



CITY COMMISSION

REGULAR MEETING AGENDA

MONDAY, FEBRUARY 10, 2020 AT 6:30 PM

CITY HALL - COMMISSION CHAMBERS
1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

AWARDS AND PRESENTATIONS

100. Presentation from Chris Anderson, Supervisor of Elections
101. Presentation on Crime Statistics (2019)

INFORMATIONAL AGENDA

[200.](#) Current Community Development Projects

Attachments: *None*

[201.](#) Certificate of Achievement for Excellence in Financial Reporting

Attachments: [News Releases/Award](#)

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

[300.](#) Creation of a Winter Springs Police Facebook Page and City of Winter Springs Instagram Account

Attachments: [Social Media Policy](#)

[301.](#) MCCI Records Management Agreement

Attachments: [Laserfiche Consulting Services Agreement with MCCI](#)

302. Best Foot Forward

Attachments: [Resolution 2020-02](#)

303. Approval of Minutes from the Monday, January 27, 2020 City Commission Regular Meeting

Attachments: [Minutes](#)

304. Approval of Minutes from the Monday, February 03, 2020 City Commission Special Meeting

Attachments: [Minutes](#)

PUBLIC HEARINGS AGENDA

[400.](#) Wendy's Fast Food Restaurant - Final Engineering Review and Aesthetic Review

Attachments: [Exhibit 1 – Vicinity Map](#)
[Exhibit 2 – Aesthetic Review Plans](#)
[Exhibit 3 – Final Engineering Plans](#)
[Exhibit 4 – Traffic Review](#)
[Exhibit 5 – Waiver Application](#)
[Exhibit 6 – Development Agreement](#)

REGULAR AGENDA

[500.](#) Veteran and Family Advisory Committee Discussion

Attachments: [City of Orlando - Mayor's Veterans Advisory Council \[EXTERNAL LINK\]](#)
[City of Dunedin - U.S. Military Veteran's Advisory Committee \[EXTERNAL LINK\]](#)

[501.](#) City Clerk Applications

Attachments: [Experienced Candidate List](#)
[Candidate Resumes](#)

REPORTS

- 600. City Attorney Anthony A. Garganese, Esquire
- 601. City Manager Shawn Boyle
- 602. Interim City Clerk Christian Gowan
- 603. Seat One Commissioner Jean Hovey
- 604. Seat Two Commissioner Kevin Cannon
- 605. Seat Three Commissioner/Deputy Mayor Ted Johnson
- 606. Seat Four Commissioner TiAnna Hale
- 607. Seat Five Commissioner Geoff Kendrick
- 608. Mayor Charles Lacey

PUBLIC INPUT

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ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes*.

"If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based" - per Section 286.0105 *Florida Statutes*.



INFOMATIONAL AGENDA ITEM 200

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

Current Community Development Projects Summary

SUMMARY

CURRENT COMMUNITY DEVLEOPMENT PROJECTS SUMMARY			
PROJECT NAME	LOCATION	LAST ACTION ITEM	CURRENT STATUS
AITC Office Building	863 N US 17-92	N/A	DA, Final Engineering & Aesthetic Plans are under Staff review.
Beazer Homes Senior (55+) Condominium Project: (The Gatherings at Winter Springs- 108 Units)	Town Center - West side of Tuskawilla, north of Blumberg	SE approved by City Commission on 8/13/18. Community Workshop was held on 10/17/19.	DA, Final Engineering, Waivers, & Aesthetic Plans to be prepared by the developer.
Chase Bank	Town Center	N/A	CUP is under Staff review. Community Workshop scheduled for 02/20/20
Dream Finders Townhomes (Winter Springs Townhomes): 114 Single-Family (Attached) Units	Town Center - East side of Michael Blake Blvd.	Preliminary Engineering approved by City Commission on 1/8/18. DA, Final Engineering, Waivers, & Aesthetic Review approved by the City Commission on 12/09/2019	Preconstruction Meeting Complete.
Insight Partners Inc. (Office and Warehouse Renovation)	300 W SR 434	N/A	Final Engineering Plans are under Staff Review.
Iriye Suites Live Work Community	Town Center	SE & DA approved by City Commission on 1/28/19.	Aesthetic Plans are under Staff review.

Northern Oaks: 35 Single-Family Homes by Dream Finders Homes	North side of SR 434, East of SR 417	Final Engineering & Waivers approved 03/13/17. Aesthetic Review approved 04/9/18. Waiver approved by City Commission on 11/18/2019	Site work complete. Single-Family Homes are under construction. Site acceptance complete (01/13/2020).
Southern Oaks: 54 single-family homes	West of DeLeon St. & North of SR 434	DA, Final Engineering, Waivers, & Aesthetic Review approved on 6/22/15. Commission accepted site work on 8/14/17.	Site work complete. Single-Family Homes are under construction. Site acceptance complete.
The Studios at Tusawilla	Vistawilla Drive	Community Workshop was held on 07/19/19. DA approved by the Planning & Zoning Board on 12/04/2019. DA approved by the City Commission on 01/13/2020.	Final Engineering, Waivers & Aesthetic Review are under Staff Review.
Tuskawilla Crossings: 379 Single-Family Homes	Town Center	DA, Final Engineering, Waivers, & Aesthetics approved by City Commission on 4/24/17. Plat approved 8/13/2018. Phase 1 and Phase 2 Site work approved by City Commission.	Site work complete. Single-Family Homes under construction. Site acceptance complete.
Winter Springs Medical Office	E SR 434	Community Workshop was held on 08/13/19	DA, Final Engineering & Aesthetic Plans are under Staff review.
Winter Springs Retirement Residence (Hawthorn ILF): 144 independent living suites	Town Center	DA, Final Engineering, Waivers, & Aesthetic Review approved by City Commission on 1/22/18.	Site work under construction.
Winter Springs Town Center Retail Building (Ocean Bleu)	Town Center	Final Engineering & Aesthetic Plans approved by City Commission on 6/10/2019.	Preconstruction Meeting Pending.

Wendy's	Town Center	Community Workshop was held on 12/17/19.	<p>DA, Final Engineering & Aesthetic Plans reviews are complete.</p> <p>DA, Final Engineering & Aesthetic Review scheduled for the Planning and Zoning Board on 02/05/2020 and City Commission on 02/10/2020.</p>
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For more information, please click the link below:

[City of Winter Springs Community Development Projects List/Locations](#)

Notes:

DA = Development Agreement

CUP = Conditional Use Permit

SE = Special Exception



INFORMATIONAL AGENDA ITEM 201

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

Certificate of Achievement for Excellence in Financial Reporting

SUMMARY

The Finance Department and the City Manager are pleased to announce that the City of Winter Springs has received the Certificate of Achievement for Excellence in Financial Reporting for the 2018 fiscal year.

