RANGE AND PARAGRAPH 5(B), LOCAL POLLUTANT LIMITS, TABLE 3-1, INCREASING THE MAXIMUM UNIFORM CONCENTRATION FOR pH.

WHEREAS, Ordinance No. 2109 establishes industrial and commercial pretreatment guidelines of the City of Apopka; and

WHEREAS, Section 82-38(b) authorizes Amendment to said policy by resolution; and

WHEREAS, since adoption of said policy, there have been updates required by the Florida Department of Environmental Protection; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF APOPKA, FLORIDA, that the amendments be made to Ordinance No. 2109, Article II, Division I, Chapter 82, Section 38.03, General Sewer Use Requirements, Paragraph 2(B)(3), Specific Prohibitions, increasing the lower limit of the allowable pH range and Paragraph 5(B), Local Pollutant Limits, Table 3-1, increasing the Maximum Uniform Concentration for pH., by adopting the new guidelines as attached in "Exhibit A", replacing any and all previously adopted guidelines.

That this resolution shall become effective upon adoption.

APPROVED AND ADOPTED by the City Council of the City of Apopka, Florida, this 15th day of July, 2015.

CITY OF APOPKA, FLORIDA

Joe Kilsheimer, Mayor

ATTEST:

Linda F. Goff, City Clerk



RESOLUTION NO. 2015-13

CITY OF APOPKA

SEWER USE ORDINANCE NO. 2109

**COMMERCIAL/INDUSTRIAL PRETREATMENT
PROGRAM GUIDELINES**

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SECTION 38 – SEWER USE ORDINANCE INDUSTRIAL PRETREATMENT GUIDELINES

SECTION 38.01 - GENERAL PROVISIONS

1. Purpose and Policy

This Ordinance sets forth uniform requirements for Users of the Publicly Owned Treatment Works (POTW) for the City of Apopka and enables the City to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code [U.S.C.] Section 1251 et seq.) and the General Pretreatment Regulations (Title 40 *Code of Federal Regulations* [CFR] Part 403) and Chapter 62-625 of the Florida Administrative Code [F.A.C.]. The objectives of this Ordinance include:

- (a) To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation;
- (b) To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- (c) To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and biosolids in the course of their employment and the general public;
- (d) To promote reuse and recycling of industrial wastewater and biosolids from the Publicly Owned Treatment Works;
- (e) To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the Publicly Owned Treatment Works; and
- (f) To enable the City to comply with conditions in its National Pollutant Discharge Elimination System and State Domestic Wastewater Facility permits; biosolids use and disposal requirements; and any other Federal or State laws to which the Publicly Owned Treatment Works are subject.

This Ordinance shall apply to all Users of the Publicly Owned Treatment Works. The Ordinance authorizes the issuance of Industrial User Discharge Permits, Individual Wastewater Discharge Permits and General Permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires User reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

2. Administration

- (a) Except as otherwise provided herein, the Public Services Director, or his/her designee, shall administer, implement, and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon them may be delegated by them to other City personnel.
- (b) No statement contained in this Ordinance shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to special payment therefore, by the industrial concern; provided, however, that at no time will the City be asked to accept such

discharges that, in the City's sole judgment, would violate any Federal, State, or local pretreatment standard.

- (c) Any provision or section of this Ordinance to the contrary notwithstanding, the City reserves the absolute right, to deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by industrial Users where such contributions do not meet applicable pretreatment standards and requirements or where such contributions would cause the POTW to violate its NPDES or FDEP permit(s).

3. **Abbreviations**

- (a) The following abbreviations, when used in this Ordinance, shall have the following designated meanings:

- 1) BMP - Best Management Practice
- 2) BMPP - Best Management Practices Plan
- 3) BMR - Baseline Monitoring Report
- 4) BOD5 – Biochemical Oxygen Demand
- 5) CBOD5 - Carbonaceous Biochemical Oxygen Demand
- 6) °C - Degrees Celsius
- 7) CFR - Code of Federal Regulations
- 8) CIU – Categorical Industrial User
- 9) COD - Chemical Oxygen Demand
- 10) DO - Dissolved Oxygen
- 11) EPA - U.S. Environmental Protection Agency
- 12) ERC - Equivalent Residential Connection
- 13) °F - Degrees Fahrenheit
- 14) F.A.C. - Florida Administrative Code
- 15) FDEP - Florida Department of Environmental Protection
- 16) F.S. - Florida Statutes
- 17) gpd - gallons per day
- 18) IU – Industrial User
- 19) LEL - Lower Explosive Limit
- 20) mg/l - milligrams per liter

- 21) MGD - million gallons per day
- 22) MSDS - Material Safety Data Sheet
- 23) NOV - Notice of Violation
- 24) NPDES - National Pollutant Discharge Elimination System
- 25) NSCIU – Non-Significant Categorical Industrial User
- 26) OGMP - Oil and Grease Management Program
- 27) POTW - Publicly Owned Treatment Works
- 28) RCRA - Resource Conservation and Recovery Act
- 29) SIC - Standard Industrial Classification
- 30) SIU - Significant Industrial User
- 31) SNC - Significant Noncompliance
- 32) SWDA - Solid Waste Disposal Act
- 33) TRPH - Total Recoverable Petroleum Hydrocarbons
- 34) TSS - Total Suspended Solids
- 35) TTO - Total Toxic Organics
- 36) USC - United States Code
- 37) WRF - Water Reclamation Facility

- (b) Abbreviations not otherwise defined in (a) above shall be adopted by reference or described in the latest edition of the Code of Federal Regulations, the Florida Administrative Code, Standard Methods, EPA/FDEP Guidance Manuals or by the Water Environment Federation, American Society of Civil Engineers (ASCE) and the American Society of Testing Materials (ASTM).

4. **Definitions**

- (a) Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Ordinance, shall have the meanings as designated below:
- 1) **Abnormally High Strength Compatible Waste.** Wastes containing a CBOD5 above three hundred (300) mg/l or total suspended solids above three hundred (300) mg/l.
 - 2) **Abnormally Low Strength Compatible Waste.** Wastes containing a CBOD5 below fifty (50) mg/l and total suspended solids below fifty (50) mg/l.
 - 3) **Act or "the Act."** The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251 et seq., or as amended in the future.
 - 4) **Administrative Action.** An enforcement action authorized by the Control Authority's legal

authority, which is taken without the involvement of a court.

- 5) **Administrative Fine.** A punitive monetary charge unrelated to actual treatment costs, which is assessed by the Control Authority rather than a court.
- 6) **Administrative Order.** A document which orders the User (violator) to perform a specific act or refrain from an act. The order may require Users to attend a show cause meeting, cease and desist discharging, or undertake activities pursuant to a compliance schedule.
- 7) **Aliquot.** Portion of a sample.
- 8) **Applicant.** An owner or agent of the owner, of any land negotiating for Municipal Sewer Service.
- 9) **Approval Authority.** The Florida Department of Environmental Protection (FDEP).
- 10) **Approved.** Document accepted by the Public Services Director as meeting or complying with applicable requirements, standards or specifications as set forth in this Ordinance; or suitable for the proposed use or application.
- 11) **Assessment.** A municipal improvement lien against property for benefits received from construction of such improvements.
- 12) **Authorized City Personnel.** Individuals or designees that have been authorized or approved by the City to perform specific tasks or to execute certain job descriptions or scope of services.
- 13) **Authorized or Responsible Representative of the User.**
 - a) If the User is a corporation:
 - i. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - ii. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can insure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit [or general permit] requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate policies and procedures.
 - b) If the User is a partnership or sole proprietorship, the authorized representative shall be a general partner or proprietor, respectively.
 - c) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

- d) The individuals described in paragraphs (a) through (c), above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the Public Services Director, or his/her designee.
- 14) **Baseline Monitoring Report (BMR).** A report submitted by categorical industrial Users within one hundred eighty (180) days after the effective date of a categorical standard which indicates the compliance status of the User with the applicable categorical standards as set forth in 40 CFR 403.12 (b) and adopted by reference in Ordinance 62-625, F.A.C.
- 15) **Best Management Practice Plan (BMPP).** A plan prepared by a User describing the operational methodology to minimize the amount of wastes from production and to handle the resultant wastes in an environmentally sound and efficient manner.
- 16) **Best Management Practice (BMP).** Schedules of activities, prohibitions or practices, maintenance procedures, and other management practices to prevent or reduce pollution discharges and implement the prohibitions listed in Section 38.03.(2)(A) and (B) [40 CFR 403.5(a)(1) and (b)]. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, biosolids or waste disposal, or drainage from raw material storage.
- 17) **Biochemical Oxygen Demand (BOD5).** The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20°C, usually expressed as a concentration, such as mg/L
- 18) **Biosolids.** Primarily organic solids that are produced by wastewater treatment processes and can be beneficially recycled. Refer to residuals or sludge.
- 19) **Biohazardous Waste.** Wastes from a biological source that may be hazardous to living organisms. Wastes can be physical, biological or chemical in nature.
- 20) **Building Drain.** That part of the lowest horizontal piping of the internal plumbing system which receives the wastewater discharge from other plumbing inside the walls of the building and conveys it to a point five (5) feet outside the outer face of the building wall to the building sewer.
- 21) **Bypass.** The intentional diversion of wastewater streams from any portion of a User's pretreatment facility.
- 22) **Carbonaceous Biochemical Oxygen Demand (CBOD5).** The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20°C, usually expressed as a concentration, such as mg/L.
- 23) **Categorical Pretreatment Standard or Categorical Standard.** Any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of Users that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
- 24) **Categorical Industrial User.** An Industrial User subject to a categorical Pretreatment

Standard or categorical standard.

- 25) **Cease and Desist Order.** An administrative order directing a User to immediately halt illegal or unauthorized discharges.
- 26) **Chain of Custody.** Written record of sample possession for all persons who handle (collect, transport, analyze and dispose of) a sample, including the names, dates, times, and procedures followed.
- 27) **Chemical Oxygen Demand (COD).** A measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.
- 28) **Chronic Violations.** Violations in which sixty-six percent (66%) or more of wastewater measurements taken during a six (6) month period exceed the local pollutant limit for the same pollutant parameter by any amount.
- 29) **City.** The City of Apopka, Florida, a municipal corporation, or where appropriate, the term may also be used as a designation for any duly authorized official or employee of the City.
- 30) **City Council (Council).** The City Council of the City of Apopka, Florida.
- 31) **Compatible Constituent or Pollutant.** Carbonaceous biochemical oxygen demand, chemical oxygen demand, oil and grease, suspended solids, pH, ammonia, nitrite/nitrate, total Kjeldahl nitrogen, total phosphorous and fecal coliform bacteria, plus any additional pollutants identified in the City's NPDES or FDEP permit(s), where the POTW is capable of treating such pollutants, does treat such pollutants, and in fact, does treat such pollutants to the degree required by the aforementioned permits.
- 32) **Compliance Order.** An administrative order directing a noncompliant User to achieve or to restore compliance by a date specified in the order.
- 33) **Compliance Schedule.** A schedule of required remedial activities (also called milestones) necessary for an industrial User to achieve compliance with all pretreatment program requirements. Compliance schedule may be set forth in the industrial User discharge permit, consent order or other enforcement documents.
- 34) **Composite Sample.** A mixture of discrete grab samples or aliquots taken at the same location, but at different times; and which will reflect average water quality at that monitoring location for the given sample interval. Composite samples can be collected on a flow proportional or time proportional basis.
- 35) **Concentration Limit.** A limit based on the mass of pollutant per unit volume, usually expressed in milligrams per liter (mg/l).
- 36) **Consent Agreement.** An administrative order embodying a legally enforceable agreement between the Control Authority and the noncompliant industrial User designed to restore the User to compliance status.
- 37) **Consistent Removal.** The average of the lowest fifty percent (50%) of the removal efficiencies that is determined for a User or pretreatment facility in accordance with Chapter 62-625.420(2), F.A.C.

- 38) **Contaminant.** The introduction of any physical, chemical, or radiological substance, microorganisms, wastes or wastewater into a flow of water in a concentration that renders the water unsuitable for its intended use. Refer to Pollutant.
- 39) **Continuous Discharge.** A discharge which occurs without interruption throughout the operating hours of the industrial facility, except for infrequent shutdowns for maintenance, process changes or other similar activities.
- 40) **Control Authority.** The City of Apopka and its designees, which administer the pretreatment program as approved by the Approval Authority pursuant to the provisions of 40 CFR 403.12(a) and Chapter 62-625.510, F.A.C.
- 41) **Customer.** Any person, firm or corporation, or government that is the actual User of the City sewer/wastewater system.
- 42) **Daily Maximum.** The arithmetic average of all effluent samples for a pollutant collected during a calendar day.
- 43) **Daily Maximum Limit.** The maximum allowable discharge of a pollutant during a calendar day. Where the Daily Maximum Limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where Daily Maximum Limits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.
- 44) **Developed Property.** Any parcel of land that has been, or is about to be, improved to the extent that municipal water and sewer service are necessary prior to its utilization.
- 45) **Developer.** An owner or agent of the owner, in the process of the commercial utilization of any land, including subdivisions, who shall have the legal right to negotiate for municipal water and sewer service.
- 46) **Development.** A parcel of land, including subdivisions, being commercially improved to the extent that municipal water and sewer service are necessary prior to its utilization.
- 47) **Direct Discharge.** The introduction of pollutants directly into the waters of the State.
- 48) **Discharge.** The introduction of pollutants into the POTW by any nondomestic source that is subject to the regulations of Chapter 403, F.S.
- 49) **Discharge Monitoring Report.** The form for reporting the results of self-monitoring activities with an industrial User discharge permit.
- 50) **Dissolved Solids.** The total amount of dissolved material, organic and inorganic, contained in water or wastes.
- 51) **Domestic Wastewater.** The wastes produced from non-commercial or non-industrial activities, and which result from normal human living processes, which are of substantially similar origin and strength to those typically produced in households.
- 52) **Duplicate Sample.** Two samples or aliquots collected at the same time from the same location.

- 53) ***Effluent.*** A discharge of pollutants into the environment, partially or completely treated or in its natural state.
- 54) ***Environmental Protection Agency (EPA).*** The U.S. Environmental Protection Agency or, where appropriate, the EPA Region IV Water Management Division Director, or other duly authorized official of said agency.
- 55) ***Equalization.*** A pretreatment process consisting of detention of a wastewater flow in a large tank, sump, or headbox to smooth out surges.
- 56) ***Existing Source.*** Any source of discharge that is not a "New Source."
- 57) ***Florida Administrative Code (F.A.C.).*** Codification of administrative rules to implement legislation approved by the legislature and the resultant Florida Statutes.
- 58) ***Florida Department of Environmental Protection (FDEP).*** The agency that administers the regulations pertaining to the environment in the State of Florida. The Approval Authority for pretreatment programs in the State.
- 59) ***Flow Proportional Composite Sample.*** A sampling method, which combines discrete sample aliquots collected over time that are based upon the flow of the wastestream being sampled. There are two methods used to collect this type of sample. One method collects a constant sample volume at time intervals that vary based on the flow, i.e. a 200 milliliters (ml) sample is collected for every 5,000 gallons of flow (discharge). The other method collects aliquots of varying volume that is based on the flow with a constant time interval.
- 60) ***Flow Weighted Average Formula.*** A procedure to calculate alternative limits where wastestreams that are regulated by a categorical pretreatment standard and non-regulated wastestreams are combined after treatment but prior to the monitoring location.
- 61) ***Food Service Establishment (FSE).*** Any establishment which prepares (cuts, cooks, bakes) or serves food to the general public, and which disposes of food related wastewater.
- 62) ***Force Main.*** A pressure pipe connected to the pump discharge at a wastewater pumping station.
- 63) ***Garbage.*** Animal and vegetable wastes resulting from the domestic and commercial preparation, cooking, dispensing, and consumption of food, and from the handling, storage and sale of produce.
- 64) ***Garbage Grinder or Disposal.*** An electric device which shreds solid or semi-solid waste materials, generally food related, into smaller portions for discharge into the City's wastewater system.
- 65) ***Generator.*** A User, by site or facility, who produces wastes from the said User's process operation. The generator is responsible for disposal of the produced wastes in accordance with applicable Federal, State, and local regulations.
- 66) ***Grab Sample.*** A sample which is collected from a wastestream at a particular time and location. That is, a sample is taken on a one-time basis without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

- 67) **Hauled Wastes.** Any Wastes that are delivered to the WRF by truck or rail car.
- 68) **Hauler.** Refer to transporter.
- 69) **Hazardous Waste.** A solid or liquid waste, or combination of solid or liquid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics:
- a) cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or
 - b) pose a substantial present or potential hazard to human health or the environmental when improperly treated, stored, transported, or disposed or, or otherwise managed; or
 - c) meets one of the following four conditions:
 - I. Exhibit a characteristic of a hazardous waste as defined in 40 CFR, Section 261.20 through Section 262.24; or
 - II. Listed as a hazardous substance in 40 CFR, Section 261.31 through 261.33; or
 - III. A mixture containing a listed hazardous waste and a nonhazardous solid waste, unless the mixture is specifically excluded or no longer exhibits any of the characteristics of hazardous waste; or
 - IV. Not excluded from regulation as a hazardous waste.
- 71) **Holding Tank Waste.** Any waste from holding tanks such as, but not limited to vessels, aircraft, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.
- 72) **Indirect Discharge or Discharge.** The introduction of pollutants into the POTW from a nondomestic source.
- 73) **Infiltration.** The water unintentionally entering the public sewer system, including water from sanitary building drains and laterals, from the ground through such means as, but not limited to, defective pipes, pipe joints, connections or manhole walls. Infiltration does not include, and is distinguished from, Inflow.
- 74) **Infiltration/Inflow.** The total quantity of water from both infiltration and inflow, without distinguishing the source.
- 75) **Inflow.** The water discharged into a sanitary sewer system, including building drains and sewer laterals, from such sources as, but not limited to, roof leader, cellar, yard, and area drains, foundation drains, unpolluted cooling water discharges, drains from springs and swampy areas, manhole covers, cross-connections from storm sewers or combined sewers, catch basins, storm waters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, Infiltration.
- 76) **Influent.** Water, wastewater, or other liquid flowing into a tank, basin, treatment process, or treatment facility.
- 77) **Instantaneous Limit.** The maximum concentration of a pollutant allowed to be discharged at any time, as determined from the analysis of any discrete or composite sample, independent

of the industrial flow rate and the duration of the sampling event.