In May 2019, the City submitted the Comprehensive Annual Financial Report for the fiscal year 2017-2018 to the Government Finance Officer's Association to be considered for the Certificate of Excellence in Financial Reporting award. Each CAFR is reviewed using a checklist designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA's Special Review Executive Committee and the GFOA Executive Board. Reviews are performed by GFOA staff and members of the GFOA's Special Review Committee, which comprises individuals from government, the public accounting profession, and academe who possess specialized expertise in governmental financial reporting, typically as a result of either preparing or auditing a CAFR that has received the Certificate of Achievement. A certificate is awarded only if there is consensus among reviewers that a CAFR substantially complies with both GAAP and program policy. It is an honor to convey that Staff was recently notified that the City has been awarded the Certificate of Achievement for Excellence in Financial Reporting award for the 19th consecutive year. The 2018 CAFR as submitted to GFOA is available on the City's website.

https://www.winterspringsfl.org/sites/default/files/fileattachments/finance_amp_administrative_services/page/5431/2018_city_of_winter_springs_cafcr.pdf

When the 2019 audit and CAFR have been completed the CAFR will be again be submitted for the Certificate of Achievement for Excellence in Financial Reporting and we anticipate continued conformity to the rigorous program requirements.

RECOMMENDATION

Staff recommends the City Commission receive and review the information provided.



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

01/03/2020

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Winter Springs** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Winter Springs
Florida**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2018

Christopher P. Morill

Executive Director/CEO



CONSENT AGENDA ITEM 300

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

Creation of a Winter Springs Police Facebook Page and City of Winter Springs Instagram Account

SUMMARY

Staff requests the approval of creating a Winter Springs Police Department Facebook page and a City of Winter Springs Instagram account. In today's society, many local governments are engaging with residents through social media platforms. Communication with residents through social networking avenues has proven to be an effective outlet to build community relations and to promote the City's latest news, events, programs, and initiatives.

The Winter Springs Police Department Facebook page would be used to promote Winter Springs Police's events, programs, crime prevention tips, safety tips, and updates. The City of Winter Springs Instagram account would be used to promote the City of Winter Springs' news, events, programs, projects, activities, and initiatives.

Both of these accounts would be managed by the Social Media Designee as stated in the City's Social Media Policy. The City has an archiving application that will link to the accounts to archive any content (posts, pictures, videos, comments, etc.) recorded on the accounts.

RECOMMENDATION

Staff recommends the City Commission approve the creation of a Winter Springs Police Department Facebook page and a City of Winter Springs Instagram account to be produced and managed by the Social Media Designee.



CITY OF WINTER SPRINGS ADMINISTRATIVE POLICY

SOCIAL MEDIA POLICY

Approved by the City Commission on May 12, 2015

1. Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the City of Winter Springs may consider using social media to communicate with a broader audience. The City of Winter Springs operates and maintains its social media sites as a public service to provide information about City programs, services, projects, issues, events and activities. In furtherance of this public service, the City's use of social media shall be for official City purposes and must be consistent with the goals and objectives and branding initiative established by the City.

In order to effectively provide this public service, the City has an overriding interest and expectation in deciding what is "spoken" and "announced" on behalf of the City on social media sites in furtherance of protecting the integrity of the information and content posted and attributed to the City.

This policy establishes internal guidelines and procedures for the use of social media by the City and its officials and employees. This Policy shall not be construed or interpreted in any way to infringe upon a person's right to free speech under the Florida or United States Constitution.

2. City Website

The City of Winter Springs's website, (www.winterspringsfl.org), will remain the City's primary and predominant internet presence.

The best, most appropriate City use of social media tools fall into two categories:

- a. As channels for disseminating routine notices to the public such as time and place of meetings, projects, activities and special events; and
- b. As marketing or promotional channel which enhance the City's ability to broadcast its messages to the widest audience possible.

3. Definitions

For purposes of interpreting this Policy, the following words shall have the meaning ascribed unless the context clearly means otherwise:

(1) "Social media" means computer-mediated tools that allow people to create, share or exchange information, ideas, and pictures/videos in virtual communities and networks. Social media depends on mobile and web-based technologies to create highly interactive platforms through which individuals, groups and communities share information and communicate. Examples of social media include, but are not limited to, web-based platforms, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, Delicious, and Flickr.

(2) "City Employee" or "Employee" means a person hired and currently employed by the city of Winter Springs. The term does not include the mayor, city commissioners, City board or committee members, and independent contractors of the City.

(3) "City social media sites" means social media sites which the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, vendors, or partners. City social media sites shall supplement, and not replace, the City's required notices and standard methods of communication.

(4) "Posting" or "Post" means articles, pictures, event schedules, videos or any other form of communication/information posted on a City social media site.

4. Selection of Social Media Sites

The City Manager shall have the sole discretion to approve, disapprove or discontinue the City use of a social media site unless otherwise directed by the City Commission. No other City employee shall have the right to initiate or discontinue the use of a site on behalf of the City. When making this determination, the City Manager shall consider the following minimum factors:

- (1) Whether the site performs in a manner that is consistent with the purpose of this Policy.

(2) Whether the Information Services Department has determined the site is compatible with the City's network environment and browsers.

(3) Whether the site allows comments or posts to be turned off so the site is only used for one-way communications consistent with the requirement set forth in Section 5(3) of this Policy. If the City Commission expressly authorizes the utilization of a site or platform that will not allow the comments or posts to be turned off, the City reserves the right to implement the controls set out in subsection 7(4), and in all events, the City disclaims responsibility and liability to the fullest extent allowed by law for any inappropriate content or posting on any network site or platform by other parties.

(4) Whether the site has adequate mechanisms, features and allowances for the City Manager or Designee to control content and reach an audience that is consistent with the City's goals and objectives for selecting and using the site to provide a public service intended by the City.

(5) Whether the site has a concept, audience, and marketing plan consistent with the purpose of this Policy.

5. Set-up of City Social Media Websites

(1) The City Manager or Designee working with the Information Services Department will set up the main administration account for the site, using a City e-mail address.

(2) The City Manager or Designee may establish accounts for the City of Winter Springs on social media sites even if the City does not plan to use them in order to protect the branding identity of the City. This will reserve the name and keep another person or organization from interfering with the City's communication objectives and branding initiative by presenting themselves as the City of Winter Springs.

6. Use of Social Media Sites

(1) City employees and officials may use social media as a function of their employment with the City, when authorized and within their respective delegated areas of employment responsibilities and duties.

(2) The City Manager or Designee shall ensure that content posted by the City to its social media sites contains links directing users back to the City's website for in-depth information, forms, documents or online services to conduct business with the City, to the fullest extent possible.

(3) **The City shall use the social media forum for one-way communications only unless otherwise expressly authorized by the City Commission.** If a social media site used by the City allows for comments to be posted by the public, the City Manager or Designee shall disable the comment feature. However, if the City Commission expressly authorizes the use of the

comment feature, the City reserves the right to edit or remove content at his/her discretion and based on the criteria listed below. The City's intent is not to create a public forum, but to maintain a forum related to topics posted by the City, with language appropriate for citizens and the general public, (including minors), to read. Inappropriate content includes:

- i. Comments not topically related to the particular article being commented upon.
 - ii. Profane language or content.
 - iii. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - iv. Sexual content or links to sexual content.
 - v. Solicitations of commerce.
 - vi. Conduct or encouragement of illegal activity.
 - vii. Information that may tend to compromise the safety or security of the public or public systems.
 - viii. Content that violates a copyright, trademark or other legal ownership interest of any other party.
 - ix. Accusations that a particular individual is guilty of any criminal conduct or immoral activity.
 - x. Defamatory, false or misleading material.
 - xi. Formal complaints against the City and its employees, officials, and contractors. If a person believes there is a legitimate basis to make a complaint against the City, any of its employees or any third party, then appropriate alternative means of registering the complaint must be utilized. Moreover, City social media sites will not be a forum for registering allegations of criminal activity or other accusations against individuals.
 - xii. Comments to support or oppose political campaigns or ballot measures.
 - xiii. Harassing and threatening comments.
- (4) The City's policy is not to allow blogs or comments on blogs.
- (5) The City Manager or Designee shall ensure that content posted on City's social media sites will also be available on the City's website, to the fullest extent possible.

(6) This use of social media shall be for the purpose of allowing the City to distribute information regarding topics determined by the City. If any platform allows for posting comments by third parties, then third party comments may be allowed by the City Commission in its sole discretion subject to the right of the City Manager or Designee to remove or edit inappropriate content determined to violate one or more of the communication standards enumerated in this Policy. To the extent the City Commission permits a web based feature or social networking facility to be utilized as a limited forum for expression, the only content permitted will be responses or postings that relate to the City initiated topics and discussion, provided such comments and postings comply with the standards of communication set forth in this Policy.

(7) If the City Commission authorizes the posting of comments on a City social media site, the user shall, as a condition of using any City social media site, be subject to the following disclaimer that will be prominently displayed, in substantial form, on all City social media sites on which the City Commission has authorized posting comments:

IMPORTANT NOTICE UNDER FLORIDA'S PUBLIC RECORDS LAW: The user of this Site understands and agrees that under the Florida Public Records Act (Chapter 119, Florida Statutes), every response and submission to this Site may constitute a public record subject to public disclosure. There is no expectation of privacy and confidentiality whatsoever regarding on any matter posted on this Site. Posts will remain on the Site for as long as the Site's Host will allow for such item to remain posted. Posts are subject to removal or edit by the City for reasons deemed inappropriate by City Policy including, but not limited to reasons such as using or posting content that is profane or obscene, defamatory, false or misleading, harassing, threatening, sexually explicit, violation of criminal or civil law, a commercial solicitation, information that may tend to compromise the safety or security of the public or public systems, or not topically related to City programs, services, projects, issues, events and activities, or the particular post being commented upon. Any post removed by the City will be temporarily stored by the City offline and may be a public record available for inspection and/or copying to the extent allowed by law. The City does not represent or guarantee that a post or content will remain on a Site for any given length of time. As such, posts and content may be removed at the discretion of the City or a third party manager responsible for the Site.

(8) City use of social media sites will comply with all provisions of Florida law, resolutions and ordinances of the City of Winter Springs and administrative policies issued by the City Manager including, but not limited to, the Florida Public Records Act (Chapter 119, Fla. Stat.) and the Standards of Conduct applicable to Public Officials and Employees (Section 112.313, Fla. Stat.).

(9) All social media sites must indicate that they are maintained by the City of Winter Springs and must have the City of Winter Springs contact information available on the site.

(10) City Employees and officials may not post a personal e-mail, private phone numbers and addresses, or any other personal information to any City social media site. In addition, postings shall not violate privacy and confidentiality rights.

(11) Employees may not remove their name or domain information from postings on the City's social media site nor access the City's social media site anonymously to conceal their identity.

(12) Permission must be obtained by City staff, in writing, before posting photographs of people if the photograph was obtained at a location where the person depicted in the photograph would have a reasonable expectation of privacy.

(13) Social networking and other web facilities that may be established under this policy will not be places where a person may request public records under Chapter 119, Florida Statutes. Social network and website applications under this Policy will not be monitored for Chapter 119 requests but instead will only be monitored for content. The City staff responsible for implementing this Policy and for providing services on behalf of the City regarding social network and website applications, are not custodians of public records. Any person communicating by means of social networking or other web facility is not in communication with a custodian of public records. Requests for public records must be directed to the City Clerk or other City official in accordance with the City's Public Records Policy.

(14) Social media sites and other network applications established under this Policy will not be a forum by which citizens may ask questions of the City. Citizens are requested to go to the official City of Winter Springs website at www.winterspringsfl.org and link to the place established on that website for asking questions of the City. City social media sites established under this Policy will not be monitored by the City for purposes of answering questions and any user of a City social media site shall have no expectation of receiving a response from the City related to questions presented on the site.

7. Content

(1) All social media communications messages composed, sent, or received on the City's IT equipment or used by the City for providing public services on any social media site or representing the City of Winter Springs in furtherance of this Policy are the property of the City of Winter Springs.

(2) Any content posted by the City on the City's social media sites must be reviewed and approved by the City Manager or Designee prior to posting. Approval of such content shall be based on whether the content reflects the views of the City and furthers the purpose of this Policy as specifically described in Section 1 above. Any employee or official authorized to post items on the City's behalf on any of the City's social media sites shall not express his or her own

personal views or concerns through such postings or by posting a response to such postings if posts are permitted related to the item.

(3) Disclosure of confidential and proprietary information that would compromise any City negotiations or legal proceeding or violate law is strictly prohibited.

(4) The City Manager or Designee may disable functions on the site or applications not needed or desired in his/her sole discretion. No rights are created in any third party regarding how the City may utilize the applications and features on social media or web application sites, and the decision on which feature to maintain or disable will be in the sole discretion of the City. Similarly, the decision on whether to allow posting or responses by third parties shall be in the sole discretion of the City and outside parties have no authority or right to control content or the time content may be posted. Should the City decide to allow for posting or responses to comments or where the external site does not allow the City to disable the ability for third parties to post comments, the City reserves the right to remove or edit such postings based on the communication standards specified in subsection 6(3) above.