- 78) **Interference.** A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its biosolids processes, use or disposal; and therefore, is a cause of a violation of the City's NPDES or FDEP permit(s) or of the prevention of wastewater biosolids use or disposal in compliance with any of the statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State biosolids management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection Research and Sanctuaries Act.
- 79) **Industrial User.** Any User of Publicly Owned Treatment Works identified in the Standard Industrial Classification Manual, current edition, United States Office of Management and Budget, that is a source of indirect discharge of industrial wastewater which does not constitute a discharge of pollutants under regulations issued pursuant to Section 402 of the Act (Title 33 USC, Section 1342).
- 80) **Industrial User Discharge Permit.** A permit issued to an industrial User by the City that authorizes the discharge of industrial wastewater to the public wastewater collection system. This permit may set certain conditions and/or restrictions to this discharge.
- 81) **Industrial Wastes.** The liquid and solid wastes discharged into wastewater system from industrial manufacturing processes, trade or business as distinct from domestic wastewater.
- 82) **Lateral.** The service line from the public sewer, or other place of disposal, to a point five (5) feet outside the building wall.
- 83) **Local Pollutant.** A pollutant, as identified in Section 38.03(3) of this Ordinance, which may be subject to regulation and restrictions for discharge to the public sewerage system.
- 84) **Local Pollutant Limit or Local Limit.** Specific discharge limits developed and enforced by the City upon industrial and commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).
- 85) **Maximum Allowable Concentration.** The maximum permitted amount of a specified pollutant in a volume of water or wastewater, expressed in units of mass per unit of volume, such as milligrams per liter (mg/l).
- 86) **Medical Wastes.** Any solid wastes or liquids which may present a threat of infection to humans. This includes, but is not limited to, human tissue, isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
- 87) **Monthly Average.** The sum of all daily discharges measured during a calendar month divided by the number of daily discharges during that month.
- 88) **Monthly Average Limit.** The highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month

divided by the number of daily discharges measured during that month.

- 89) ***National Categorical Pretreatment Standard.*** Refer to Categorical Pretreatment Standard.
- 90) ***National Prohibited Discharge Standard or Prohibited Discharge Standard.*** Any regulation developed under the authority of Section 387 (b) of the Act, 40 CFR 403.5 and Chapter 62-625.400, F.A.C.
- 91) ***New Source.***
- 1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of the proposed pretreatment standards under Section 387 (c) of the Act that will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that:
 - a) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - c) The production or wastewater generating processes of the building, structure, facility, or installation is substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
 - 2) Construction on a site at which an existing source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1) (b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.
 - 3) Construction of a New Source as defined under this paragraph has commenced if the owner or operator has:
 - a) Begun, or caused to begin, as part of a continuous onsite construction program;
 - i. Any placement, assembly, or installation of facilities or equipment; or
 - ii. Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - b) Entered into a binding contractual obligation for the purchase of facilities or equipment which is intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

- 92) ***Ninety (90) Day Compliance Report.*** A report submitted by a categorical industrial applicable categorical standards; or in the case of a new source, after commencement of the discharge to the POTW; that documents and certifies the User, within ninety (90) days following the date for final compliance with compliance status of the User in accordance with 40 CFR 403.12 (d) and Chapter 62-625.600, F.A.C.
- 93) ***Noncontact Cooling Water.*** Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- 94) ***Notice of Violation (NOV).*** A Control Authority document notifying an industrial User that it has violated pretreatment standards and requirements. Generally used when the violation is relatively minor and the Control Authority expects the violation to be corrected within a short period of time.
- 95) ***Oil and Grease.*** Materials, either liquid or solid, that are composed primarily of fatty matter from animal or vegetable sources or petroleum-based hydrocarbons.
- 96) ***Oil and Grease Interceptor.*** A City approved device that is designed for flows in excess of fifty (50) gpm, constructed to separate, trap and hold oil and grease substances from animal or vegetable sources that are present in the discharge from Users of the City wastewater system, and installed outside of the building. The purpose of the interceptor shall be to prevent oil and grease from entering the City wastewater system.
- 97) ***Oil and Water Separator.*** A City approved device designed and constructed to separate, trap and retain oil and grease substances derived from petroleum-based hydrocarbons that are found in the discharge from Users of the City wastewater system. The purpose of the separator is to prevent petroleum-based hydrocarbons from entering the City wastewater system and to improve the safety of said system for both City personnel and the general public.
- 98) ***Pass Through.*** A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the City's NPDES or FDEP permit(s), including an increase in the magnitude or duration of a violation, or a violation of any agreement, resolution made or standard for reuse.
- 99) ***Periodic Compliance Report or Self-Monitoring Report.*** A report on compliance status submitted by categorical industrial Users to the Control Authority at least semiannually pursuant to 40 CFR 403.12 (e) and Chapter 62-625.600(4) and (7), F.A.C. or as amended.
- 100) ***Permit.*** A document issued to the City's WRFs by Federal and State regulatory authorities which sets out provisions or requirements for the disposal or reuse of effluent or biosolids, or discharges from the facility.
- 101) ***Person.*** Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.
- 102) ***pH.*** A measure of the acidity or alkalinity of a solution, expressed in standard units.

- 103) **Pollutant.** Constituent(s) or foreign substance(s), including pathogens, that degrade the quality of the water so as to impair or adversely affect the usefulness or function of the water or pose a hazard to public health or the environment. Constituent(s) or foreign substance(s) that are present in water as a result of discharging into said water or waters with the following wastes, but is not limited to: dredged spoil, solid waste, incinerator residue, filter backwash, wastewater, garbage, wastewater biosolids, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes. Examples of pollutants include, but are not limited to, pH, temperature, TSS, turbidity, color, BOD, CBOD, COD, toxicity, odors, metals and organics. Refer to Contaminant.
- 104) **Pollution.** The man-made or man-induced alteration of the chemical, physical, biological, and radiological integrity of water.
- 105) **Pollution Control Facility.** Refer to Water Reclamation Facility.
- 106) **Pollution Prevention.** The use of materials, processes or operation and maintenance practices to reduce or eliminate the generation or creation of pollutants at the source before the constituents can enter the wastestream. Pollution prevention includes, but is not limited to, equipment modifications, process or operating alterations, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, personnel training or inventory control.
- 107) **Pollution Prevention Plan.** A plan prepared by the User to minimize the likelihood of introducing pollutants in the process wastewater or other types of discharges from their facility.
- 108) **Pretreatment.** The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. The reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants, unless allowed by an applicable pretreatment standard (Chapter 62-625.410(6), F.A.C.). Appropriate pretreatment technology includes control equipment, such as equalization tanks of facilities, for protection against surges or slug loading that might interfere with or otherwise be incompatible with the POTW.
- 109) **Pretreatment Facilities.** Equipment, structures and processes that are configured together for the treatment of discharges from Users to the POTW.
- 110) **Pretreatment Program.** The program administered by the Control Authority that fulfills the criteria set forth in Chapter 62-625.500, F.A.C.
- 111) **Pretreatment Requirements.** Any substantive or procedural requirement related to pretreatment, other than a pretreatment standard, imposed on a User.
- 112) **Pretreatment Standards or Standards.** Any regulation containing pollutant discharge limits, as established pursuant to Chapter 403, F.S., which applies to Users. Pretreatment standards include prohibited discharge standards, categorical pretreatment standards, and local limits.
- 113) **Prohibited Discharge Standards or Prohibited Discharges.** Absolute prohibitions against the discharge of certain substances which appear in Section 38.03(2) of this Ordinance, to

protect the POTW.

- 114) **Public Services Director.** The City administrative official in charge of the Department of Public Services, including all of its Divisions, or his/her designee, authorized deputy, agent, or representative.
- 115) **Publicly Owned Treatment Works (POTW).** A "treatment works," as defined by Section 212 of the Act (33 U.S.C. 1292) which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of wastewater or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
- 116) **Regulated Wastestream.** An industrial process wastestream regulated by a national categorical pretreatment standard.
- 117) **Removal.** A reduction in the amount of a pollutant in the WRF's effluent or alteration of the nature of a pollutant during treatment at the WRF. The reduction or alteration can be achieved by physical, chemical, or biological means and may be the result of specifically designed capabilities at the WRF or may be incidental to the operation of the treatment system. Dilution shall not be considered removal.
- 118) **Representative Sample.** A sample from a wastestream that is as nearly identical in composition as possible to the larger volume of flow stream that is being discharged during a normal operating day.
- 119) **Residuals.** The solid, semisolid or liquid residues that are generated during the treatment of wastes or wastewater in a pretreatment or treatment facility. Typically does not include grit, screenings or incinerator ash. Refer to biosolids or sludge.
- 120) **Self-monitoring.** Sampling and analyses performed by the User to ensure compliance with the permit or other regulatory requirements as set forth in 40 CFR 403.12 (b) and (g), and Chapter 62-625.600, F.A.C.
- 121) **Septic Tank Waste.** Any wastewater from holding tanks or individual on-site wastewater treatment systems, such as vessels, campers, trailers, septic tanks, and cesspools.
- 122) **Sewage.** Human excrement and gray water (household showers, dishwashing operations, etc.)
- 123) **Significant Commercial User.** Any nonresidential User of the City wastewater system which has:
 - 1) A discharge flow of ten thousand (10,000) gallons or more per day during any day of any calendar year;
 - 2) A discharge containing one (1) or more abnormally high strength compatible pollutants; or
 - 3) A discharge which has been found by the Public Services Director or FDEP to potentially have a significant impact, either singly or in combination with other contributing Users, on the City's wastewater system.

- 124) **Significant Industrial User (SIU).** Any nonresidential User of the City wastewater system which meets one or more the following criteria:
- 1) An Industrial User subject to categorical pretreatment standards pursuant to 40 CFR, Subchapter N, Parts 405-471, and as adopted by reference in Chapter 62-660, F.A.C.; or
 - 2) An Industrial User that:
 - a) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW, excluding sanitary wastewater, noncontact cooling water and boiler blowdown;
 - b) Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the wastewater treatment plant; or
 - c) Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement in accordance with Chapter 62-625.500(2)(e), F.A.C.
 - 3) The City may determine that an Industrial User subject to categorical Pretreatment Standards is a Non-Significant Categorical Industrial User rather than a Significant Industrial User on a finding that the Industrial User never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in Chapter 62-625.500(2)(e), F.A.C. and the following conditions are met:
 - a) The Industrial User, prior to the City's finding, has consistently complied with all applicable categorical Pretreatment Standards and Requirements;
 - b) The Industrial User annually submits the certification statement required in Section 38.07(14)(B) [see 40CFR 403.12(q)], together with any additional information necessary to support the certification statement; and
 - c) The Industrial User never discharges any untreated concentrated wastewater.
 - 4) Upon a finding that a User meeting the criteria of Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement, the City may at any time, on its own initiative or in response to a petition received from an Industrial User, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such User should not be considered a Significant Industrial User.
- 124) **Significant Noncompliance (SNC).** A nonresidential User is in significant noncompliance if the violation meets one or more of the following criteria as defined in 40 CFR 403.8(f)(2)(viii)(A and B) and Chapter 62-625.500(2):
- 1) Chronic violations of wastewater discharge limits;
 - 2) Technical Review Criteria (TRC) violations;

- 3) Any other violation of a pretreatment effluent limit that the Public Services Director believes has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
 - 4) Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Public Services Director exercising emergency authority to halt or prevent such a discharge;
 - 5) Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an Industrial User Discharge Permit or enforcement order for starting construction, completing construction, or attaining final compliance;
 - 6) Failure to provide within thirty (38) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
 - 7) Failure to accurately report noncompliance; or
 - 8) Any other violation(s), which the Public Services Director determines, will adversely affect the operation or implementation of the local pretreatment program.
- a) **Significant Violation.** A violation of this Ordinance which, in the opinion of the City, remains uncorrected thirty (30) days after notification of noncompliance; or, which is part of a pattern of noncompliance; or, which involves failure to accurately report noncompliance; or, which resulted or results in the City exercising its emergency authority under this or any related Ordinance of the City Code.
 - b) **Slug Discharge or Slug Load.** Any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards in Section 38.03(2) of this ordinance. A Slug Discharge is any Discharge of a non-routine, episodic nature, including but not limited to and accidental spill or non-customary batch Discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, Local Limits or Permit Conditions.
 - c) **Slug (Accidental) Discharge Control Plan.** Detailed plans, on file at the Public Services Department, showing facilities and operating procedures to provide the control of slug discharges. Significant Industrial Users shall complete construction of facilities and provide operating procedures to the City within the time frame specified by the Public Services Director, however, absolutely within one (1) year of notification. Review and approval of the Plan shall not relieve the Significant Industrial User from the responsibility to modify its facility, as necessary, to meet each and every requirement of this Ordinance.
 - d) **Spill Containment Plan (SCP).** A detailed plan, prepared by the User, showing facilities and operating procedures to prevent and to provide protection from spills.
 - e) **Spill Prevention (Accidental Discharge) and Control Plan.** A plan prepared by a User to minimize the likelihood of a spill and to expedite control and cleanup activities should a spill occur.
 - f) **Split Sample.** A portion of a collected sample given to the industry or to another agency for

the purpose of verifying or comparing laboratory results.

- g) **Standard Industrial Classification (SIC) Code.** A classification system to identify various types of industries that is based upon the type of manufacturing or commercial activity at a facility pursuant to the Standard Industrial Classification Manual, current edition, United States Office of Management and Budget.
- h) **Standard Methods for the Examination of Water and Wastewater (Standard Methods), current edition.** Reference of analytical protocols and sample collection procedures as published jointly by the American Public Health Association, Water Environment Federation, and American Water Works Association.
- i) **Stormwater.** Any flow occurring during or following any form of natural precipitation, and resulting therefrom.
- j) **Surcharge.** A charge to a User for the discharge of abnormally high strength compatible pollutants to the POTW, that is, above the standards or criteria set forth in this Ordinance. The charge is based on the loading of a particular pollutant in pounds from a significant commercial User; and is levied in addition to the regular sewer service charges or fees.
- k) **Surface Waters.** Any watercourse, stream, river, lake, lagoon, or other geological feature that contains water on the surface of the earth whether contained in bounds created naturally, artificially or diffused.
- l) **Total Suspended Solids or Suspended Solids.** The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquids, and which is removable by laboratory filtering in accordance with EPA protocols or Standard Methods, latest edition.
- m) **Total Kjeldahl Nitrogen (TKN).** The analytical quantity of organic nitrogen and ammonia that is determined together and is equal to the sum of the concentration of ammonia and organically bound nitrogen in the tri-negative oxidation state.
- n) **Total Metals (TM).** The sum of the concentrations of copper, nickel, total chromium and zinc. If the concentration of a pollutant is below the detection limit, then one-half (1/2) of that value shall be used in this determination.
- o) **Total Nitrogen (TN).** The sum of the concentrations of the various forms of nitrogen which, in general, include TKN, nitrite and nitrate.
- p) **Total Phosphorus (TP).** The sum of the concentrations of the various phosphate functions, which, in general, includes orthophosphate, condensed phosphates and organic phosphorus.
- q) **Total Recoverable Petroleum Hydrocarbons (TRPH).** The quantity of those substances as determined by the EPA Method 418.1; that is, organic compounds containing less than twenty (20) carbon atoms and is extractable into an organic liquid.
- r) **Total Toxic Organics (TTO).** The summation of all quantifiable values greater than 0.01 milligrams per liter (mg/l) of specific toxic organics, as listed in 40 CFR 413.02 (i), present in the User's process discharge.
- s) **Toxic Pollutant.** Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the EPA Administrator under the provision of Section 387 (a) (1) or 405 (d)

of the Act or other laws, or by FDEP pursuant to Florida Statutes. In general, a pollutant or combination of pollutants which, following discharge and upon exposure, ingestion, inhalation or assimilation into any organism, can cause illness, disease, death, mutations, deformities or other maladies into said organisms or their offspring.

- t) **Toxicant.** A substance that kills or injures an organism through its chemical or physical action or by alteration of its environment. Examples include cyanides, phenols, pesticides and heavy metals.
- u) **Transporter or Hauler.** A User who conveys wastes from the site of generation to an approved facility or location for treatment, disposal or reuse (recycling). The transporter is responsible for complying with applicable Federal, State and local regulations regarding transportation of the produced wastes.
- v) **Turbidity.** A condition in water or wastewater caused by the presence of suspended matter, resulting in the scattering and absorption of light rays. Also, a measure of fine suspended matter in liquids; usually reported in Nephelometric Turbidity Units (NTU) as determined by measurements of light diffraction.
- w) **Under-the-Sink Oil and Grease Trap.** A City approved device that is designed for a flow of less than fifty (50) gpm and installed inside the building beneath or in close proximity to the sink or other facilities likely to discharge oil and grease substances from animal or vegetable sources in an attempt to separate, trap or store their fat-soluble substances and prevent their entry into the collection system.
- x) **Upset.** An exceptional incident in which there is unintentional and temporary non-compliance with applicable categorical pretreatment standards because of factors beyond the reasonable control of the industrial User. An upset does not include temporary noncompliance to the extent caused by, but not limited to, force majeure, operational error, lack of preventive maintenance, careless or improper operation, and improperly designed or inadequate treatment facilities as described in 40 CFR 403.16 (a) and Chapter 62-625.840, F.A.C.
- y) **User or Industrial User.** A discharger to the POTW.
- z) **Wastewater.** Liquid and water-carried industrial wastes and wastewater from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
- aa) **Wastewater Constituents and Characteristics.** The individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.
- bb) **Wastewater Treatment Plant or Water Reclamation Facility.** That portion of the POTW which is designed to provide treatment of municipal wastewater and industrial waste.
- cc) **Water Management Division Director.** The Director of the Water Management Division within the EPA, Region IV office in Atlanta, or that person's delegated representative.
- dd) **Waters of the State.** As defined in Section 403.031 (13), F.S. or Chapter 62-382, F.A.C. or

elsewhere in Chapter 62, F.A.C.

- b) Terms not otherwise defined herein shall be adopted by reference as defined in the latest edition of Title 40 of the Code of Federal Regulations, Chapter 62 of the Florida Administrative Code, Standards Methods, as published by the American Public Health Association, the American Water Works Association and the Water Environment Federation; the Manual of Practices as researched and published by the Water Environment Federation, American Society of Civil Engineers (ASCE) and the American Society of Testing Materials (ASTM); applicable building and plumbing codes; and the Guidance Manuals and protocols that are prepared and published by the U.S. Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP).

SECTION 38.02 - RESERVED

SECTION 38.03 - GENERAL SEWER USE REQUIREMENTS

1. *Use Of Sewers Required*

- a) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or other objectionable waste.
- b) It shall be unlawful to discharge to any natural outlet within the City, or in any area under the jurisdiction of the City, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance.
- c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic systems, cesspool or other facility intended or used for the treatment or disposal of wastewater.