(5) The City Manager may delegate the responsibility of reviewing and approving content to offices or departments. When a site is maintained by an office or department, information posted on the site will be reviewed prior to being released, under the department's or office's normal review process. The specific department's or officer's contact information must be available on the site.

(6) All information posted by the City on external sites may be subject to the Florida Public Records Act and the Sunshine law. City employees responsible for managing the content for the site shall maintain an archive of all information posted to the site, if it cannot be retrieved from the actual site itself. City officials who are subject to the Sunshine Law including, but not limited to, the mayor, city commissioners, and board and committee member shall not engage in on-line discussions concerning matters which may foreseeably come before them as a governing board for action. Such officials are encouraged to consult with the City Manager and the City Attorney if they have questions concerning compliance with these laws. The Attorney General in AGO 2009-19 (dated April 23, 2009) opined that these types of websites and social media are subject to the Sunshine law as well as to the Public Records Act. Accordingly, such officials are encouraged not to make any comment on a social media site or external Internet facility on the web related to a matter of public business that may be pending before the collegial body of which the person is a member or any matter that may reasonably be understood to potentially come up before such body, because of the substantial risk that other members of the same collegial body may be online and may inadvertently respond to such communication, establishing a "meeting" outside of the requirements of the Sunshine law. In addition, such officials should also consider that any comments or posts posted on such sites involving quasi-judicial matters that may come before their respective collegial body may prejudice their ability to participate in the hearing on the matter, under due process of law, because their posts or

comments undermine their ability to participate in the hearing in an unbiased, fair and impartial way.

(7) On at least an annual basis, the City Manager or Designee will review all applications and City social media sites to ensure such applications and sites are up-to-date and continue to serve their intended purpose. Out-of-date content will be removed and replaced with up-to-date information and sites no longer serving their intended purposes shall be discontinued.

(8) To the fullest extent possible, the City Clerk and other personnel responsible for development and maintenance of the Records Retention Schedule of the City of Winter Springs will develop categories of record retention that will permit the disposal of transitory and obsolete electronic communications received from third parties on City social media and external website facilities. Such communications will be retained for the shortest time frame reasonably allowed by law. City officials and employees of the City are reminded that using personal computers and other electronic communication devices such as Smartphones and other similar devices for communication or posting of matters related to public business of the City of Winter Springs may, under certain circumstances, subject such devices to inspection related to a request for public records.

8. Administration of City of Winter Springs Social Media Sites.

(1) The Information Services Department staff will maintain a list of social media tools approved for use by City departments and staff.

(2) The City Manager or Designee will maintain a list of all City social media sites, including login and password information. The Information Services Department will inform the City Manager or Designee of any administrative or policy changes to existing sites.

9. Use of Non-City Social Media Sites.

(1) Employees of the City are prohibited from “speaking” on behalf of the City and from identifying themselves as representatives of the City on non-City social media sites, except for a valid City purpose as authorized in the discretion of the City Manager or Designee in writing. An example of such valid purpose may include an online discussion between employees of the City and other governmental entities regarding a subject affecting the City. If the City Manager or Designee authorizes representation of the City on a non-City social media website, the employee so authorized shall:

i. Execute a City Social Media Conduct Agreement, on a form approved by the City Manager, acknowledging and agreeing to abide by the City’s social media policies prior to accessing any social media site as a representative of the City;

ii. Shall conduct themselves at all times as a professional representative of the City and in accordance with all City policies; and

iii. Be prohibited from posting inappropriate content as described in Section 6(3) of this Policy.

(2) The City disclaims responsibility and liability to the fullest extent allowed by law for any inappropriate or unauthorized content or posting on any network or website that may have been posted by a City employee or official.

(3) Employees are prohibited from accessing personal social media sites on City computers and electronic systems.

10. Documentation.

(1) The City Manager shall establish and adopt more specific administrative operational and use guidelines which will instruct City employees regarding the use of each social media site approved for use by the City.

11. Employee Compliance.

All City employees are expected to fully comply with the provisions of this Policy as a condition of employment with the City. Failure to comply with this Policy may subject the employee to employment discipline including, but not limited to, verbal and written reprimand, suspension or termination.



CONSENT AGENDA ITEM 301

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

MCCI Records Management Agreement

SUMMARY

Staff requests the authorization to enter into an agreement with MCCI for one year to consult and assist in the utilization of the City's document management system, Laserfiche. This agreement will allow the consultant to implement features such as integrations between Laserfiche and the City's permitting and plan review systems, fillable forms with automated workflows, and filing workflows for cataloging and tagging documents. Staff plans to utilize these services to consolidate documents that are spread across various applications into Laserfiche and to create automated filing workflows to ensure efficient practice of records management.

The cost of MCCI services is up to \$75,000 for one year and is nonrenewable. MCCI will invoice for days/hours of services completed on a monthly basis, not to exceed \$75,000.

RECOMMENDATION

Staff recommends the City Commission enter into an agreement with MCCI for one year for consulting services to assist in the utilization of the City's document management system, Laserfiche, in the amount of \$75,000. Additionally, authorization for the City Manager and City Attorney is requested to prepare and execute any and all applicable contract documents consistent with this agenda item.

LASERFICHE CONSULTING SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2019 (“Effective Date”), by and between the **CITY OF WINTER SPRINGS, FLORIDA**, a Florida municipal corporation, whose address is 1126 East State Road 434, Winter Springs, Florida 32708 (“City”), and **MCCI, LLC**, a Florida Limited Liability Company, whose principal address is 1958-A Commonwealth Lane, Tallahassee, Florida 32303 (“Contractor”).

RECITALS:

WHEREAS, Contractor currently provides certain document storage system services to the City in relation to the City’s Laserfiche digital library; and

WHEREAS, Contractor desires to additionally offer to the City its consulting services, on a retainer basis, relating to the development of certain forms and workflows services (“Services”); and

WHEREAS, City desires to retain and utilize Contractor’s Services as needed to address certain City projects in order to both expedite the completion of such projects and to allow City IT staff to maximize efforts toward other internal responsibilities; and


IN CONSIDERATION of the mutual covenants and provisions, and other good, diverse, and valuable considerations, the receipt and sufficiency all or which is acknowledged, the parties desiring to be legally bound agree:

ARTICLE 1 GENERAL PROVISIONS

1.1 Engagement. City engages Contractor and Contractor agrees to perform the Services outlined in **EXHIBIT “A.”** No prior or present agreements or representations shall bind upon any of the parties unless incorporated in this Agreement.