2. *Prohibited Discharge Standards*

A. *General Prohibitions.*

- 1) No User shall introduce or cause to be introduced into the POTW any pollutant or wastewater, which causes Pass Through or Interference. These general prohibitions apply to all Users of the POTW whether or not they are subject to categorical pretreatment standards or any other Federal, State, or local pretreatment standards or requirements.
- 2) No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any public sewer unless previously approved by the Public Services Director or his/her designee.
- 3) Stormwater, other unpolluted drainage, industrial cooling water or unpolluted process waters may be discharged with written approval of the Public Services Director or his/her designee, to a specifically designated stormwater system or natural outlet.

B. *Specific Prohibitions.*

- 1) No User shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
- 2) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 CFR 261.21, or as amended;
- 3) Wastewater having a pH less than ~~5.0~~ 5.5, or more than 11.5, or otherwise causing corrosive structural damage to the POTW or equipment; 40 CFR 261.22 established that wastes discharged with a pH over 12.5 are considered corrosive hazardous wastes and therefore, the POTW would need to comply with applicable requirements under the Resource Conservation and Recovery Act (RCRA) and implementing regulations for Treatment, Storage, and Disposal Facilities if such wastes are delivered to the POTW by truck, rail, or dedicated pipe.
- 4) Solids or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in Interference, but in no case shall solids be greater than 0.4921 inch(es) or 1.25 centimeters (cm) in any dimension;
- 5) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- 6) Wastewater having a temperature greater than 104° F (40° C), or which will inhibit biological activity in the treatment plant resulting in Interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104° F (40° C);
- 7) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through;
- 8) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
- 9) Trucked or hauled pollutants, except at discharge points designated by the Public Services Director or his/her designee, in accordance with Section 38.04(4) of this ordinance;
- 10) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
- 11) Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the City's NPDES permit;
- 12) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State and Federal regulations;
- 13) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the Public Services Director;

- 14) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- 15) Medical, biological, or biohazardous wastes, except as specifically authorized by the Public Services Director in an individual wastewater discharge permit [or a general permit];
- 16) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity tests;
- 17) Detergents, surface-active agents, or other substances that might cause excessive foaming in the POTW;
- 18) Fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/L for petroleum hydrocarbon oils and greases; and 400 mg/L for animal and vegetable oils and greases;
- 19) Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than five (5) percent or any single reading over ten (10) percent of the Lower Explosive Limit of the meter.

Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in such a manner that they could be discharged to the POTW.

Industrial Users shall notify and obtain approval from the Public Services Director, the EPA Regional Waste Management Division Director, and State hazardous waste authorities in writing of any discharge to the POTW of a substance which, if otherwise disposed of, would be a hazardous waste. Such notification shall comply with 40 CFR 403.12 and Chapter 62-625.600(15), F.A.C., or as amended.

3. *National Categorical Pretreatment Standards*

Users must comply with the Categorical Pretreatment Standards found in 40 CFR Chapter I, Subchapter N, Parts 405-471, and Chapter 62-625 F.A.C.

(a) Certain industrial Users now or hereafter shall become subject to National Categorical Standards promulgated by the Environmental Protection Agency (EPA) as currently in effect or any other Federally-approved limits which may come into effect. The National Categorical Standards specify quantities or concentrations of pollutants or pollutant properties, which may be discharged into the POTW. All industrial Users subject to a National Pretreatment Standard shall comply with all requirements of such standard, which includes any monitoring or reporting requirements, and shall also comply, with any additional or more stringent limitations contained in this Ordinance. Compliance with National Pretreatment Standards for existing sources subject to such standards or for existing sources which hereafter become subject to such standards shall be within three (3) years following promulgation of the standards unless a shorter compliance time is specified in the standard or required by the City. Compliance with National Pretreatment Standards for new sources shall be required upon promulgation of the standard.

(b) The Categorical Pretreatment Standards found in 40 CFR Chapter I, Subchapter N, Parts 405 through 471, or as amended, and which have been incorporated by reference in Chapter 62-660, F.A.C., or as amended, are hereby incorporated herein.

(c) When the limits in a Categorical Pretreatment Standard are expressed only in terms of mass of pollutant per unit of production, the Public Services Director may convert the limits to equivalent limitations expressed

either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual Industrial Users. [Note: See 40 CFR 403.6(c) (2)].

(d) When wastewater subject to a Categorical Pretreatment Standard is mixed with wastewater not regulated by the same standard, the Public Services Director shall impose an alternate limit using the combined wastestream formula as defined in 40 CFR 403.6(e) and Chapter 62-410(6), F.A.C., or as amended.

(e) A CIU may obtain a variance from a categorical pretreatment standard if the User can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13 and Chapter 62-625.700, F.A.C., or as amended, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.

(f) A CIU may obtain a net/gross adjustment to a categorical standard in accordance with the following paragraphs of this Section and 40 CFR 403.15 and Chapter 62-625.700, F.A.C., or as amended:

(1) Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the Industrial User's intake water in accordance with this Section. Any Industrial User wishing to obtain credit for intake pollutants must make application to the City. Upon request of the Industrial User, the applicable Standard will be calculated on a "net" basis (i.e. adjusted to reflect credit for pollutants in the intake water) if the requirements of paragraph (2) of this Section are met.

(2) Criteria.

- a. Either (i) The applicable Categorical Pretreatment Standards contained in 40 CFR Subchapter N specifically provide that they shall be applied on a net basis; or (ii) The Industrial User demonstrates that the control system it proposes or uses to meet applicable Categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the intake waters.
- b. Credit for generic pollutants such as biochemical oxygen demand (BOD), total suspended solids (TSS), and oil and grease should not be granted unless the Industrial User demonstrates that the constituents of the generic measure in the User's effluent are substantially similar to the constituents of the generic measure in the intake water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.
- c. Credit shall be granted only to the extent necessary to meet the applicable Categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with the Standard(s) adjusted under this Section.
- d. Credit shall be granted only if the User demonstrates that the intake water is drawn from the same body of water as that into which the POTW discharges. The City may waive this requirement if it finds that no environmental degradation will result.

(g) When a Categorical Pretreatment Standard is expressed only in terms of pollutant concentrations, an Industrial User may request that the City convert the limits to equivalent mass limits. The determination to convert concentration limits to mass limits is within the discretion of the Public Services Director. The City may establish equivalent mass limits only if the Industrial User meets all of the conditions set forth in Section 38.03(3)(g)(1)(a) through 38.03(3)(g)(1)(e) below.

- 1) To be eligible for equivalent mass limits, the Industrial User must:
 - a. Employ, or demonstrate that it will employ, water conservation methods and technologies that substantially reduce water use during the term of its individual wastewater discharge permit;
 - b. Currently use control and treatment technologies adequate to achieve compliance with the applicable Categorical Pretreatment Standard, and not have used dilution as a substitute for treatment;
 - c. Provide sufficient information to establish the facility's actual average daily flow rate for all waste streams, based on data from a continuous flow monitoring device, as well as the facility's long-term average production rate. Both the actual average daily flow rate and the long-term average production rate must be representative of current operating conditions;
 - d. Not have daily flow rates, production levels, or pollutant levels that vary so significantly that equivalent mass limits are not appropriate to control the discharge; and
 - e. Have consistently complied with all applicable Categorical Pretreatment Standards during the period prior to the Industrial User's request for equivalent mass limits.

- 2) An Industrial User subject to equivalent mass limits must:
 - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits;
 - b. Continue to record the facility's flow rates through the use of a continuous effluent flow monitoring device;
 - c. Continue to record the facility's production rates and notify the Public Services Director, or his/her designee, whenever production rates are expected to vary by more than 20 percent from its baseline production rates determined in Section 38.03(3)(h). Upon notification of a revised production rate, the Public Services Director will reassess the equivalent mass limit and revise the limit as necessary to reflect changed conditions at the facility; and
 - d. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to 38.03(3) (g) (1) (a) of this Section as long as it discharges under an equivalent mass limit.

- 3) When developing equivalent mass limits, the Public Services Director:
 - a. Will calculate the equivalent mass limit by multiplying the actual average daily flow rate of the regulated process(es) of the Industrial User by the concentration-based Daily Maximum and Monthly Average Standard for the applicable Categorical Pretreatment Standard and the appropriate unit conversion factor;
 - b. Upon notification of a revised production rate, will reassess the equivalent mass limit and recalculate the limit as necessary to reflect changed conditions at the facility; and
 - c. May retain the same equivalent mass limit in subsequent individual wastewater discharge permit terms if the Industrial User's actual average daily flow rate was reduced solely as a

result of the implementation of water conservation methods and technologies, and the actual average daily flow rates used in the original calculation of the equivalent mass limit were not based on the use of dilution as a substitute for treatment pursuant to Section 38.03(7). The Industrial User must also be in compliance with Section 38.14(3) regarding the prohibition of bypass.

- (h) The Public Services Director may convert the mass limits of the Categorical Pretreatment Standards of 40 CFR Parts 414, 419, and 455 to concentration limits for purposes of calculating limitations applicable to individual Industrial Users. The conversion is at the discretion of the Public Services Director. **[Note: When converting such limits to concentration limits, the Public Services Director will use the concentrations in the applicable subparts of 40 CFR Parts 414, 419, and 455 and document that dilution is not being substituted for treatment as prohibited by Section 38.03(7) of this ordinance (see 40 CFR 403.6 (d)). In addition, the Public Services Director will document how the equivalent limits were derived for any changes from concentration to mass limits, or vice versa, and make this information publicly available (see 40 CFR 403.6(c)(7)).]**
- (i) Once included in its permit, the Industrial User must comply with the equivalent limitations developed in this Section, in lieu of the promulgated Categorical Standards from which the equivalent limitations were derived. **[Note: See 40 CFR 403.6(c) (7)].**
- (j) Many Categorical Pretreatment Standards specify one limit for calculating maximum daily discharge limitations and a second limit for calculating maximum Monthly Average, or 4-day average, limitations. Where such Standards are being applied, the same production or flow figure shall be used in calculating both the average and the maximum equivalent limitation. **[Note: See 40 CFR 403.6(c) (8)].**
- (k) Any Industrial User operating under a permit incorporating equivalent mass or concentration limits calculated from a production-based Standard shall notify the Public Services Director within two (2) business days after the User has a reasonable basis to know that the production level will significantly change within the next calendar month. Any User not notifying the Public Services Director of such anticipated change will be required to meet the mass or concentration limits in its permit that were based on the original estimate of the long term average production rate. **[Note: See 40 CFR 403.6(c) (9)].**

4. State Pretreatment Standards

Users must comply with State Pretreatment Standards codified at Chapter 62-625, F.A.C.

5. Local Pollutant Limits

- A. The Public Services Director is authorized to establish Local Limits pursuant to 40 CFR 403.5(c).
- B. The following local pollutant limits are established to protect the City's wastewater system against pass through and interference and to prevent noncompliance with requirements in applicable permits or violations in agreements for reuse of the reclaimed water and residuals.

Table 3-1

Pollutant	Maximum Uniform Concentration Limit (mg/L)
Arsenic	0.28

Cadmium	0.16
Biochemical Oxygen Demand (BOD)	6,300
Chloride	3,800
Chromium, Total	4.9
Copper	4.6
Cyanide	1.9
Lead	1.1
Mercury	0.091
Molybdenum	0.72
Nickel	2.6
Nitrogen, Total	60
pH	5.5 to 9.5 11.5
Selenium	0.51
Silver	4.9
Sodium	2,100
Zinc	2.7
Suspended Solids, Total (TSS)	5,275
Oil and Grease (Petroleum Hydrocarbon)	100
Oil and Grease (Vegetable and Animal)	400

The above limits apply at the point where wastewater is discharged to the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The Public Services Director may impose mass limitations in addition to the concentration-based limitations above.

- C. The local pollutant limits above may be adjusted and additional local pollutant limits may be added from time to time based on treatment plant monitoring, water quality requirements, field investigation of industrial Users, and/or any other factors which the Public Services Director deems of significance with respect to the proper and safe operation of the City's POTW. These limits can represent an average of four (4) composite samples if so specified in the Industrial User Discharge Permit.

6. City's Right of Revision

The City reserves the right to establish, by ordinance or in individual wastewater discharge permits [or in general permits], more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.

7. Dilution

No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The Public Services Director may impose mass limitations on Users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

SECTION 38.04 – PRETREATMENT OF WASTEWATER

1. *Pretreatment Facilities*

Users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all Categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Section 38.03(2) of this ordinance within the time limitations specified by EPA, the State, or the Public Services Director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the Public Services Director before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the City under the provisions of this ordinance.

2. *Additional Pretreatment Measures*

- A. Whenever deemed necessary, the Public Services Director may require Users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams, and such other conditions as may be necessary to protect the POTW and determine the User's compliance with the requirements of this ordinance.
- B. The Public Services Director may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to insure equalization of flow. An individual wastewater discharge permit or a general permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Public Services Director, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential Users. All interception units shall be of a type and capacity approved by the Public Services Director, shall comply with the City's Oil and Grease Management Program contained in this ordinance, and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with the City's Oil and Grease Management Program by the User at their expense.
- D. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

3. *Accidental Discharge/Slug Discharge Control Plans*

The Public Services Director shall evaluate whether each SIU needs an accidental discharge/slug discharge control plan or other action to control Slug Discharges. The Public Services Director may require any User to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control Slug Discharges. Alternatively, the Public Services Director may develop such a plan for any User. An accidental discharge/slug discharge control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;

- C. Procedures for immediately notifying the Public Services Director of any accidental or Slug Discharge, as required by Section 38.07(6) of this ordinance; and
- D. Procedures to prevent adverse impact from an accidental or Slug Discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.
- E. Industrial Users are required to notify the POTW immediately of changes that occur at the facility affecting the potential for a slug discharge, thereby allowing the POTW to re-evaluate the need for a slug discharge control plan or other actions to prevent such discharges.

4. *Hauled Wastewater*

- A. Septic tank waste may be introduced into the POTW only at locations designated by the Public Services Director, and at such times as are established by the Public Services Director. Such waste shall not violate Section 38.03 of this ordinance or any other requirements established by the City. The Public Services Director may require septic tank waste haulers to obtain individual wastewater discharge permits or general permits.
- B. The Public Services Director may require haulers of industrial waste to obtain individual wastewater discharge permits or general permits. The Public Services Director may require generators of hauled industrial waste to obtain individual wastewater discharge permits or general permits. The Public Service Director also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance.
- C. Industrial waste haulers may discharge loads only at locations designated by the Public Services Director. No load may be discharged without prior consent of the Public Services Director. The Public Services Director may collect samples of each hauled load to insure compliance with applicable Standards. The Public Services Director may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.
- D. Industrial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

SECTION 38.05 – INDIVIDUAL WASTEWATER DISCHARGE PERMITS AND GENERAL PERMITS

1. *Wastewater Analysis*

When requested by the Public Services Director, a User must submit information on the nature and characteristics of its wastewater within forty five (45) days of the request. The Public Services Director is authorized to prepare a form for this purpose and may periodically require Users to update this information.

2. *Individual Wastewater Discharge Permit and General Permit Requirements*

- A. No Significant Industrial User shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or general permit from the Public Services Department, except that a Significant Industrial User that has filed a timely application pursuant to Section 38.05(3) of this ordinance may continue to discharge for the time period specified therein.
- B. The Public Services Director may require other Users to obtain individual wastewater discharge permits or general permits as necessary to carry out the purposes of this ordinance.
- C. Any violation of the terms and conditions of an individual wastewater discharge or general permit shall be deemed a violation of this ordinance and subjects the wastewater discharge permittee to the sanctions set out in Section 38.11 through 38.13 of this ordinance. Obtaining an individual wastewater discharge permit or general permit does not relieve a permittee of its obligation to comply with all Federal and State Pretreatment Standards or Requirements or with any other requirements of Federal, State, or local law.

3. *Individual Wastewater Discharge and General Permitting: Existing Connections*

Any User required to obtain an individual wastewater discharge permit or a general permit who was discharging wastewater into the POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply to the Public Services Department for an individual wastewater discharge permit or a general permit in accordance with Section 38.05(5) of this ordinance, and shall not cause or allow discharges to the POTW to continue after one hundred eighty (180) days of the effective date of this ordinance except in accordance with an individual wastewater discharge permit or a general permit issued by the Public Services Department.

4. *Individual Wastewater Discharge and General Permitting: New Connections*

Any User required to obtain an individual wastewater discharge permit or a general permit who proposed to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual wastewater discharge or general permit, in accordance with Section 38.05(5) of this ordinance, must be filed at least forty five (45) days prior to the date upon which any discharge will begin or recommence.

5. *Individual Wastewater Discharge and General Permit Application Contents*

- A. All Users required to obtain an individual wastewater discharge or general permit must submit a permit application. Users that are eligible may request a general permit under Section 38.05(6). The Public Services Director may require Users to submit all or some of the following information as part of a permit application:
 - 1) Identifying Information.
 - a) The name and address of the facility, including the name of the operator and owner.
 - b) Contact information, description of activities, facilities, and plant production processes on the premises;
 - 2) Environmental permits. A list of any environmental control permits held by or for the facility.
 - 3) Description of Operations.

- a) A brief description of the nature, average rate of production (including each product by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such User. This description shall include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
 - b) Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
 - c) Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - d) Type and amount of raw materials processed (average and maximum per day); and
 - e) Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
- 4) Time and duration of discharges.
 - 5) The location for monitoring all wastes covered by the permit.
 - 6) Flow measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in Section 38.03(3)(d) (40 CFR 403.6(e)).
 - 7) Measurement of pollutants.
 - a) The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
 - b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by the Public Services Director, or regulated pollutants in the discharge from each regulated process.
 - c) Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
 - d) The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 38.07(10) of this ordinance. Where the Standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the Public Services Director or the applicable Standards to determine compliance with the Standard.
 - e) Sampling must be performed in accordance with procedures set out in Section 38.07(11) of this ordinance.
 - 8) Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver)

for a pollutant neither present nor expected to be present in the discharge based on Section 38.07(4)(B) [40 CFR 403.12(e)(2)].

- 9) Any request to be covered by a general permit based on Section 4.6.
- 10) Any other information as may be deemed necessary by the Public Services Director to evaluate the permit application.

B. Incomplete applications will not be processed and will be returned to the User for revision.

6. *Wastewater Discharge Permitting: General Permits*

A. At the discretion of the Public Services Director, general permits may be used to control SIU discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:

- 1) Involve the same or substantially similar types of operations;
- 2) Discharge the same types of wastes;
- 3) Require the same effluent limitations;
- 4) Require the same or similar monitoring; and
- 5) In the opinion of the Public Services Director, are more appropriately controlled under a general permit than under individual wastewater discharge permits.

B. To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit, any requests in accordance with Section 38.07(4)(B) for a monitoring waiver for a pollutant neither present nor expected to be present in the discharge, and any other information the POTW deems appropriate. A monitoring waiver for a pollutant neither present nor expected to be present in the discharge is not effective in the general permit until after the Public Services Director has provided written notice to the SIU that such a waiver request has been granted in accordance with Section 38.07(4)(B).

C. The Public Services Director will retain a copy of the general permit, documentation to support the POTW's determination that a specific SIU meets the criteria in Section 38.05(1) to (5) and applicable State regulations, and a copy of the User's written request for coverage for three years after the expiration of the general permit. [Note: See 40 CFR 403.8(f) (1) (iii) (A) (1) through (5)].

D. The Public Services Director may not control an SIU through a general permit where the facility is subject to production-based Categorical Pretreatment Standards or Categorical Pretreatment Standards expressed as mass pollutant discharged per day or for IUs whose limits are based on the Combined Waste Stream Formula (Section 38.03(3)(d)) or Net/Gross calculations (Section 38.03(3)(f)). [Note: See 40 CFR 403.6(e) and 40 CFR 403.15].

7. *Application Signatories and Certifications*

A. All wastewater discharge permit applications, User reports and certification statements must be signed by an Authorized Representative of the User and contain the certification statement in Section 6.14A.

- B. If the designation of the Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this Section must be submitted to the Public Services Director prior to or together with any reports to be signed by an Authorized Representative.
- C. A facility determined to be a Non-Significant Categorical Industrial User by the Public Services Director pursuant to Section 38.01(4)(124) must annually submit the signed certification statement in Section 38.07(14)(B). [Note: See 40 CFR 403.3(v) (2)].

8. *Individual Wastewater Discharge and General Permit Decisions*

The Public Services Director will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete permit application, the Public Services Director will determine whether to issue an individual wastewater discharge permit or a general permit. The Public Services Director may deny any application for an individual wastewater discharge permit or a general permit.

SECTION 38.06 – INDIVIDUAL WASTEWATER DISCHARGE AND GENERAL PERMIT ISSUANCE

1. *Individual Wastewater Discharge and General Permit Duration*

An individual wastewater discharge or general permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. An individual wastewater discharge or general permit may be issued for a period of less than five (5) years, at the discretion of the Public Services Director. Each individual wastewater discharge or general permit will indicate a specific date upon which it will expire.

2. *Individual Wastewater Discharge and General Permit Contents*

An individual wastewater discharge or general permit shall include such conditions as are deemed reasonably necessary by the Public Services Director to prevent Pass Through or Interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

A. Individual wastewater discharge and general permits must contain:

- 1) A statement that indicates the wastewater discharge permit issuance date, expiration date and effective date;
- 2) A statement that the wastewater discharge permit is nontransferable without prior notification to the City in accordance with Section 38.06(5) of this ordinance, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
- 3) Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
- 4) Self-monitoring, sampling, reporting, notification, and record keeping requirements. These

requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law.

- 5) The process for seeking a waiver from monitoring for a pollutant neither present nor expected to be present in the Discharge in accordance with Section 38.07(14)(B). **[Note: See 40 CFR 403.12(e) (2)].**
- 6) A statement of applicable civil or criminal penalties for a violation of Pretreatment Standards or Requirements, and any applicable compliance schedule(s). Such schedule(s) may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
- 7) Requirements to control Slug Discharge, if determined by the Public Services Director to be necessary.
- 8) Any grant of the monitoring waiver by the Public Services Director (Section 38.07(14)(B)) must be included as a condition in the User's permit [or other control mechanism].

B. Individual wastewater discharge or general permits may contain, but need not be limited to, the following conditions:

- 1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
- 2) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW;
- 3) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
- 4) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
- 5) The unit charge or schedule of User charges and fees for the management of the wastewater discharged to the POTW;
- 6) Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
- 7) A statement that compliance with the individual wastewater discharge or general permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the individual wastewater discharge or general permit; and
- 8) Other conditions as deemed appropriate by the Public Services Director to insure compliance with this ordinance, and State and Federal laws, rules, and regulations.

3. *Permit Issuance Process*

- A. **Public Notification.** The Public Services Director will publish in an official government publication and/or newspaper(s) of general circulation that provides meaningful public notice with the jurisdiction(s) served by the POTW, or on a Web page, a notice to issue a pretreatment permit, at least ten (10) days prior to issuance. The notice will indicate a location where the draft permit may be reviewed and an address where written comments may be submitted.
- B. **Permit Appeals.** The Public Services Director shall provide public notice of the issuance of an individual wastewater discharge or general permit. Any person, including the User, may petition the Public Services Director to reconsider the terms of an individual wastewater discharge or general permit within ten (10) days of notice of its issuance.
- 1) Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
 - 2) In its petition, the appealing party must indicate the individual wastewater discharge or general permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the individual wastewater discharge or general permit.
 - 3) The effectiveness of the individual wastewater or general permit shall not be stayed pending the appeal.
 - 4) If the Public Services Director fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider an individual wastewater discharge or general permit, not to issue an individual wastewater discharge or general permit, or not to modify an individual wastewater discharge or general permit shall be considered final administrative actions for purposes of judicial review.
 - 5) Aggrieved parties seeking judicial review of the final administrative individual wastewater discharge or general permit decision must do so by filing a complaint with the Orange County Circuit Courts for the City of Apopka within thirty (30) days.

4. ***Permit Modification***

- A. The Public Services Director may modify an individual wastewater discharge permit for good cause, including, but not limited to, the following reasons:
- 1) To incorporate any new or revised Federal, State, or local Pretreatment Standards or Requirements;
 - 2) To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of the individual wastewater discharge permit issuance;
 - 3) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 - 4) Information indicating that the permitted discharge poses a threat to the POTW, City personnel, the receiving waters, or the City's beneficial sludge use;
 - 5) Violation of any terms or conditions of the individual wastewater discharge permit;
 - 6) Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge

permit application or in any required reporting;

- 7) Revision of or a grant of variance from Categorical Pretreatment Standards pursuant to 40 CFR 403.13;
- 8) To correct typographical or other errors in the individual wastewater discharge permit; or
- 9) To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in Section 38.06(5).

B. The Public Services Director may modify a general permit for good cause, including, but not limited to, the following reasons:

- 1) To incorporate any new or revised Federal, State, or local Pretreatment Standards or requirements;
- 2) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- 3) To correct typographical or other errors in the individual wastewater discharge permit; or
- 4) To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Section 38.06(5).

5. *Individual Wastewater Discharge or General Permit Transfer*

Individual wastewater discharge permits or coverage under general permits may be transferred to a new owner or operator only if the permittee gives at least thirty (30) days advance notice to the Public Services Director and the Public Services Director approves the individual wastewater discharge permit or the general permit coverage transfer. The notice to the Public Services Director must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing individual wastewater discharge or general permit.

Failure to provide advance notice of a transfer renders the individual wastewater discharge permit or the coverage under the general permit void as of the date of facility transfer.

6. *Individual Wastewater Discharge and General Permit Revocation*

The Public Services Director may revoke an individual wastewater discharge permit or coverage under a general permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the Public Services Director of significant changes to the wastewater prior to the changed discharge;
- B. Failure to provide prior notification to the Public Services Director of changed conditions pursuant to Section 38.07(5) of this ordinance;

- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports and certification statements;
- E. Tampering with monitoring equipment;
- F. Refusing to allow the Public Services Director timely access to the facility premises and records;
- G. Failure to meet effluent limitations;
- H. Failure to pay fines;
- I. Failure to pay sewer charges;
- J. Failure to meet compliance schedules;
- K. Failure to complete a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
- M. Violation of any Pretreatment Standard or Requirement, or any terms of the wastewater discharge or general permit or this ordinance.

Individual wastewater discharge permits or coverage under general permits shall be voidable upon cessation of operations or transfer of business ownership. All individual wastewater discharge or general permits issued to a User are void upon the issuance of a new individual wastewater discharge or general permit to that User.

7. *Individual Wastewater Discharge and General Permit Reissuance*

A User with an expiring individual wastewater discharge or general permit shall apply for individual wastewater discharge or general permit reissuance by submitting a complete permit application, in accordance with Section 38.05(5) of this ordinance, a minimum of sixty (60) days prior to the expiration of the User's existing individual wastewater discharge or general permit.

8. *Regulation of Waste Received from Other Jurisdictions*

- A. If another municipality, or User located within another municipality, contributes wastewater to the POTW, the Public Services Director shall enter into an inter-municipal agreement with the contributing municipality.
- B. Prior to entering into an agreement required by paragraph A, above, the Public Services Director shall request the following information from the contributing municipality:
 - 1) A description of the quality and volume of wastewater discharged to the POTW by the contributing municipality;
 - 2) An inventory of all Users located within the contributing municipality that are discharging to the POTW; and
 - 3) Such other information as the Public Services Director may deem necessary.
- C. An inter-municipal agreement, as required by paragraph A, above, shall contain the following

conditions:

- 1) A requirement for the contributing municipality to adopt a sewer use ordinance which is at least as stringent as this ordinance and Local Limits, including required Baseline Monitoring Reports (BMRs) which are at least as stringent as those set out in Section 38.03(5) of this ordinance. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to the City's ordinance or Local Limits;
- 2) A requirement for the contributing municipality to submit a revised User inventory on at least an annual basis;
- 3) A provision specifying which pretreatment implementation activities, including individual wastewater discharge or general permit issuance, inspection and sampling, and enforcement, will be conducted by the Public Services Director; and which of these activities will be conducted jointly by the contributing municipality and the Public Services Director;
- 4) A requirement for the contributing municipality to provide the Public Services Director with access to all information that the contributing municipality obtains as part of its pretreatment activities;
- 5) Limits on the nature, quality, and volume of the contributing municipality's wastewater at the point where it discharges to the POTW;
- 6) Requirements for monitoring the contributing municipality's discharge;
- 7) A provision insuring the Public Services Director access to the facilities of Users located within the contributing municipality's jurisdictional boundaries for the purpose of inspection, sampling, and any other duties deemed necessary by the Public Services Director,
- 8) A provision specifying remedies available for breach of the terms of the inter-municipal agreement; and
- 9) Where the contributing municipality has primary responsibility for permitting, compliance monitoring, or enforcement, the inter-municipal agreement shall specify that the City of Apopka has the right to take action to enforce the terms of the contributing municipality's ordinance or to impose and enforce Pretreatment Standards and Requirements directly against dischargers in the event the contributing jurisdiction is unable or unwilling to take such action.

SECTION 38.07 – REPORTING REQUIREMENTS

1. *Baseline Monitoring Reports*

Users that become subject to new or revised Categorical Pretreatment Standards are required to comply with the following reporting requirements even if they have been designated as a Non-Significant Categorical Industrial User.

- A. Within either one hundred eighty (180) days after the effective date of a Categorical Pretreatment

Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a) (4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW, shall submit to the Public Services Director a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable Categorical Standard, shall submit to the Public Services Director a report which contains the information listed in paragraph B, below. A New Source shall report the method of pretreatment it intends to use to meet the applicable Categorical Standards. A New Source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.

- B. Users described above shall submit the information set forth below.
- 1) All information required in Section 38.05(5)(A)(1)(a), Section 38.05(A)(2), Section 38.05(A)(3)(a) and Section 38.05(5)(A)(6). [Note: See 40 CFR 403.12(b) (1)-(7)].
 - 2) Measurement of pollutants.
 - a) The User shall provide the information required in Section 38.05(5)(A)(7) (a) through (d).
 - b) The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
 - c) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the User should measure the flows and concentrations necessary to allow use of the combined waste stream formula in 40 CFR 403.6(e) to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e), this adjusted limit along with supporting data shall be submitted to the Control Authority;
 - d) Sampling and analysis shall be performed in accordance with Section 38.07(1).
 - e) The Public Services Director may allow the submission of a baseline report which utilizes historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
 - f) The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
 - 3) Compliance Certification. A statement, reviewed by the User's Authorized Representative as defined in Section 38.01(4)(13) and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.

- 4) Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this Section must meet the requirements set forth in Section 38.07(2) of this ordinance.
- 5) Signature and Report Certification. All baseline monitoring reports must be certified in accordance with Section 38.07(14)(A) of this ordinance and signed by an Authorized Representative as defined in Section 38.01(4)(13).

2. *Compliance Schedule Progress Reports*

The following conditions shall apply to the compliance schedule required by Section 38.07(1)(B) (4) of this ordinance:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring and engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The User shall submit a progress report to the Public Services Director no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the Public Services Director.

3. *Reports on Compliance with Categorical Pretreatment Standard Deadline*

Within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a New Source following commencement of the introduction of wastewater into the POTW, any User subject to such Pretreatment Standards and Requirements shall submit to the Public Services Director a report containing the information described in Section 38.05(5)(A) (6) and (7) and 38.07(1)(B) (2) of this ordinance. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in Section 38.03(3) [Note: See 40 CFR 403.6(e)], this report shall contain a reasonable measure of the User's long-term production rate. For all other Users subject to Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 38.07(14)(A) of this ordinance. All sampling will be done in conformance with Section 38.07(11).

4. *Periodic Compliance Reports*

All SIUs are required to submit periodic compliance reports even if they have been designated a Non-Significant Categorical Industrial User under the provisions of Section 38.07(4)(C).

- A. Except as specified in 38.07(4)(C), all Significant Industrial Users must, at a frequency determined by

the Public Services Director submit no less than twice per year (June and December [or on dates specified]) reports indicating the nature, concentration of pollutants in the discharge which are limited by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a Best Management Practice (BMP) or pollution prevention alternative, the User must submit documentation required by the Public Services Director or the Pretreatment Standard necessary to determine the compliance status of the User.

B. The City may authorize an Industrial User subject to a Categorical Pretreatment Standard to forego sampling of a pollutant regulated by a Categorical Pretreatment Standard if the Industrial User has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the Discharge, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the Industrial User. [Note: See 40 CFR 403.12(e) (2)]. This authorization is subject to the following conditions:

- 1) The waiver may be authorized where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable Categorical Standard and otherwise includes no process wastewater.
- 2) The monitoring waiver is valid only for the duration of the effective period of the individual wastewater discharge permit, but in no case longer than five (5) years. The User must submit a new request for the waiver before the waiver can be granted for each subsequent individual wastewater discharge permit. See Section 38.05(A)(8).
- 3) In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes.
- 4) The request for a monitoring waiver must be signed in accordance with Section 38.01(13), and include the certification statement in 38.07(14)(A) (40 CFR 403.6(a) (2) (ii)).
- 5) Non-detectable sample results may be used only as a demonstration that a pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
- 6) Any grant of the monitoring waiver by the Public Services Director must be included as a condition in the User's permit. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the Public Services Department for three (3) years after expiration of the waiver.
- 7) Upon approval of the monitoring waiver and revision of the User's permit by the Public Services Director, the Industrial User must certify on each report with the statement in Section 38.07(14)(C) below, that there has been no increase in the pollutant in its waste stream due to activities of the Industrial User.
- 8) In the event that a waived pollutant is found to be present or is expected to be present because of changes that occur in the User's operations, the User must immediately: Comply with the monitoring requirements of Section 38.07(4)(A), or other more frequent monitoring requirements imposed by the Public Services Director, and notify the Public Services Director.

- 9) This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standard.
- C. The City may reduce the requirement for periodic compliance reports [see Section 6.4A (40 CFR 403.12(e)(1))] to a requirement to report no less frequently than once a year, unless required more frequently in the Pretreatment Standard or by the EPA or State, where the Industrial User's total Categorical wastewater flow does not exceed any of the following:
- 1) 0.01 percent of the POTW's dry-weather hydraulic treatment capacity (four hundred fifty (450) gallons per day), or five thousand (5,000) gallons per day, whichever is smaller, as measured by a continuous effluent flow monitoring device unless the Industrial User discharges in batches;
 - 2) 0.01 percent of the POTW's dry-weather organic treatment capacity. Total Suspended Solids – 0.02 mg/L or 0.88 pounds per day and CBOD₅ – 0.02 mg/L or 0.77 pounds per day; and
 - 3) 0.01 percent of the maximum allowable headworks loading for any pollutant regulated by the applicable Categorical Pretreatment Standard for which approved Local Limits were developed in accordance with Section 38.03(5) of this ordinance.

Table 7-1

Pollutant	POTW Maximum Allowable Headworks Loading, lbs/day	0.01 Percent of the POTW Maximum Allowable Headworks Loading, lbs/day
Arsenic	11	0.001
Cadmium	6	0.001
CBOD ₅	236,439	23.644
Chlorides	142,614	14.261
Chromium, Total	184	0.018
Copper	173	0.017
Cyanide	71	0.007
Lead	41	0.004
Mercury	3	0.0003
Molybdenum	27	0.003

Nickel	98	0.010
Nitrogen, Total	2,252	0.2252
Selenium	19	0.002
Silver	184	0.018
Sodium	78,813	7.881
Suspended Solids, Total	197,971	19.797
Zinc	101	0.010
Oil (Petroleum Hydrocarbon)	3,753	0.375
Oil (Vegetable)	15,012	1.501

Reduced reporting is not available to Industrial Users that have in the last two (2) years been in Significant Noncompliance, as defined in Section 38.10 of this ordinance. In addition, reduced reporting is not available to an Industrial User with daily flow rates, production levels, or pollutant levels that vary so significantly that, in the opinion of the Public Services Director, decreasing the reporting requirement for this Industrial User would result in data that are not representative of conditions occurring during the reporting period.

- D. All periodic compliance reports must be signed and certified in accordance with Section 38.07(14)(A) of this ordinance.
- E. All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.
- F. If a User subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the Public Services Director, using the procedures prescribed in Section 38.07(11) of this ordinance, the results of this monitoring shall be included in the report. [Note: See 40 CFR 403.12(g) (6)].

5. *Reports of Changed Conditions*

Each User must notify the Public Services Director of any significant changes to the User's operations or system which might alter the nature, quality, or volume of its wastewater at least thirty (30) days before the change.

- A. The Public Services Director may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 38.05 of this ordinance.
- B. The Public Services Director may issue an individual wastewater discharge or a general permit under Section 38.06(7) of this ordinance or modify an existing individual wastewater discharge or a general permit under Section 38.06(4) of this ordinance in response to changed conditions or anticipated changed conditions.

6. *Reports of Potential Problems*

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, a Slug Discharge or Slug Load, that might cause potential problems for the POTW, the User shall immediately telephone and notify the Public Services Director of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.
- B. Within five (5) days following such discharge, the User shall, unless waived by the Public Services Director, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
- C. A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph A, above. Employers shall insure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
- D. Significant Industrial Users are required to notify the Public Services Director immediately of any changes at its facility affecting the potential for a Slug Discharge.