1.2 Due Diligence. Contractor acknowledges that Contractor has investigated prior to execution of this Agreement and satisfied itself on the conditions affecting the Services, the availability of materials and labor, the cost, the requirements to obtain and maintain necessary insurance, and the steps necessary to complete the Services. The Contractor warrants unto City that Contractor has the competence and abilities to carefully and faithfully complete the Services. The Contractor will perform the Services with due and reasonable diligence consistent with sound professional practices.

1.3 CCNA Services. Contractor warrants unto City that the Services being performed under this Agreement do not constitute professional services as defined by Section 287.055(2)(a), Florida Statutes.

Contractor /City _____

ARTICLE 2
COMPENSATION, & PAYMENT TERMS

2.1 Compensation to Contractor. For the performance of the Services specified herein, and as further requested as needed by the City, the City and Contractor agree that Contractor's rates shall be as provided in "MCCI Professional Service Rates," attached hereto as **EXHIBIT "B."**

2.2 City Requests for Services. City requests for services shall be in writing. Contractor will assign a Project Manager who will be the primary contact for the City for requested Services and will advise the City in writing of the assigned Project Manager. If the assigned Project Manager is unable to deliver the requested Services, such Project Manager will engage additional internal Contractor staff to provide such Services to the City.

2.3 Not to Exceed Total. The amount of funds which the City will budget for the Initial Term of this Agreement is Seventy-Five Thousand and 00/100 Dollars (\$75,000.00). Written authorization from the City is required for Services which will exceed the "Not to Exceed" total. Unless prior written authorization from the City to exceed the \$75,000.00 limit is obtained by the Contractor, the City is not responsible for payment of Services provided once the "not to exceed" total has been reached for the Initial Term.

2.4 Payment Terms. Contractor will invoice one hundred percent (100%) of the days/hours of services completed on a monthly basis. Payment will be due within 30 days of the City's receipt of an invoice.

ARTICLE 3
GENERAL CONDITIONS OF SERVICES


3.1 Provision of Services is a Private Undertaking. Regarding all Services performed, it is specifically understood and agreed between the parties that the contractual relationship between City and Contractor is such that Contractor is an independent contractor and not an agent or employee of City. Nothing in this Agreement shall be interpreted to establish any relationship, other than that of an independent contractor, between City and Contractor, during or after performing the Services.

3.2 Warranty of Services. Contractor warrants unto City that Contractor has sufficient experience to properly complete the Services specified in this Agreement. Contractor shall comply with all laws, ordinances and rules in performing the Services.

3.3 City's Responsibilities. The City will cooperate with the Contractor as follows:

3.3.1 Project Manager: City will assign an internal Project Manager that will be involved and work with Contractor on all Laserfiche projects.

3.3.2 Workspace: City will provide workspaces for Contractor staff if/when Contractor is required to come onsite.

Contractor  /City _____


- 3.3.3 Onsite Resources: City will provide Contractor with computer access, secure access, and access to other technical equipment as needed.
- 3.3.4 Security Access: As needed, City will provide Contractor with security badges to ensure building access, at no additional cost to Contractor.
- 3.3.5 HR/Internal Training: City will provide any necessary HR/internal training at no additional cost to Contractor.
- 3.3.6 Data Backup and Disaster Recovery Plans: The City is responsible for creating or maintaining a Laserfiche backup and recovery plan.
- 3.3.7 Testing of Configurations: The City is responsible for testing all software configurations completed by Contractor. The City waives any and all liability to Contractor for any fees or damages that could be related to software configurations.

ARTICLE 4
SUBCONTRACTS; ASSIGNMENT

4.1 Assignment and Subcontracting. Unless otherwise specifically required by this Agreement, Contractor shall not assign, sublet, or transfer any rights or Services under or interest in (including, but without limitations, moneys that may become due) this Agreement without the written consent of City, except if any assignment, sublet, or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Further, Contractor shall subcontract no portion or all portions of the Services without the written consent of City. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than City and Contractor, and all duties and responsibilities under this Agreement will be for the sole and exclusive benefit of City and Contractor and not for the benefit of any other party.

ARTICLE 5
MISCELLANEOUS PROVISIONS

5.1 Governing Law; Venue. This Contract shall be governed by the law of the State of Florida. Venue of all disputes shall be properly placed in Seminole County, Florida. The parties agree that the Agreement was consummated in Seminole County, and the site of the Services is Seminole County. If any dispute concerning this Contract arises under Federal law, the venue will be Orlando, Florida.

Contractor  /City _____

5.2 Notices. All projects, notices, demands, requests, instructions, approvals, and claims shall be in writing. All notices of any type shall be given by U.S. mail or by hand delivery to an individual authorized to receive mail for the below listed individuals, all to the following individuals at the following locations:

TO THE CITY:

Shawn Boyle
City Manager
City of Winter Springs
1126 East State Road 434
Winter Springs, Florida 32708-2799
407-327-1800 (Phone)
407-327-4753 (Fax)


TO THE CONTRACTOR:

MCCi, LLC
c/o Taylor Hutchinson, Account Manager
Address: 1958 Commonwealth Lane
Tallahassee, FL 32303
Phone: (850) 701 - 0725
Email: thutchinson@mccinnovations.com or accountmanager@mccinnovations.com

Notice shall be deemed to have been given and received on the date the notice is physically received if given by hand delivery, or if notice is given by first class U.S. mail, postage prepaid, then notice shall be deemed to have been given upon the date said notice was deposited in the U.S. Mail addressed in the manner set forth above. Any party hereto by giving notice in the manner set forth may unilaterally change the name of the person to whom notice is to be given or the address at which notice is to be received.

5.3 No hire clause. The parties agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither City nor Contractor will actively recruit or solicit employees of either company who are on active payroll status and are currently participating in this Agreement, without the prior written approval of the party whose employee is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular Agreement and that it is not an attempt to avoid the intent of the above restriction.


5.4 Public Record. Pursuant to Section 119.0701, Florida Statutes and other applicable public records laws, Contractor agrees that any records, documents, transactions, writings, papers, letters, computerized information and programs, maps, books, audio or video tapes, films, photographs, data processing software, writings or other material(s), regardless of the physical form, characteristics, or means of transmission, of Contractor related, directly or indirectly, to the services provided to the City under this Agreement and made or received pursuant to law or ordinance or in connection with the transaction of official business by the City, may be deemed to be a public record, whether in the possession or control of the City or the Contractor. Said records,

Contractor /City _____

documents, transactions, writings, papers, letters, computerized information and programs, maps, books, audio or video tapes, films, photographs, data processing software, writings or other material(s), regardless of the physical form, characteristics, or means of transmission of Contractor are subject to the provisions of Chapter 119, Florida Statutes, and may not be destroyed without the specific written approval of the City’s designated custodian of public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE CITY CLERK, AT (407) 327-5955, CITYCLERKDEPARTMENT@WINTERSPRINGSFL.ORG, 1126 EAST STATE ROAD 434, FLORIDA 32708.