7. *Reports from Unpermitted Users*

All Users not required to obtain an individual wastewater discharge or general permit shall provide appropriate reports to the Public Services Director as may be required.

8. *Notice of Violation/Repeat Sampling and Reporting*

If sampling performed by a User indicates a violation, the User must notify the Public Services Director within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Public Services Director within thirty (30) days after becoming aware of the violation. Resampling by the Industrial User is not required if the City performs sampling at the User's facility at least once a month, or if the City performs sampling at the User between the time when the initial sampling was conducted and the time when the User or the City receives results of this sampling, or if the City has performed the sampling and analysis in lieu of the Industrial User.

If the City performed the sampling and analysis in lieu of the Industrial User, the City will perform the repeat sampling and analysis unless it notifies the User of the violation and requires the User to perform the repeat sampling and analysis. [Note: See 40 CFR 403.12(g) (2)].

9. *Notification of the Discharge of Hazardous Waste*

- A. Any User who commences the discharge of hazardous waste shall notify the POTW, the EPA Regional Waste Management Division Director, the Florida Department of Environmental Protection Pretreatment authorities and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the User discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the

notification also shall contain the following information to the extent such information is known and readily available to the User: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the waste stream discharged during that calendar month, and an estimation of the mass of constituents in the waste stream expected to be discharged during the following twelve (12) months. All notifications must take place no later than one hundred eighty (180) days after the discharge commences. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under Section 38.07(5) of this ordinance. The notification requirement in this Section does not apply to pollutants already reported by Users subject to Categorical Pretreatment Standards under the self-monitoring requirements of Sections 38.07(1), (3) and (4) of this ordinance.

- B. Dischargers are exempt from the requirements of paragraph A, above, during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than fifteen (15) kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the User discharges more than such quantities of any hazardous waste do not require additional information.
- C. In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the User must notify the Public Services Director, the EPA Regional Waste Management Division Director, the Florida Department of Environmental Protection Pretreatment authorities and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
- D. In the case of any notification made under this Section, the User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically feasible.
- E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a permit issued thereunder, or any applicable Federal or State law.

10. *Analytical Requirements*

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the Public Services Director or other parties approved by the EPA.

11. *Sample Collection*

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period. **[Note: The Public Services Director will indicate the frequency of monitoring necessary to assess and assure compliance by the User with applicable Pretreatment Standards and Requirements.]**

- A. Except as indicated in Sections B and C below, the User must collect wastewater samples using 24-hour

flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the Public Services Director. Where time-proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge. Using protocols, including appropriate preservation, specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits. [Note: See 40 CFR 403.12(g) (3)].

- B. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- C. For sampling required in support of baseline monitoring and 90-day compliance reports required in Sections 38.07(1) and 38.07(3) [40 CFR 403.12(b) and (d)], a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the Public Services Director may authorize a lower minimum. For the reports required by paragraphs Section 38.07(4) [40 CFR 403.12(e) and 403.12(h)], the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance with applicable Pretreatment Standards and Requirements. [Note: See 40 CFR 403.12(g) (4)].

12. *Date of Receipt of Reports*

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

13. *Recordkeeping*

Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices established under Section 38.03(5). Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the City, or where the User has been specifically notified of a longer retention period by the Public Services Director.

14. *Certification Statements*

- A. Certification of Permit Applications, User Reports and Initial Monitoring Waiver – The following certification statement is required to be signed and submitted by Users submitting permit applications in accordance with Section 38.05(7); Users submitting baseline monitoring reports under Section 38.07(1)(B)(5) [Note: See 40 CFR 403.12(i)]; Users submitting reports on compliance with the Categorical Pretreatment Standard deadlines under Section 38.07(3) [Note: See 40 CFR 403.12(d)]; Users submitting periodic compliance reports required by Section 38.07(4)(A) through (D) [Note: See 40 CFR 403.12(e) and (h)], and Users submitting an initial request to forego sampling of a pollutant on the basis of Section 38.07(4)(B) [Note: See 40 CFR 403.12(e)(2)(iii)]. The following certification statement must

be signed by an Authorized Representative as defined in Section 38.01(4)(C):

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

B. Annual Certification for Non-Significant Categorical Industrial Users – A facility determined to be a Non-Significant Categorical Industrial User by the Public Services Director pursuant to Sections 38.01(124)(3) and 38.05(7) [Note: See 40 CFR 403.3(v)(2)] must annually submit the following certification statement signed in accordance with the signatory requirements in Section 38.01(13) [Note: See 40 CFR 403.12(1)]. This certification must accompany an alternative report required by the Public Services Director:

Based on my inquiry of the person or persons directly responsible for managing compliance with the Categorical Pretreatment Standards under 40 CFR _____, I certify that, to the best of my knowledge and belief that during the period from _____, _____ to _____, _____ [months, days, year]:

- a) The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Section 38.01(124)(3); [Note: See 40 CFR 403.3(v)(2)]
- b) The facility complied with all applicable Pretreatment Standards and Requirements during this reporting period; and
- c) The facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.

This compliance certification is based on the following information:

C. Certification of Pollutants Not Present

Users that have an approved monitoring waiver based on Section 38.07(4)(B) must certify on each report with the following statement that there has been no increase in the pollutant in its waste stream due to activities of the User. [Note: See 40 CFR 403.12(e) (2) (v)]

Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____, I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ in the wastewaters due to the activities at the facility since the filing of the last periodic report under Section 38.07(4)(B).

SECTION 38.08 – COMPLIANCE MONITORING

1. *Right of Entry: Inspection and Sampling*

The Public Services Director shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any individual wastewater discharge or general permit or order issued hereunder. Users shall allow the Public Services Director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a User has security measures in force which require proper identification and clearance before entry into the premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the Public Services Director shall be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The Public Services Director shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
- C. The Public Services Director may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices used to measure wastewater flow and quality shall be calibrated in accordance with the manufacturer's recommended schedule to insure their accuracy.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the Public Services Director and shall not be replaced. The costs of clearing such access shall be borne by the User.
- E. Unreasonable delays in allowing the Public Services Director access to the User's premises shall be a violation of this ordinance.
- F. The Public Services Director shall determine the location of the monitoring facility, if it is constructed in the public right-of-way or easement. The monitoring facility shall be located in an unobstructed location. The monitoring facility shall provide ample room in or near the monitoring facility to allow accurate sampling, preparation of samples and analysis, and whether constructed on public or private property, the monitoring facility should be provided in accordance with the Public Services Director's requirements and all applicable local construction standards and specifications, and such facilities shall be constructed and maintained in such manner so as to enable the Public Services Director to perform independent monitoring activities.

2. *Search Warrants*

If the Public Services Director has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the City designed to verify compliance with this ordinance or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, the Public Services Director may seek issuance of a search warrant from the Orange County Circuit Court of the State of Florida.

SECTION 38.09 – CONFIDENTIAL INFORMATION

Information and data on a User obtained from reports, surveys, wastewater discharge permit applications, individual wastewater discharge or general permits and monitoring programs, and from the Public Services Director's inspection and sampling activities, shall be available to the public without restriction, unless the User specifically requests, and is able to demonstrate to the satisfaction of the Public Services Director, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable State law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the User furnishing a report that such information should be held confidential, the portions of the report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data, as defined in 40 CFR 2.302 shall not be recognized as confidential information and shall be available to the public without restriction.

SECTION 38.10 – PUBLICATION OF USERS IN SIGNIFICANT NONCOMPLIANCE

The Public Services Director shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW, a list of Users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards and Requirements. The term Significant Noncompliance shall be applicable to all Significant Industrial Users (or any other Industrial User that violates paragraphs (C), (D), or (H) of this Section) and shall mean:

- A. Chronic violations of wastewater discharge permits, defined here as those in which sixty-six percent (66%) or more of all measurements taken from the same pollutant parameter taken during a six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits as defined in Section 38.03; [Note: See 40 CFR 403.3(l)]
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six- (6-) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Section 38.03 multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH); [Note: See 40 CFR 403.3(l)]
- C. Any other violation of a Pretreatment Standard or Requirement as defined by Section 38.03 (Daily Maximum, long-term average, Instantaneous Limit, or narrative standard) that the Public Services Director determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of the POTW personnel or the general public; [Note: See 40 CFR 403.3(l)]
- D. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the Public Services Director's exercise of its emergency authority to halt or prevent such discharge;
- E. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge or general permit or enforcement order for

starting construction, completing construction, or attaining final compliance;

- F. Failure to provide within forty-five (45) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with Categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report noncompliance; or
- H. Any other violation(s), which may include a violation of Best Management Practices, which the Public Services Director determines will adversely affect the operation or implementation of the local pretreatment program.

SECTION 38.11 – ADMINISTRATIVE ENFORCEMENT REMEDIES

1. *Notice of Violation*

When the Public Services Director finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the Public Services Director may serve upon that User a written Notice of Violation. Within five (5) days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the User to the Public Services Director. Submission of such a plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this Section shall limit the authority of the Public Services Director to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

2. *Consent Orders*

The Public Services Director may enter into Consent Orders, assurances of compliance, or other similar documents establishing an agreement with any User responsible for noncompliance. Such documents shall include specific action to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 38.11(4) and 38.11(5) of this ordinance and shall be judicially enforceable.

3. *Show Cause Hearing*

The Public Services Director may order a User which has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, to appear before the Public Services Director and show cause why the proposed enforcement action should not be taken. Notice shall be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing. Such notice may be served on any Authorized Representative of the User as defined in Section 38.01(13) and required by Section 38.05(7). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the User.

4. *Compliance Orders*

When the Public Services Director finds that a User has violated, or continues to violate, any provision of this

ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the Public Services Director may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or prerequisite for, taking any other action against the User.

5. *Cease and Desist Orders*

When the Public Services Director finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, or that the User's past violations are likely to recur, the Public Services Director may issue an order to the User directing it to cease and desist all such violations and directing the User to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventive action as may be needed to properly address continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the User.

6. *Administrative Fines*

- A. When the Public Services Director finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the Public Services Director may fine such User in an amount not to exceed \$1,000 a day for each violation by Industrial Users of Pretreatment Standards and Requirements. [Note: See Chapter 62-625.500(2) (a) (5) (a) F.A.C.]. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. Unpaid charges, fines, and penalties shall, after thirty-one (31) calendar days, be assessed an additional penalty of ten percent (10%) of the unpaid balance, and interest shall accrue thereafter at a rate of one percent (1%) per month. A lien against the User's property shall be sought for unpaid charges, fines, and penalties.
- C. Users desiring to dispute such fines must file a written request for the Public Services Director to reconsider the fine, along with full payment of the fine amount, within ten (10) days of being notified of the fine. Where a request has merit, the Public Services Director may convene a hearing on the matter. In the event the User's appeal is successful, the payment together with any interest accruing thereto shall be returned to the User. The Public Services Director may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

7. *Emergency Suspensions*

The Public Services Director may immediately suspend a User's discharge, after informal notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge, which reasonably appears to present, or cause an imminent or substantial endangerment to the health or welfare of persons. The Public Services Director may also immediately suspend a User's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- A. Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the Public Services Director may take steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Public Services Director may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the Public Services Director that the period of endangerment has passed, unless the termination proceedings in Section 38.11(8) of this ordinance are initiated against the User.
- B. A User that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the Public Services Director prior to the date of any show cause or termination hearing under Sections 38.11(3) or 38.11(8) of this ordinance.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Section.

8. *Termination of Discharge*

In addition to the provisions of Section 38.06(6) of this ordinance, any User who violates the following conditions is subject to discharge termination:

- A. Violation of individual wastewater discharge or general permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or
- E. Violation of the Pretreatment Standards in Section 38.03 of this ordinance.

Such User will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 38.11(3) of this ordinance why the proposed action should not be taken. Exercise of this option by the Public Services Director shall not be a bar, or a prerequisite for, taking any other action against the User.

SECTION 38.12 – JUDICIAL ENFORCEMENT REMEDIES

1. *Injunctive Relief*

When the Public Services Director finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the Public Services Director may petition the Orange County Circuit Court through the City's Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the individual wastewater discharge or general permit, order, or other requirement imposed by this ordinance on activities of the User. The Public Services Director may also seek other action as is appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for the injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User.

2. *Civil Penalties*

- A. A User who has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the City for a maximum civil penalty of one thousand dollars (\$1,000) per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The City may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the City.
- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation(s), the magnitude and duration of the violation(s), any economic benefit gained through the User's violation, corrective actions by the User, the compliance history of the User, and any other factor as justice requires.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a User.

3. *Criminal Prosecution*

- A. A User who willfully or negligently violates any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of one thousand dollars (\$1,000) per violation, per day, and the maximum imprisonment provided for by law.
- B. A User who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of one thousand dollars (\$1,000), or be subject to the maximum imprisonment provided for by law, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.
- C. A User who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this ordinance, individual wastewater discharge or general permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than one thousand dollars (\$1,000) per violation, per day, or the maximum imprisonment provided for by law, or both.
- D. In the event of a second conviction, a User shall be punished by a fine of not more than one thousand

dollars (\$1,000) per violation, per day, or the maximum imprisonment provided for by law.

4. *Remedies Nonexclusive*

The remedies provided for in this ordinance are not exclusive. The Public Services Director may take any, all, or any combination of these actions against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with the City's enforcement response plan. However, the Public Services Director may take other action against any User when the circumstances warrant. Further, the Public Services Director is empowered to take more than one enforcement action against any noncompliant User.

SECTION 38.13 – SUPPLEMENTAL ENFORCEMENT ACTION

1. *Penalties for Late Reports*

All reports with specific due dates shall be considered past due eleven calendar days following the actual due date (i.e. Annual Report is due on December 31, 2012. This report will be considered late on January 10, 2013). Reports not received prior to the past due date will initiate an enforcement response of a Notice of Violation. The Enforcement Response Plan which is incorporated in this ordinance provides for escalating enforcement of violations. The Public Services Director may impose additional penalties for late reporting violations.

2. *Performance Bonds*

The Public Services Director may decline to issue or reissue an individual wastewater discharge or general permit to any User who has failed to comply with any provision of this ordinance, a previous individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, unless such User first files a satisfactory bond, payable to the City, in a sum not to exceed a value determined by the Public Services Director to be necessary to achieve consistent compliance.

3. *Liability Insurance*

The Public Services Director may decline to issue or reissue an individual wastewater discharge or general permit to any User who has failed to comply with any provision of this ordinance, a previous individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, unless the User first submits proof that it has obtained financial assurances sufficient to restore or repair damage to the POTW caused by its discharge.

4. *Payment of Outstanding Fees and Penalties*

The Public Services Director may decline to issue or reissue an individual wastewater discharge or general permit to any User who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this ordinance, a previous individual wastewater discharge or general permit or order issued hereunder.

5. *Water Supply Severance*

Whenever a User has violated or continues to violate any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, water service to the User may be severed. Service will recommence, at the User's expense, only after the User has satisfactorily demonstrated its ability to comply.

6. *Public Nuisances*

A violation of any provision of this ordinance, an individual wastewater discharge or general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement is hereby declared a public nuisance and shall be corrected or abated as directed by the Public Services Director. Any person(s) creating a public nuisance shall be subject to the provisions of the City code governing nuisances, including reimbursing the City for any costs incurred in removing, abating, or remedying said nuisance.

SECTION 38.14 – AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS

1. *Upset*

- A. For the purposes of this Section, upset means an exceptional incident in which there is unintentional and temporary noncompliance with Categorical Pretreatment Standards because of factors beyond the reasonable control of the User. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for noncompliance with Categorical Pretreatment Standards if the requirements of paragraph (C), below, are met.
- C. A User who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1) An upset occurred and the User can identify the cause(s) of the upset;
 - 2) The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
 - 3) The User has submitted the following information to the Public Services Director within twenty-four (24) hours of becoming aware of the upset. If this information is provided orally, a written submission must be provided within five (5) days.
 - a) A description of the indirect discharge and cause of noncompliance;
 - b) The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the User seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users shall have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with Categorical Pretreatment Standards.
- F. Users shall control production of all discharges to the extent necessary to maintain compliance with Categorical Pretreatment Standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, or fails.

2. *Prohibited Discharge Standards*

A User shall have an affirmative defense to an enforcement action brought against it for noncompliance with the with the general prohibitions in Section 38.03(2)(A) of this ordinance or the specific prohibitions in Section 38.03(2)(B)(5) of this ordinance if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause Pass Through or Interference and that either:

- A. A Local Limit exists for each pollutant discharged and the User was in compliance with each limit directly prior to, and during, the Pass Through or Interference; or
- B. No Local Limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the City was regularly in compliance with its NPDES permit, and in the case of Interference, was in compliance with applicable sludge use or disposal requirements.
- C. The references in Section 38.14(2) refer only to specific prohibitions actually listed in the ordinance. Pursuant to 40 CFR 403.5(a) (2), the affirmative defense outlined in Section 38.14(2) cannot apply to the specific prohibitions in Sections 38.03(2), (3), and (10).

3. *Bypass*

- A. For the purposes of this Section,
 - 1) Bypass means the intentional diversion of waste streams from any portion of a User's treatment facility.
 - 2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A User may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs © and (D) of this Section.
- C. Bypass Notifications
 - 1) If a User knows in advance of the need for a bypass, it shall submit prior notice to the Public Services Director, at least ten (10) days before the date of the bypass, if possible.
 - 2) A User shall submit oral notice to the Public Services Director of an unanticipated bypass that exceeds applicable Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Public Services Director may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.
- D. Bypass

- 1) Bypass is prohibited, and the Public Services Director may take an enforcement action against a User for a bypass, unless
 - a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c) The User submitted notices as required under paragraph (C) of this Section.
- 2) The Public Services Director may approve an anticipated bypass, after considering its adverse effects, if the Public Services Director determines that it will meet the three conditions listed in paragraph (D)(1) of this Section.

SECTION 38.15 – MISCELLANEOUS PROVISIONS

1. *Pretreatment Programs and Fees*

The City may adopt reasonable fees for reimbursement of costs of setting up and operating the City's Pretreatment Program, which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a User's discharge, and reviewing monitoring reports and certification statements submitted by Users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Fees to recover administrative and legal costs (not included in Section 38.15.1B) associated with the enforcement activity taken by the Public Services Director to address Industrial User noncompliance; and
- F. Other fees as the City may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by the ordinance and are separate from all other fees, fines, and penalties chargeable by the City.
- G. Wastewater Discharge or General Permit applications, including the costs of processing such applications: \$100.00.
- H. Wastewater Discharge or General Permit renewal fee: \$100.00

- I. Annual Pretreatment Inspection Fee: \$100.00
- J. Re-Inspection Fee for the purpose of noncompliance: \$100.00

2. *Severability*

If any provision of this ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

SECTION. 38.16 – OIL AND GREASE MANAGEMENT AND SURCHARGE PROGRAMS

1. *Purpose and Intent*

The purpose of this section is to provide for the implementation of the Oil & Grease Management Program and the Surcharge Program. The objective of the Oil & Grease Management Program is to minimize the introduction of fat-soluble wastes to the collection system. The objective of the Surcharge Program is to recover the costs from Users for receiving and treating abnormally high strength compatible wastes, such as CBOD and TSS.