Contractor is required to and agrees to comply with public records laws. Contractor shall keep and maintain all public records required by the City to perform the services as agreed to herein. Contractor shall provide the City, upon request from the City Clerk, copies of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term. Upon completion of the Agreement, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor, provided the transfer is requested in writing by the City Clerk. Upon such transfer, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. However, if the City Clerk does not request that the public records be transferred, the Contractor shall continue to keep and maintain the public records upon completion of the Agreement and shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City. Should the City not possess public records relating to this Agreement which are requested to be inspected or copied by the City or any other person, the City shall immediately notify Contractor of the request and the Contractor shall then provide such records to the City or allow the records to be inspected or copied within a reasonable time. If the Contractor does not comply with a public records request, the City may enforce this Section to the extent permitted by law. Contractor acknowledges that if the Contractor does not provide the public records to the City within a reasonable time, the Contractor may be subject to penalties under Section 119.10, Florida Statutes. The Contractor acknowledges that if a civil action is filed against the Contractor to compel production of public records relating to this Agreement, the court may assess and award against Contractor the reasonable costs of enforcement, including reasonable attorney fees. All public records in connection with this Agreement shall, at any and all reasonable times during the normal business hours of the Contractor, be open and freely exhibited to the City for the purpose of examination, audit, or otherwise. Failure by Contractor to grant such public access and comply with public records laws and/or requests shall be grounds for immediate unilateral cancellation of this Agreement by the City upon delivery of a written notice of cancellation. If the Contractor fails to comply with this Section, and the City must enforce this Section, or the City suffers a third

Contractor /City _____

party award of attorney's fees and/or damages for violating Chapter 119, Florida Statutes, due to Contractor's failure to comply with this Section, the City shall collect from Contractor prevailing party attorney's fees and costs, and any damages incurred by the City, for enforcing this Section against Contractor. And, if applicable, the City shall also be entitled to reimbursement of all attorneys' fees and damages which the City had to pay a third party because of the Contractor's failure to comply with this Section. The terms and conditions set forth in this Section shall survive the termination of this Agreement.

5.5 Amendment of Agreement. Modifications or changes in this Agreement must be in writing and executed by the parties bound to this Agreement.


5.6 Severability. If a word, sentence, or paragraph is declared illegal, unenforceable, or unconstitutional, the word, sentence, or paragraph will be severed from this Contract, and this Contract will be read as if the illegal, unenforceable, or unconstitutional word, sentence, or paragraph did not exist.

5.7 Attorney's Fees. Should any litigation arise concerning this Agreement between the parties, the parties agree to bear their own costs and attorney's fees.

5.8 Entire Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or Agreements, either oral or written, and all such matters shall be deemed merged into this Agreement.

5.9 Sovereign Immunity. The City intends to avail itself of the benefits of Section 768.28, Florida Statutes and any other statutes and common law governing sovereign immunity to the fullest extent possible. Neither this provision nor any other provision of this Agreement shall be construed as a waiver of the City's right to sovereign immunity under Section 768.28, Florida Statutes, or other limitations imposed on the City's potential liability under state or federal law. Contractor agrees that City shall not be liable under this Agreement for punitive damages or interest for the period before judgment. Further, City shall not be liable for any claim or judgment, or portion thereof, to any one person for over two hundred thousand dollars (\$200,000.00), or any claim or judgment, or portion thereof, which, when totaled with all other claims or judgments paid by the State or its agencies and subdivisions arising out of the same incident or occurrence, exceeds three hundred thousand dollars (\$300,000.00). Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law. This paragraph shall survive termination of this Agreement.

5.10 Use of Basecamp. **Use of Basecamp:** Through the course of this project, Contractor may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between Contractor and the Client may be stored in Basecamp. The Client acknowledges that Basecamp is responsible for secure storage of this documentation.

Contractor  /City _____

ARTICLE 6
PROTECTION OF PERSONS AND PROPERTY; INSURANCE


6.1 Worker's Compensation. Upon the effective date of this Agreement, Contractor shall provide proof of worker's compensation insurance in the minimum amount required by law (if required).

6.2 General Liability. Upon the effective date of this Agreement, Contractor shall submit proof of general liability insurance to cover claims arising out of this Agreement or any Services provided. The insurance shall have minimum limits of coverage of \$1,000,000.00 per occurrence.

6.3 This paragraph shall apply to Sections 6.1 and 6.2. The insurance required by this Article shall include the liability and coverage provided, or as required by law, whichever requirements afford greater coverage. All of the policies of insurance so required to be purchased and maintained for the certificates (or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty (30) days' prior written notice has been given to City and Contractor by certified mail, return receipt requested. All such insurance shall remain in effect until final payment. Unless agreed to by City to the contrary, City shall be named on the insurance policies as "additional insured." Contractor shall cause its insurance carriers to furnish insurance certificates specifying the types and amounts of coverage in effect, the expiration dates of such policies, and a statement that no insurance under such policies will be canceled without thirty (30) days' prior written notice to City in compliance with other provisions of this Agreement. For all Services performed under this Agreement, Contractor shall continuously maintain such insurance in the amounts, type, and quality as required by Sections 6.1, 6.2, and 6.3. If Contractor fails to maintain said insurance, City, at its option, may elect to terminate this Agreement by written notice to Contractor.

6.4 Limited Liability. Notwithstanding anything in this Agreement to the contrary, Contractor's total liability to the City for any and all claims, damages, or liability (including, but not limited to contract, tort, negligence, statutory, or other causes of action) arising out of or related in any way to this Agreement shall be strictly limited to the project fees paid to Contractor by the City for the preceding 12-month period immediately preceding the event giving rise to the claim by the City, and shall also be limited to the fees paid to Contractor for the particular service/product that the City's claim was caused by or arose out of.

6.5 Standard of Care. In performing the Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances by reputable members of its profession practicing in the same or similar locality.

Contractor  /City _____

ARTICLE 7
TERMINATION OF THE CONTRACT

7.1 Termination by City. City may terminate this Agreement, with or without cause, and without penalty, with five (5) days written notice to Contractor. Such termination shall be at City's sole discretion.