2. *Oil & Grease Prevention Program*

A. *General Criteria.*

- 1) The discharge by a User to the POTW of certain liquids or wastes may be prohibited or limited by the provisions of this Ordinance.
- 2) Wastes, which contain oil and grease, may be discharged to the POTW in accordance with the conditions set forth in this Ordinance.
- 3) Wastes containing oil and grease, including materials processed through garbage grinders, shall be directed to the grease interceptor or trap.
- 4) Wastes containing residual (trace amounts) petroleum based oil and grease shall be directed to the oil/water separator.
- 5) Sanitary facilities and other similar fixtures shall not be connected or discharged to the oil and grease interceptor or the oil/water separator.
- 6) Liquid wastes shall be discharged to the oil and grease interceptor or oil/water separator through the inlet pipe only and in accordance with the design/operating specifications of the device.
- 7) Oil and grease interceptors and oil/water separators shall be installed in a location that provides easy access at all times for inspections, cleaning and proper maintenance, including pumping. Oil and grease interceptors shall not be located in or near any part of a structure where food handling is done. The Public Services Director shall approve the location of the oil and grease interceptor or oil/water separator prior to installation.
- 8) Nonresidential establishments (Users) that prepare, process or serve food or food products shall have an approved oil and grease interceptor. Nonresidential establishments that have the potential to discharge wastes containing residual petroleum based oil and grease, such as

commercial laundries, car washes and automotive related facilities, shall have an approved oil/water separator. Other Users may be required by the Public Services Director to install an approved oil and grease interceptor or an oil/water separator, as appropriate, for the proper handling of wastes containing oil and grease exceeding one hundred (100) mg/l by weight.

- 9) Other types of food manufacturing or food preparation enterprises, such as, but not limited to, commissaries, commercial kitchens and caterers shall install an oil and grease interceptor. Oil and grease interceptors shall be sized on an individual case by case basis. A control manhole or inspection box for monitoring purposes shall be required and installed at the owner/operator's sole expense, as approved by the Public Services Director.
- 10) Automotive related enterprises, commercial laundries and laundromats and other Users, which contribute wastes containing petroleum (hydrocarbon) based oils and greases shall install an oil/water separator. Oil/water separators shall be sized on an individual case by case basis using established design guidelines for the proposed facility. A control manhole or inspection box shall be installed downstream.
- 11) Oil and grease interceptors and oil/water separators shall be installed solely at the User's expense. Proper operation, maintenance and repair shall be done solely at the User's expense.
- 12) Minimum removal efficiency for oil and grease interceptors for animal fats and vegetable oils shall be eighty (80%) percent. Minimum removal efficiency for oil/water separators for trace petroleum based wastes shall be ninety (90%) percent.
- 13) The Public Services Director may request that the non-residential User provide documentation on the design and performance of the oil and grease interceptor or oil/water separator. Information to be submitted includes, but may not be limited to, catalog cuts, performance data, materials of construction, installation instructions and operation and maintenance manual.
- 14) The Public Services Director may request that the non-residential User provide documentation on the design and performance of the oil and grease interceptor or oil/water separator. Information to be submitted includes, but may not be limited to, catalog cuts, performance data, materials of construction, installation instructions and operation and maintenance manual.

B. *Design.*

- 1) Oil and grease interceptors and oil/water separators shall be designed and constructed in accordance with this Ordinance, the City's Construction Standards Manual, latest edition, and other applicable State and local regulations. Design and construction shall be approved by the Public Services Director.
- 2) The design of oil/water separators shall be based on peak flow and where applicable, capable of treating and removing emulsions. Oil/water separators shall be sized to allow efficient removal (retention) of the petroleum-based oils and grease from the User's discharge to the POTW.
- 3) Alternative oil and grease removal devices or technologies shall be subject to written approval by the Public Services Director and shall be based on demonstrated (proven) removal efficiencies. Under-the-sink oil and grease interceptors are prohibited for new

facilities.

- 4) An adequate number of inspection and monitoring points, such as a control manhole or inspection box, shall be provided.

C. Capacity

The capacity of the approved oil and grease interceptor and oil/water separator shall be in accordance with the requirements set forth in the latest edition of the Construction Standards Manual. The Public Services Director may modify the requirements on a case by case basis.

D. Installation.

1) *New Facilities.*

On or after the effective date of this Ordinance, facilities likely to discharge oil and grease, which are newly proposed or constructed, or existing facilities which shall be expanded or renovated to include a food service facility where such facilities did not previously exist, shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator. Sizing calculations shall be in accordance to the formulas listed in the Florida Plumbing Code, Plumbing Section – Interceptors and Separators, and the City's Construction Standards Manual, latest edition. Oil and grease interceptors or oil/water separators shall be installed prior to the opening or reopening of said facilities.

2) *Existing Facilities.*

- a) On or after the effective date of this Ordinance, existing food service or automotive related facilities shall be required to install an approved, properly operated and maintained oil and grease interceptor or oil/water separator when any of the following conditions exist:
 - i. The facilities are found by the Public Services Director to be contributing oils and grease in quantities sufficient to cause line stoppages or necessitate increased maintenance on the collection system.
 - ii. Remodeling of the food preparation or kitchen waste plumbing facilities that are subject to a permit that is issued by the City's Building Division.
 - iii. Remodeling of an automotive related enterprise, commercial laundry or other Users that potentially may contribute wastes with petroleum based oils and greases.
- b) The compliance date under this Subsection shall be determined by the Public Services Director.

E. Extensions

Any requests for extensions to the required installation dates must be made in writing to the Public Services Director, at least fifteen (15) days in advance of the compliance date. The written request shall include the reasons for the User's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work, and the steps to be taken to avoid future delays.

F. *Maintenance.*

- 1) Cleaning and maintenance shall be performed by the User. Cleaning shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids.
- 2) Decanting, backflushing or discharging of removed wastes back into the oil and grease interceptor or oil/water separator from which the waste was removed or any other oil and grease interceptor or oil/water separator, for the purpose of reducing the volume to be hauled and disposed is prohibited.
- 3) Oil and grease interceptors and oil/water separators shall be pumped out completely at a minimum frequency of once every ninety (90) days, or more frequently as needed to prevent carry-over of oil and grease into the collection system. Under-the-sink oil and grease traps shall be cleaned at a minimum frequency of once per week, or more often as necessary to prevent pass through of grease and other food solids to the collection system. Cleaning and maintenance shall include removal of materials from the tank walls, baffles, cross pipes, inlets and outlets.
- 4) Pumping frequency shall be determined by the Public Services Director based on flows, quantity of oil and grease in the discharge, volume of business, hours of operations and seasonal variations. In no case shall the pumping frequency exceed 90 days. The User shall be responsible for maintaining the oil and grease interceptor or oil/water separator in such a condition for efficient operation. An interceptor shall be considered to be out of compliance if the grease layer on top exceeds six (6) inches and the solids layer on the bottom exceeds twelve (12) inches or if removal efficiencies as determined through sampling and analysis indicate less than eighty (80%) percent.
- 5) Wastes removed from each oil and grease interceptor or oil/water separator shall be disposed of at a permitted facility to receive such wastes, in accordance with the provisions of this Ordinance. In no way shall the pumpage be returned to any private or public portion of the collection system or the treatment plant, without prior written approval from the Public Services Director.
- 6) Additives placed into the oil and grease interceptor, oil/water separator or building discharge line system on a constant, regular or scheduled basis shall be reported to the Public Services Director in writing at least five (5) days prior to use. Such additives shall include, but not be limited to, emulsifiers, enzymes, commercially available bacteria or other additives designed to absorb, purge, consume, treat or otherwise eliminate grease and oils. Any use of additives shall be approved in writing by the Public Services Director prior to introduction into the waste stream, interceptor, or separator. The use of additives in no way shall be considered as a substitution to the maintenance procedures required herein.
- 7) Flushing the oil and grease interceptor or oil/water separator with water having a temperature in excess of 140°F shall be strictly prohibited.
- 8) All maintenance of oil and grease management devices, including proper disposal, shall be performed by the User at the User's sole expense.

G. *User Identification.*

- 1) It is unlawful for any facility producing oil and grease waste to discharge into the City's collection system without authorization from the Public Services Director. Authorization shall be given in the form of an oil and grease discharge certificate. Application for a certificate shall be made to the Public Services Director. If, after examining the information contained in the oil and grease registration certificate application, it is determined by the Public Services Director that the proposed facility does not conflict with the provisions of the Ordinance, a certificate shall be issued allowing the discharge of such wastes into the collection system. Each oil and grease registration certificate shall be issued for a time not longer than five years from the date of the certificate. The User shall apply for certificate reissuance a minimum of sixty (60) days prior to the expiration of the User's existing certificate. The terms and conditions of the certificate may be subject to modification by the City during the term of the certificate as limitations or requirements as identified in this Ordinance are modified or other just causes exist. The User shall be informed of any proposed changes in the issued certificate at least sixty (60) days prior to the effective date of the change(s). Any changes or new conditions in the certificate shall include a reasonable schedule for compliance.
- 2) As a condition precedent to the granting of an oil and grease registration certificate, the recipient under this section shall agree to hold harmless the City and the City's employees from any liabilities arising from the User's operations under this certificate.
- 3) Fees for issuance and renewal of the oil and grease registration certificates shall be set by the City. The fees shall be established to insure full cost recovery, and shall include, but shall not be limited to, the cost of field, administrative, engineering and clerical expenses involved. The fees for the registration certificate shall be applied to the User's monthly water and sewer service bill and shall be paid in accordance to the terms and schedule set forth in the billing document.

H. *Administrative Procedures.*

- 1) Pumpage from oil and grease interceptors and oil/water separators shall be tracked by a manifest that confirms pumping, hauling and disposal of waste. This manifest shall contain the following information:

Generator Information:

Name

Contact Person

Address

Telephone Number

Volume Pumped

Date and Time of pumping

Name and Signature of generator verifying

Generator information

Transporter information:

Company Name

Address

Telephone Number

Volume Pumped

Date and Time of pumping

Driver Name and Signature of transporter verifying transporter information and service

Destination Information Disposal Site or Facility:

Company Name / Permit Number(s)

Contact Person(s)

Address

Telephone Number

Location of Disposal Site/Facility

Volume Treated

Date and Time of Delivery

Driver Name, Signature and Vehicle No.

Name and Signature of operator verifying disposal site/facility information

- 2) A log of pumping activities shall be maintained by the User for the previous twelve (12) months. The log of pumping activities shall be posted in a conspicuous location for immediate access by City personnel. The log shall include the date, time, volume pumped, hauler's name and license number and hauler's signature. The User shall report pumping activities within forty-eight (48) hours to the Public Services Director on the form so designated by the City for such purposes.
- 3) The User shall maintain a file on site of the records and other documents pertaining to the facility's oil and grease interceptor or oil/water separator. The file contents shall include, but is not limited to, the record (as-built) drawings, record of inspections, log of pumping activities and receipts, log of maintenance activities, hauler information, disposal information and monitoring data. The file shall be available at all times for inspection and review by the Public Services Director. Documents in the file shall be retained and preserved in accordance with Section 38.07(12) of this Ordinance.
- 4) The Public Services Director may require the User to provide, operate and maintain, at the User's expense, appropriate monitoring facilities, such as a control manhole, that are safe and accessible at all times, for observation, inspection, sample collection and flow measurement of the User's discharge to the POTW. The Public Services Director may impose additional limitations and monitoring requirements for the discharge to the POTW in accordance with the provisions set forth in this Ordinance.

I. *Enforcement.*

- 1) A Notice of Violation shall be issued to a User for failure to:

- a) Report pumping activities,
 - b) Properly maintain (clean-out or pump) the interceptor or separator in accordance with the provisions of the oil and grease discharge certificate,
 - c) Maintain and post the log of pumping activities,
 - d) Maintain a file of records on site at all times,
 - e) Provide logs, files, records or access for inspection or monitoring activities,
 - f) Obtain or renew the oil and grease discharge certificate registration, or
 - g) Pay program fees.
- 2) The Public Services Director may serve any User a written notice stating the nature of violation. The User shall have seventy-two (72) hours to complete corrective action and submit evidence of compliance to the Public Services Director.
- 3) If a User violates or continues to violate the provisions set forth in this section or fails to initiate/complete corrective action within the specified time period in response to a Notice of Violation, then the Public Services Director may pursue one or more of the following options:
- a) pump the oil and grease interceptor or oil/water separator and place the appropriate charge on the User's monthly sewer bill;
 - b) collect a sample and assess the appropriate surcharge(s) for compatible wastes in accordance with the provisions of this Ordinance;
 - c) impose an administrative penalty;
 - d) assess a reasonable fee for additional inspection, sample collection and laboratory analyses;
 - e) revoke the City occupational license;
 - f) terminate water and sewer service; or
 - g) any combination of the above enforcement actions.
- 4) Progressive enforcement action shall be pursued against Users with multiple violations of the provisions of this section including, but not limited to, termination of water service.
- 5) The User shall pay all outstanding fees, penalties and other utility charges prior to reinstatement of water and sewer service.
- 6) Any User in the Oil and Grease Management Program found in violation of the provisions in this section, and any orders, rules, regulations and permits that are issued pursuant to the Ordinance, shall be served by the City with written notice by personal delivery by an authorized City employee or by registered or certified mail that states the nature of the violation and providing a reasonable time limit for satisfactory correction of the violation. The affected User shall permanently cease all violations within the time period specified in

the notice. The enforcement remedies available to the City to achieve compliance with the requirements of the OGMP shall include those in Sections 38.11 and 38.12

J. *Permits and Fees.*

- 1) The Public Services Director shall issue a Certificate of Registration to the Users in the OGMP. The Public Services Director may require Users to complete an information questionnaire and facility visit prior to issuance of the registration certificate.
- 2) Users in the OGMP shall be assessed a program fee which shall be invoiced on the monthly City's utility billing statement. Other reasonable fees may be adopted by the City to implement and enforce the provisions of the OGMP.

3. **Surcharge Program**

A. *General Criteria.*

- 1) Significant commercial Users, as defined in this Ordinance, shall be subject to a surcharge on discharges to the POTW.
- 2) A surcharge may be assessed for any discharge of abnormally high strength compatible wastes from any parcel or developed property. Abnormally high strength compatible wastes shall be defined as those wastes with a CBOD₅ or TSS concentration above three hundred (300) mg/l, an animal and vegetable based oil and grease concentration above four hundred (400) mg/L, or a petroleum hydrocarbon based oil and grease concentration above one hundred (100) mg/L. The Public Services Director may evaluate the discharge from any parcel or developed property at least once per year, or more frequently at the Public Services Director's discretion, for determination of abnormally high strength compatible wastes.
- 3) The surcharge in dollars shall be computed by multiplying the difference in the concentration in milligrams per liter (mg/l) above the defined limits for each applicable constituent times the metered potable water consumption or metered sewer flow during the billing period in millions of gallons (MG) times the respective treatment surcharge factor in dollars (\$) per pound.
- 4) The surcharge factor shall be derived each year using the following formula and shall be set forth in the schedule of fees:

$$\text{Surcharge Factor} = \text{Total Annual Cost of Treatment (\$)} / \text{Total Annual Loadings Removed (lbs.)}$$

Where:

Total annual cost of treatment is the total operational costs, including prorated administrative costs, for the POTW during the preceding fiscal year.

8.34 is a fixed conversion factor, in pounds per gallon (lbs/gal) used to convert the mg/L concentration to pounds (lbs). One milligram per liter is equal to one pound per one million pounds.

A total annual loading removed is the amount of CBOD₅ and TSS removed annually from the total wastewater flow for the POTW.

Surcharge factor is expressed in dollars per pound.

- 5) The surcharge shall be in addition to any applicable sewer charges and shall be assessed for each billing period. The surcharge shall be billed on the monthly utility billing statement to the User and shall be collected in the same manner as the other utility charges. Nonpayment or delinquency shall subject the User to the same penalties, including termination of service, as set forth for other utility services.

B. *Flow Determination*

The flow volume for determination of the surcharge shall be based on one of the following:

- 1) Metered water consumption as shown in the records of meter readings made by the Utility Billing Division;
- 2) Flow monitoring devices which measure the actual volume of wastewater discharged to the POTW and as approved by the Public Services Director;
- 3) Flow monitoring devices for other water supplies processed from other sources besides the City's potable water distribution system; or
- 4) Flow monitoring devices other than those for the City shall be provided, installed, calibrated and maintained at the User's expense and in accordance with the plans that were approved by the Public Services Director. Flow monitoring devices shall be calibrated at least annually.

C. *Constituent Concentration*

The concentration of constituents in the User's discharge to the POTW shall be determined by samples collected and analyzed by authorized City personnel. Samples shall be collected in accordance with EPA protocols or Standard Methods and in such a manner to be representative of the actual discharge to the City's collection system. Samples shall be analyzed in accordance with procedures set forth in 40 CFR 136 and Chapter 62-160, F.A.C., as may be amended from time to time. The surcharge shall be based on the determination of the constituent concentrations by the Public Services Director.

D. *Monitoring*

- 1) Samples shall be collected routinely, at least once per year, by authorized City personnel.
- 2) Samples shall be collected routinely of discharges from Users that are known to be or suspected of containing abnormal high strength compatible wastes.
- 3) Samples may be collected manually or using automatic sampling equipment. Grab samples may be taken manually. Composite samples may be retrieved with automatic sampling equipment or performed manually with aliquots of grab samples.
- 4) To the extent possible, samples will be collected to obtain a representative characterization of the User's discharge. Samples may be flow or time proportional.
- 5) Significant commercial Users shall install and maintain a monitoring facility, as approved by the Public Services Director; including, but not limited to, a control manhole and suitable automatic sampling equipment. Monitoring sites and facilities shall be accessible to

authorized City personnel at all times.

- 6) Sample analyses shall be done routinely at the City's wastewater laboratories. The Public Services Director may send the samples to a certified commercial laboratory currently under contract to the City.
- 7) The costs of sample analyses performed by the certified commercial laboratory shall be assessed directly to the User.
- 8) The User may request that the sample analyses be performed by an independent, certified commercial laboratory. The costs for such analyses shall be borne solely by the User.
- 9) The costs for sample collection and analysis (laboratory work) shall be those rates as described in the schedule of costs (fees) for the certified commercial laboratory currently under contract to the City.
- 10) Significant commercial Users may be assessed the costs for sample collection and laboratory analyses, but shall not exceed the costs for one monitoring activity per month.

E. Permits

The Public Services Director may require Users in the Surcharge Program to apply for an industrial User discharge permit. Users that meet the criteria for significant industrial User shall obtain an Industrial User Discharge Permit.

SECTION 38.17 - RIGHT OF REVISION

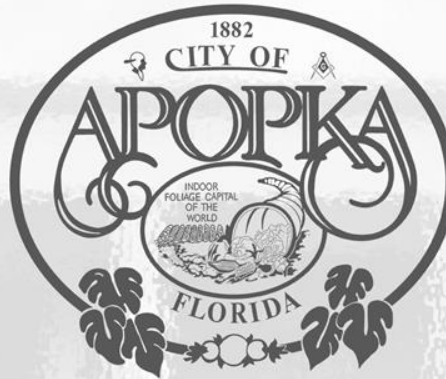
The City reserves the right to establish, by Ordinance or in the Industrial User Discharge Permits, more stringent standards or requirements on discharges to the POTW.

SECTION 38.18 – EFFECTIVE DATE

This ordinance shall be in full force and effect immediately following its passage, approval, and publication, as provided by law.

Backup material for agenda item:

1. Administrative Report - Glenn A. Irby - City Administrator



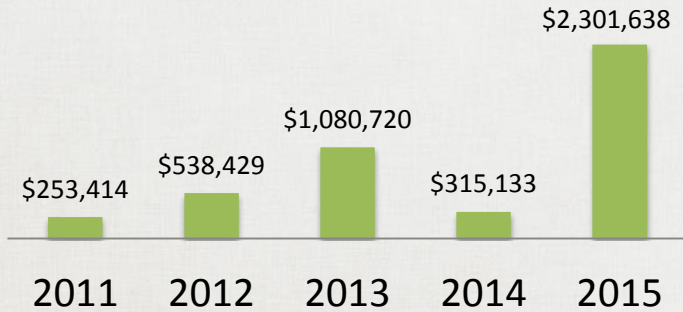
Administrative Report

July 15th, 2015

To: Mayor and City Council
From: Glenn Irby, City Administrator

Finance - June

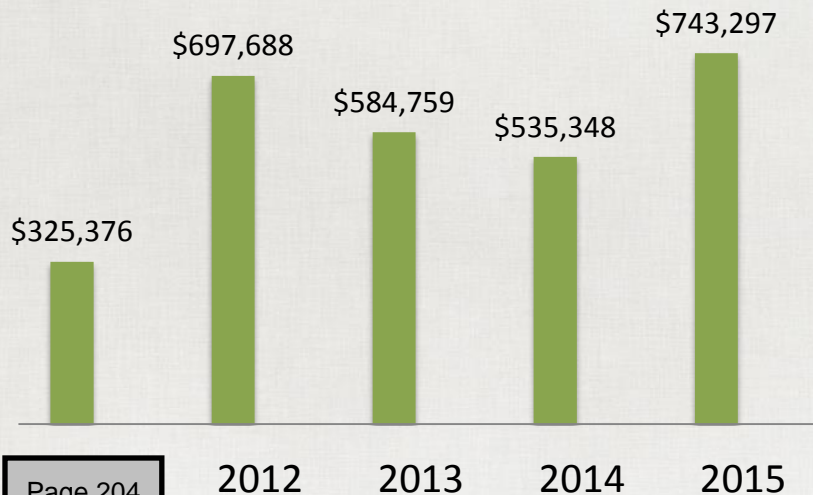
Sewer Impact



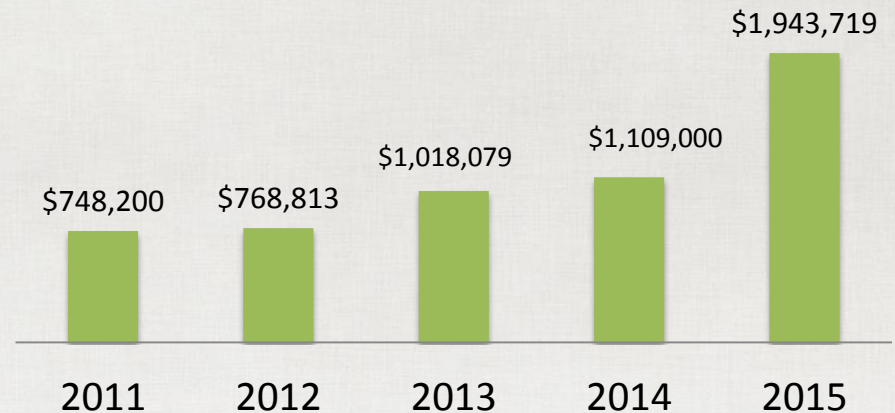
Water Impact



Transportation Impact



School Impact



Finance - June

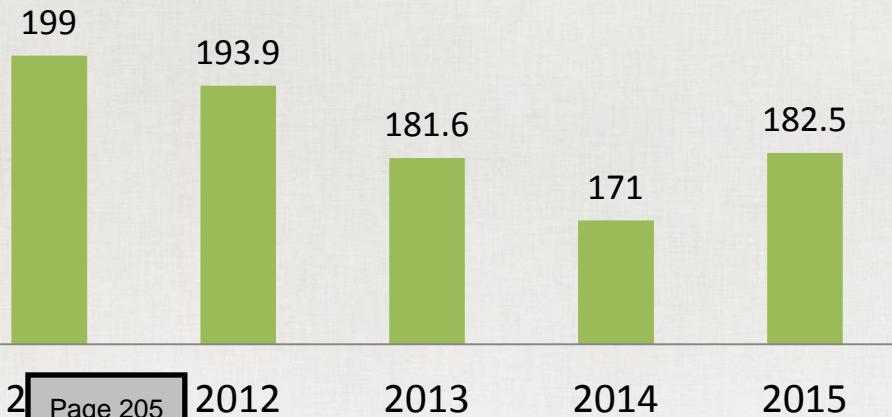
Reuse Impact



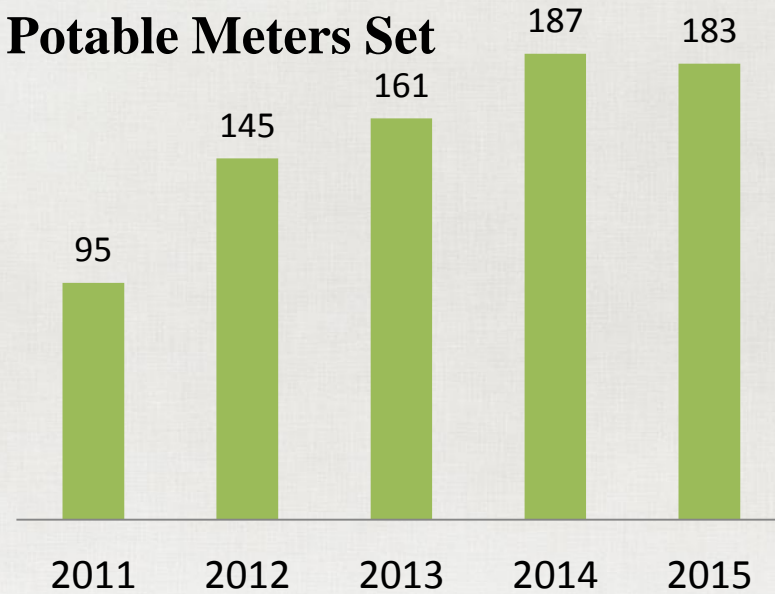
Recreation Impact



Average Potable Water Billed

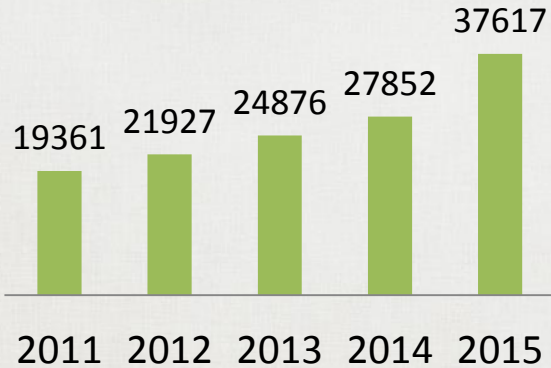


Potable Meters Set

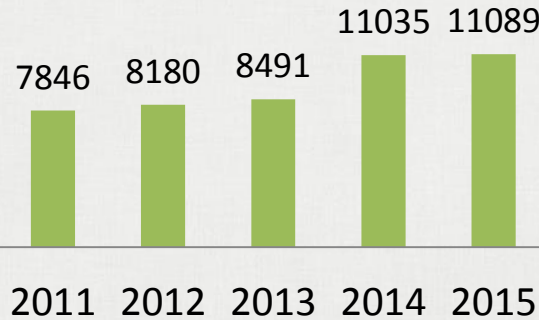


Finance / Utility Billing - June

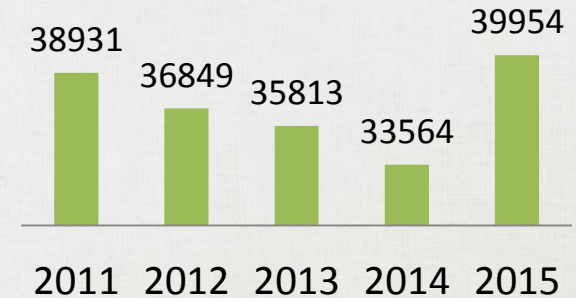
Web



Office Window



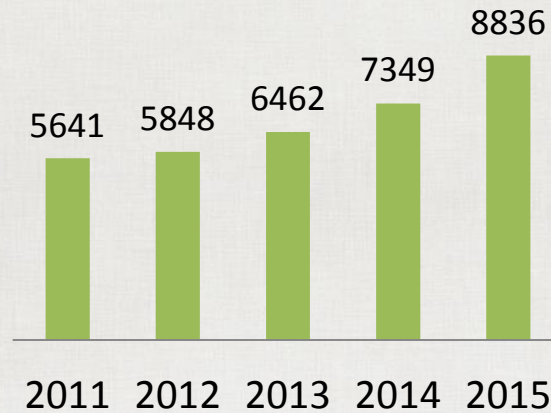
Mailed



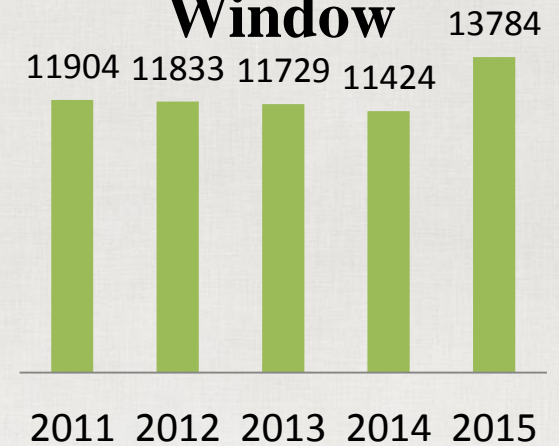
Drop Box



ACH

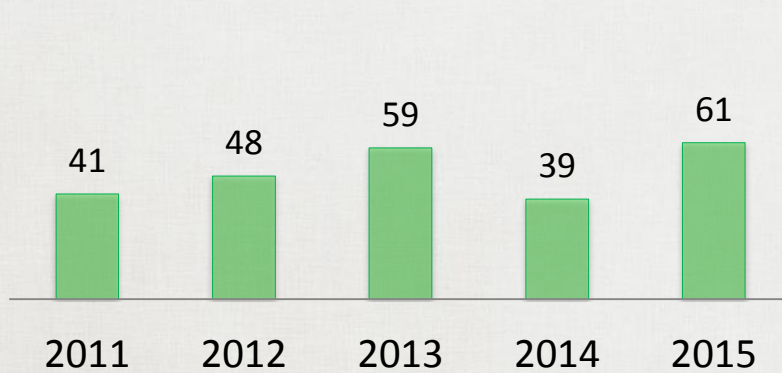


Drive-Up Window



Community Development - June

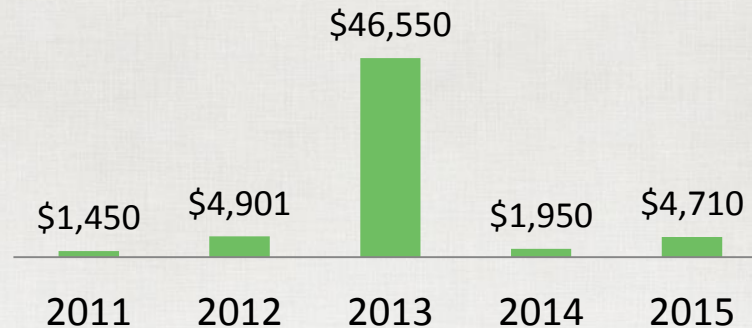
Arbor Permits



Arbor Revenues

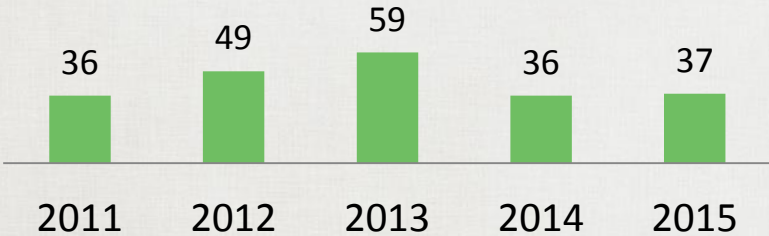


Tree Bank Revenues

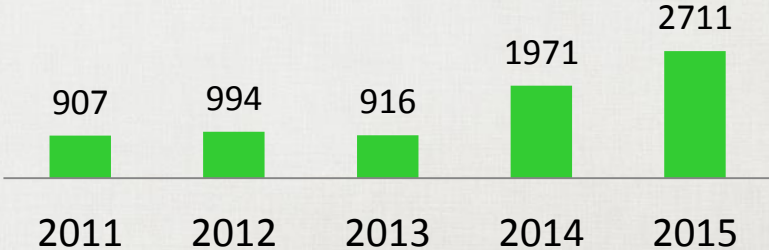


Community Development / Building - June

Automated Phone System Requests



Internet Inspection Requests

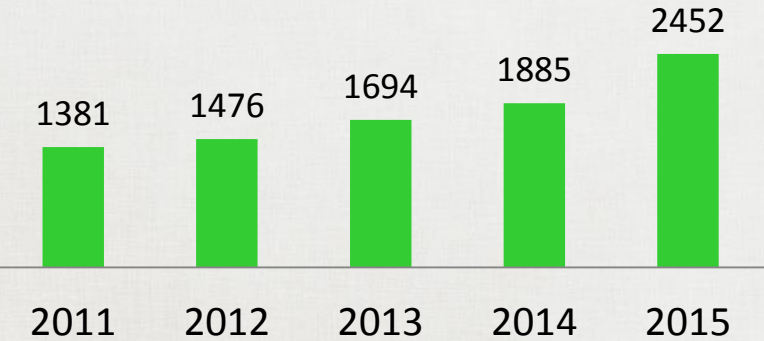


Office Inspection Requests



Community Development / Building - June

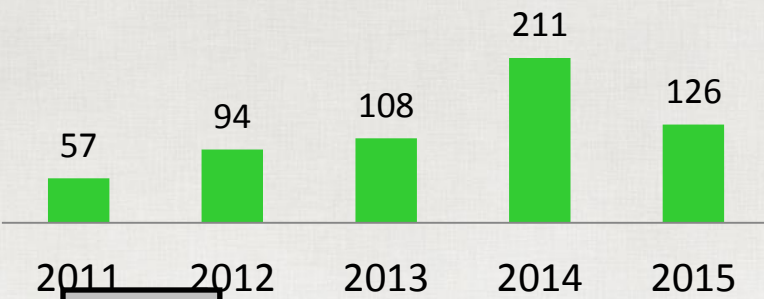