7.2 Termination by Contractor. With at least five (5) days written notice to City, Contractor may terminate this Agreement if City fails to comply with the terms and conditions of this Agreement.

7.3 Termination by Consent. This Agreement may be terminated by the mutual written consent of both parties, and without penalty.

7.4 Upon Termination. Upon notice of termination, Contractor shall cease all Services being provided unless otherwise agreed to by the City in writing.

7.5 Waiver. Failure of City to insist upon performance within any time period or upon a proper level or quality of performance shall not act as a waiver of City's right to later claim a failure to perform by Contractor.


ARTICLE 8
TERM OF AGREEMENT

8.1 Term. The term of this Agreement shall commence on _____, 2019 and shall terminate after one (1) year ("Initial Term") unless extended by mutual written agreement of the parties. The parties shall have the option to extend the term of this Agreement for three (3) one-year periods. Any such extension shall be by mutual written agreement of all parties and shall be executed no less than ninety (60) days prior to the expiration of this Agreement's current term.

ARTICLE 9
CONFLICTS

9.1 Conflicts. If a conflict arises as to the contents of any Exhibit and the Agreement, the Agreement shall govern.

[Page intentionally left blank. Signature page follows.]

Contractor  /City _____

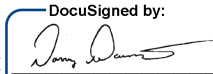
IN WITNESS WHEREOF, the parties hereto caused this Agreement to be executed as of the date first written above.

CONTRACTOR:

CITY:

MCCi, LLC

CITY OF WINTER SPRINGS, FLORIDA

By:  _____
A32D0B4245C34BB...

By: _____
Shawn Boyle, City Manager

Title: President

Dated: 12/9/2019

Dated: _____


Contractor  /City _____

EXHIBIT "A"
DESCRIPTION OF SERVICES TO BE PERFORMED

Scope of Services. Contractor agrees to provide the following Services to City:

The Contractor will assist the City with its Laserfiche Content Services implementation. Contractor's Consulting Services enable the City to move forward with Laserfiche projects in the absence of having the required internal resources and/or in the absence of its qualified resources having the time available. Contractor's Consulting Services are designed to be highly collaborative and to effectively extend the City's team by incorporating services from Contractor's Laserfiche Certified Professionals.

The type of assistance provided to the City may include, but is not limited to the following:

- 1) Configuration of City Owned Laserfiche Components
 - a. Development of City forms
 - b. Development of City workflows
- 2) Business Process Requirements Gathering and Statement of Work drafting.
 - a. Contractor will gather information from City departments as to desired forms, processes, or workflows. Contractor will advise requesting City staff of approximations relating to costs prior to commencing work on requested forms, processes or workflows.
- 3) Recurring Status and Strategy Meetings (Required)
- 4) Training on Laserfiche components and/or configured Laserfiche Business Processes
- 5) Laserfiche Integration/Developer Assistance.
 - a. Contractor will work with the City to integrate Laserfiche integrations with other established systems/integrations of the City.

Contractor's Services may be provided remotely or onsite, as required and agreed upon between the parties.


Contractor /City _____

EXHIBIT "B"

MCCi PROFESSIONAL SERVICE RATES

<i>MCCi Laserfiche Professional Services</i>	<i>Qty.</i>	<i>Cost to City</i>
Onsite Rate <i>(Travel expenses included.)</i>	One Day	\$2,700.00
	Two or more days	\$2,250.00
Project Manager Rate	Per Hour	\$184.50
Certified Project Manager Rate	Per Hour	\$225.00
Systems Engineer Rate	Per Hour	\$184.50
Development Rate	Per Hour	\$225.00

RESOLUTION 2020-02

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, FLORIDA, CONFIRMING THE CITY OF WINTER SPRINGS PARTICIPATION IN AND SUPPORT OF THE BEST FOOT FORWARD FOR PEDESTRIAN SAFETY PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Best Foot Forward (BFF) For Pedestrian Safety program is a communitywide, grassroots initiative to make walking safer by changing drivers' behavior utilizing a "3E" methodology of low-cost Engineering, high-visibility Enforcement and dynamic public Education, measured by increasing driver yield rates at marked crosswalks; and

WHEREAS, BFF is a regional coalition of civic leaders, public safety officials, engineers, transportation planners, educators, health care professionals, advocates, local businesses, and concerned citizens whose mission is to reduce pedestrian injuries and deaths; and

WHEREAS, the coalition recognizes that the Orlando-Kissimmee MSA (Metropolitan Statistical Area) has been designated the number one most dangerous metro area for pedestrians in multiple Dangerous by Design reports published by Smart Growth America, which is a result of our region's history of designing roads for speed and convenience, not walking or biking; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, FLORIDA, AS FOLLOWS:

SECTION I. Winter Springs' Support for "Best Foot Forward for Pedestrian Safety." the City of Winter Springs supports the principles and practices of "Best Foot Forward for Pedestrian Safety," and joins in a regional effort to reduce pedestrian injuries and fatalities.

SECTION II. That this Resolution in support of the "Best Foot Forward for Pedestrian Safety" program be recorded upon the official Public Records and Minutes of the City Commission of the City of Winter Springs, Florida.

Passed and Adopted by the City Commission of the City of Winter Springs, Florida in a Regular Meeting assembled on the 10th day of February.

ATTEST:

Christian Gowan, Interim City Clerk

By: _____

Charles Lacey, Mayor



CITY COMMISSION

REGULAR MEETING MINUTES

MONDAY, JANUARY 27, 2020 AT 6:30 PM

CITY HALL - COMMISSION CHAMBERS
1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Mayor Charles Lacey called the Regular Meeting of Monday, January 27, 2020 of the City Commission to order at 6:31 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Mayor Charles Lacey, present
Deputy Mayor Ted Johnson, present
Commissioner Jean Hovey, absent
Commissioner Kevin Cannon, present
Commissioner TiAnna Hale, present
Commissioner Geoff Kendrick, present
City Manager Shawn Boyle, present
City Attorney Anthony A. Garganese, present
Interim City Clerk Christian Gowan, present

A moment of silence was held, followed by the Pledge of Allegiance.

The agenda was adopted with the note that Item 101 would not be presented.

AWARDS AND PRESENTATIONS

100. Presentation from Sheriff Dennis Lemma

Sheriff Dennis Lemma, Seminole County Sheriff noted that the Seminole County crime rate was the lowest in its history. Sheriff Lemma then spoke about the opioid epidemic nationally and in Seminole County and efforts such as the SCORE team in partnership with Advent Health.

101. Presentation of Award to Mr. Levi Parks

Not presented.