Permits Issued



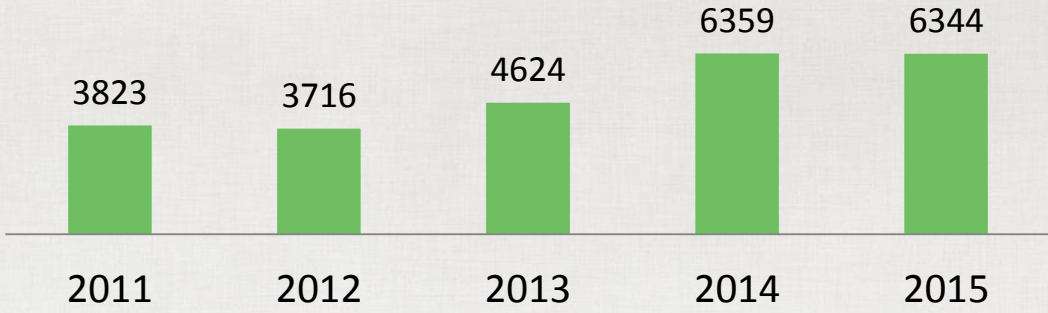
Value of Construction



Certificates of Occupancy Issued



Inspections Performed



Public Services / Water Plants - June

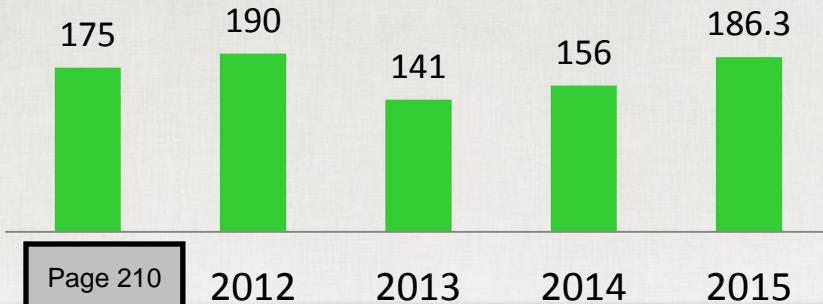
Water Plant – Average Daily Flow



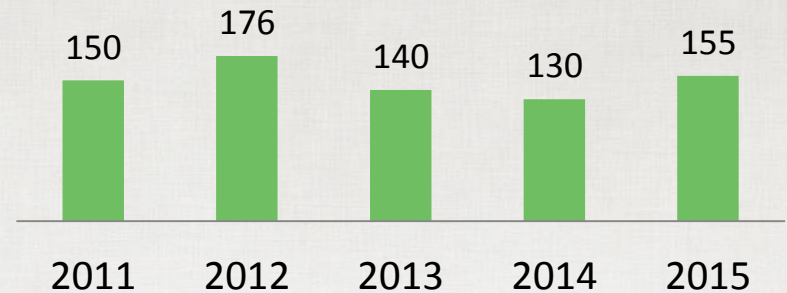
Wastewater Plant Average Daily Flow



Reclaimed Gallons Produced

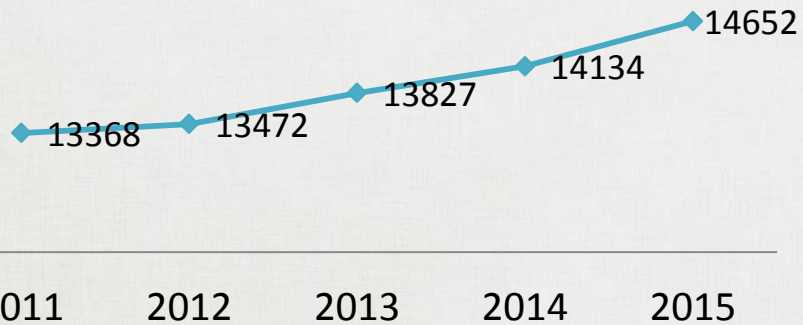


Reclaimed Gallons Used

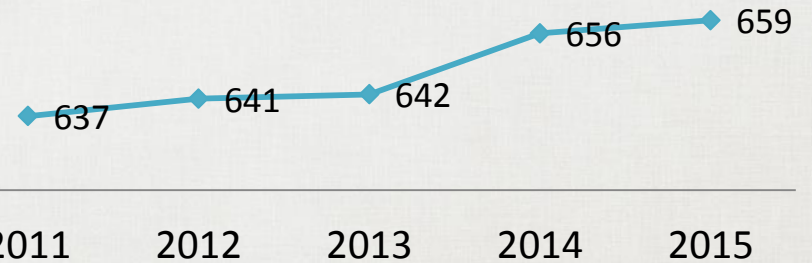


Public Services / Sanitation - June

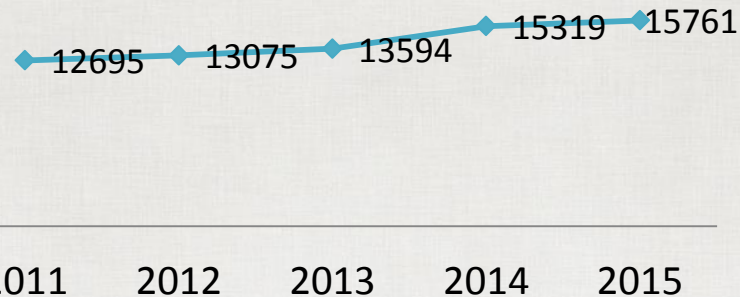
Residential Customers



Commercial Customers



Recycling Customers

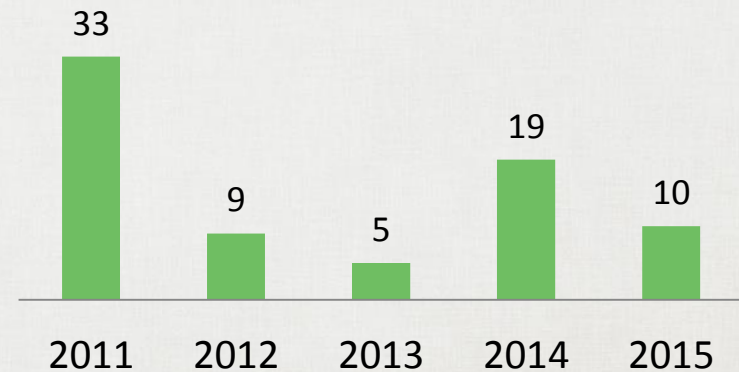


Public Services / Water Conservation - June

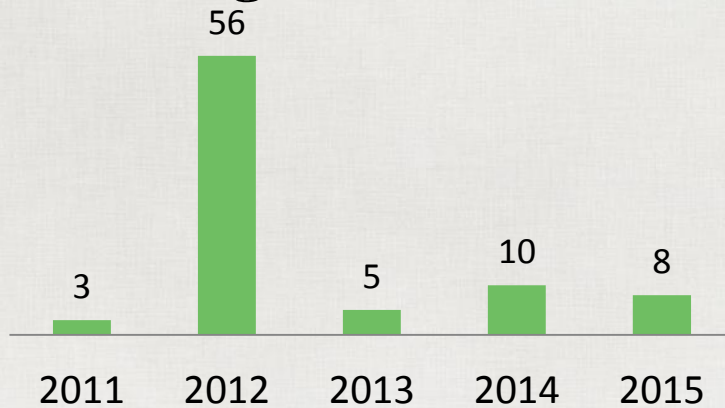
System Evaluations



Rain Sensors Issued



Program Rebates



Rebate Value



Public Services / Recreation - June

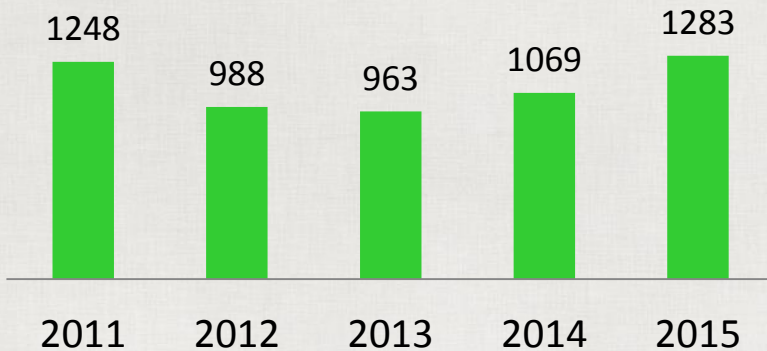
Program Events



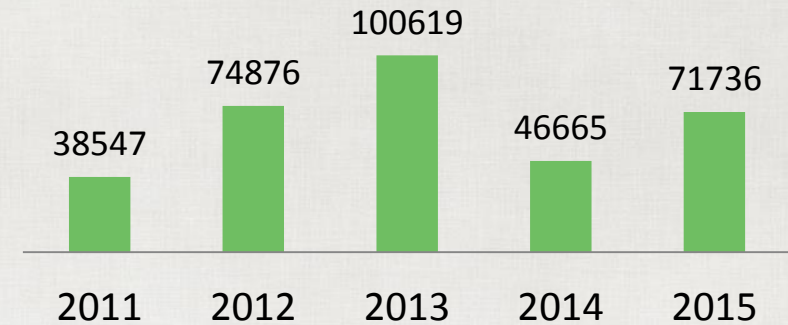
Senior Programs



Facility Rentals

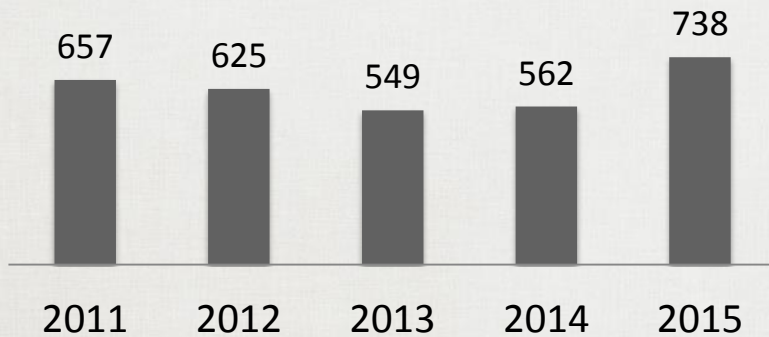


Event Attendees

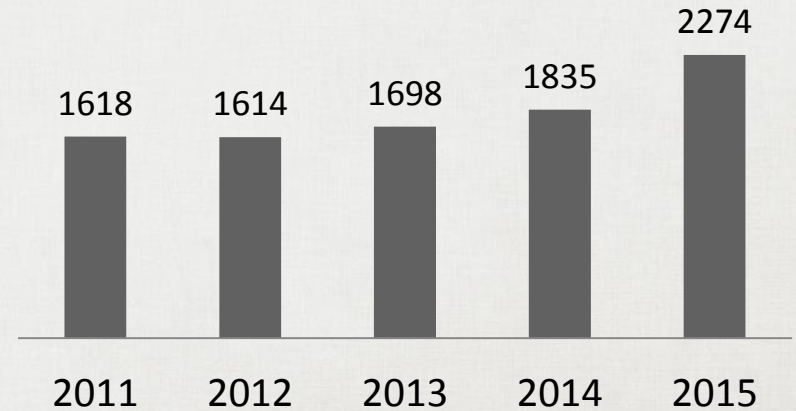


Fire - June

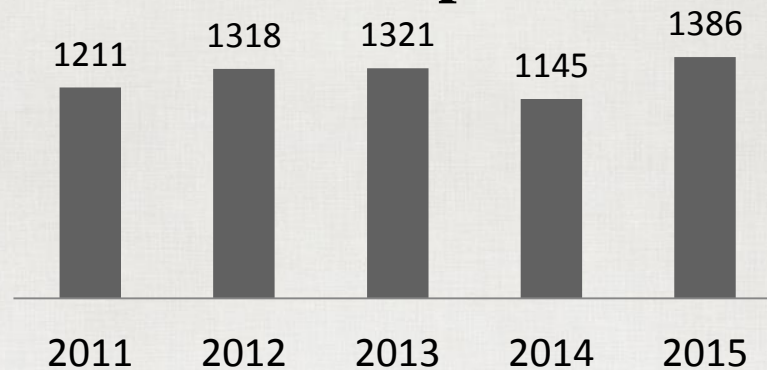
NFIRS Calls For Service



EMS Calls For Service

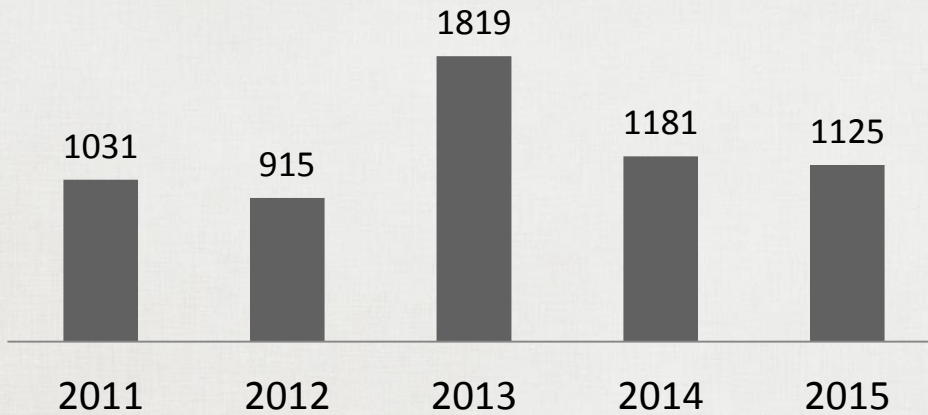


Annual Inspections

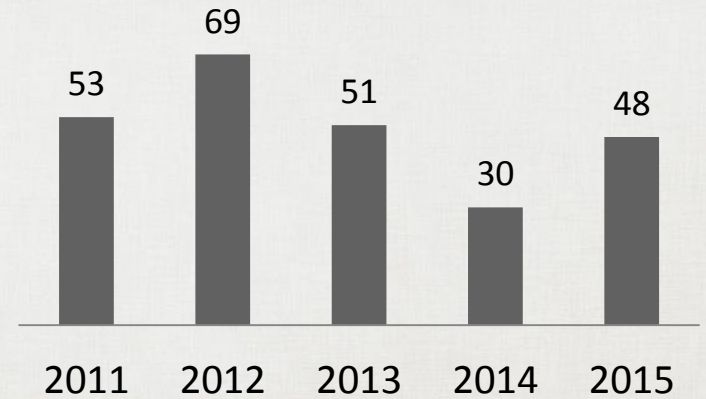


Police - June

Uniform Traffic Citations



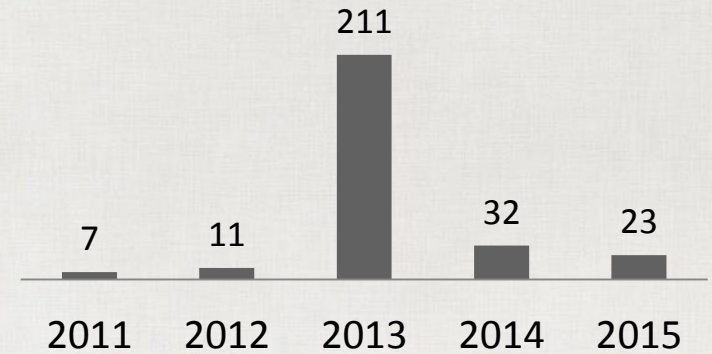
DUI Arrests



Warning Citations

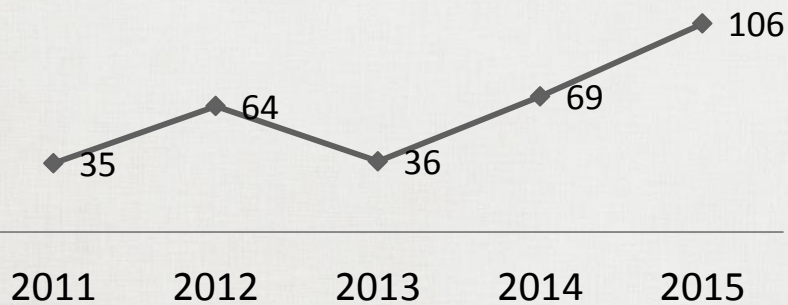


Parking Citations

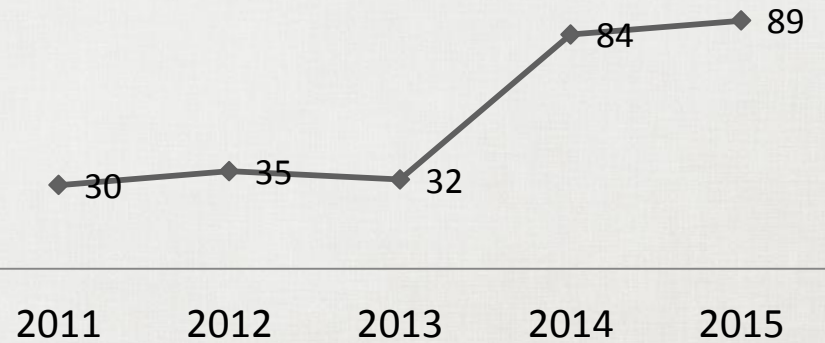


Police / Code Enforcement - June

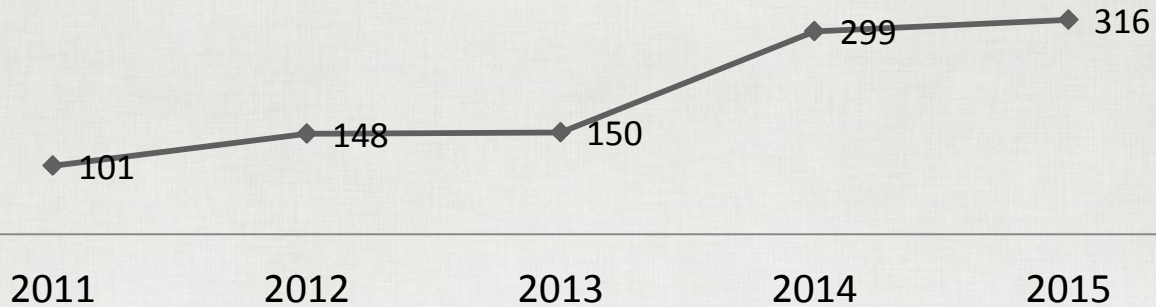
Unkempt Cases



Disabled Vehicle Cases

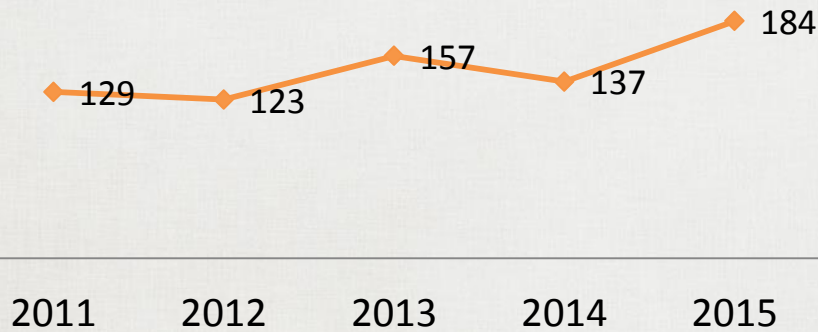


Total Code Enforcement Cases

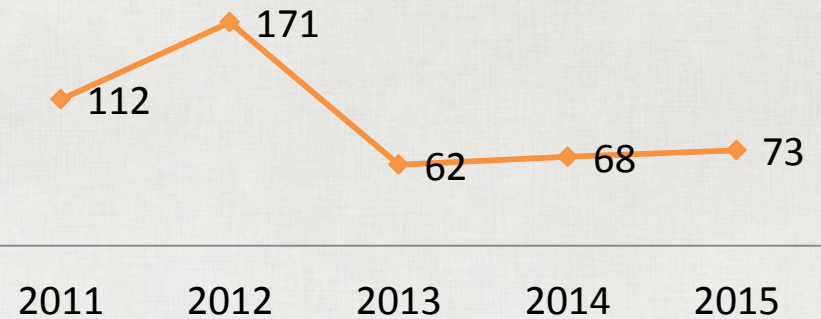


Community Development - June

New Business Tax



Business Tax Renewals



A.S.K. Apopka Service Kiosk January - June

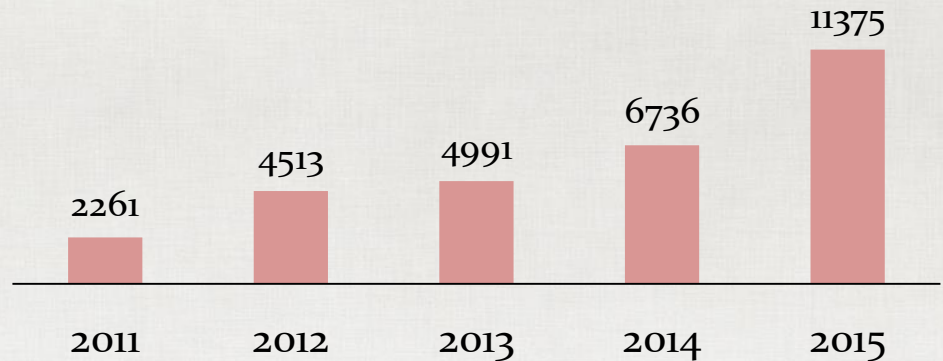


Information Technology - June

Homepage Visits



Building Webpage Visits



Thank You

For questions, call (407) 703-1750