102. Employee Service Awards

Ms. Casey Howard, IT and Administrative Services Director presented the Employee Service Awards to the following individuals:

- 5 years of service
 - o Casey Carman, Claims and Risk Management Specialist
 - o BJ Stevens, Police Officer
- 10 years of service
 - o Corporal Thomas Ballew (not in attendance)

- o Police Corporal Terrence Neisler
- 15 years of service
 - o Police Corporal John Briggie
 - o Evans Cheetal, Park Ranger
 - o Captain Nicholas Romano, Police Operations Bureau
 - o Tim Schumacher, Maintenance Worker III
 - o Corporal Ryan Vonbargen (not in attendance)
- 20 years of service
 - o Jennifer Klepin, Communications Operator

103. Annual Accountability Awards

Shawn Boyle presented the First Annual Accountability Award to Clifton Mullis for demonstrating the values of Winter Springs.

104. Presentation from Public Works Director and Veolia on Water and Wastewater Projects

Lena Rivera, Public Works and Utilities Director, and Rob Nicholas, Vice President, Veolia North America - South presented on the Water Works program and progress that has been made.

INFORMATIONAL AGENDA

200. Not Used

PUBLIC INPUT

Mayor Lacey opened "Public Input."

Mr. Dirk Griffin, General Manager of General Public House, 156 Tuskawilla Road, Suite 1344, Winter Springs, Florida noted objection to locating food trucks across from restaurants saying they would negatively impact business. Mr. Griffin was not opposed to other locations for food trucks.

Mr. James Evans, 217 Almaden Court, Winter Springs, Florida spoke in favor of allowing food trucks and noted that fairness had to be the most important consideration.

Mr. Jeff Brown, 227 Nandina Terrace, Winter Springs, Florida asked the Commission to allow him to keep operating his food truck and noted community support.

Mr. Paul Partyka, 404 Park Lake Drive, Winter Springs, Florida urged the Commission to develop rules and to make sure these rules were equitable to mobile food vendors and brick and mortar restaurants. Mr. Partyka also commented favorably on the Highland Games and the presentation given by Sheriff Lemma.

Mr. John Selenica, 200 East State Road 434, Winter Springs, Florida shared concerns about negative impacts of food trucks on brick and mortar restaurants, noted traffic and tax concerns, and said that food trucks at special events would be ok but he would not be in favor of permanent trucks.

Mr. Art Gallo, 199 Nandina Terrace, Winter Springs, Florida spoke in support of Mr. Brown's food truck and urged the Commission to find a fair win-win solution.

Ms. Gina Shafer, Winter Springs Village, Winter Springs, Florida requested additional trail crossing signage on Tuskawilla Road and suggested rotating food trucks through city parks. Furthermore, Ms. Shafer asked that the Commission consider putting their meetings on television.

Mr. Matt Benton, 414 Cedarwood Court, Winter Springs, Florida agreed that equitable rules should be developed and put in place and noted that Winter Springs is a great place to start a business.

Mr. Josh Pilacek, 1106 Deer Run, Winter Springs, Florida spoke in support of Mr. Brown's food truck and was in favor of more variety of food in the City.

Ms. Nancy Borck, 1196 Tree Swallow Drive #1314, Winter Springs, Florida, spoke about parking concerns, confusion about the current plans, and the noted that she was in favor of food trucks somewhere in the City.

Ms. Sheila Benton, 414 Cedarwood Court, Winter Springs, Florida asked that the Commission and food truck operators consider accessibility in their deliberations and also spoke about traffic and safety concerns.

Ms. Kimberly Cummings, 671 Cheoy Lee Circle spoke in support of Mr. Brown and noted a lack of food variety currently within the City that food trucks could help.

Mayor Lacey closed "Public Input."

CONSENT AGENDA

300. Surplus Assets

No discussion.

301. Northern Oaks (Final) Site Acceptance

No discussion.

302. Minutes from the Monday, January 13, 2020 City Commission Regular Meeting

No discussion.

“MOTION TO APPROVE CONSENT AGENDA.” MOTION BY COMMISSIONER CANNON. SECONDED BY DEPUTY MAYOR JOHNSON. DISCUSSION.

VOTE:

**COMMISSIONER CANNON: AYE
COMMISSIONER KENDRICK: AYE
COMMISSIONER HALE: AYE
DEPUTY MAYOR JOHNSON: AYE
MOTION CARRIED.**

PUBLIC HEARINGS AGENDA

400. Approval on Second and Final Reading Ordinance 2020-01 Amending the Solid Waste Franchise Agreement with Waste Pro of Florida in Order to Incorporate Federally-Required Contract Provisions

Attorney Garganese read Ordinance 2020-01 by “Title Only.”

Mayor Lacey opened the Public Hearing for Item 400.

Mr. Art Gallo, 199 Nandina Terrace, Winter Springs, Florida noted some difficulties with trash/recycling pickup when holidays are back to back and asked if there were anything Waste Pro could do to address this.

Mayor Lacey closed the Public Hearing for Item 400.

“MOTION TO APPROVE ORDINANCE 2020-01 ON FINAL READING.” MOTION BY COMMISSIONER CANNON. SECONDED BY COMMISSIONER HALE. DISCUSSION.

VOTE:

COMMISSIONER HALE: AYE
DEPUTY MAYOR JOHNSON: AYE
COMMISSIONER CANNON: AYE
COMMISSIONER KENDRICK: AYE
MOTION CARRIED.

REGULAR AGENDA

500. Food Truck Discussion

Discussion on previous issuance of special events permit, current interpretation of the City Code, and legislative options available to the Commission.

“MOTION TO EXTEND.” MOTION BY COMMISSIONER HALE. SECONDED BY COMMISSIONER CANNON. DISCUSSION.

MOTION PASSED WITHOUT OBJECTION.

“MOVE FOR COMMISSION TO DIRECT THE CITY MANAGER TO ISSUE A TEMPORARY USE PERMIT TO JEFF BROWN AND HIS SMOKEHOUSE BUSINESS FOR A NINETY (90) DAY PERIOD OF TIME FOR THAT SPECIFIC BUSINESS ON THE SPECIFIC PROPERTY, COLLECTIVELY CALLED THE OLD PINCH-A-PENNY PROPERTY, WITH DIRECTION TO SHAWN AS THE CITY MANAGER TO ENSURE REASONABLE TERMS AND CONDITIONS – TO ESTABLISH THE HOURS AND TO ENSURE SAFETY - WITH AN OPTION TO RENEW ONE MORE TIME FOR ANOTHER NINETY (90) DAYS.” MOTION BY COMMISSIONER CANNON. SECONDED BY COMMISSIONER HALE. DISCUSSION.

VOTE:

COMMISSIONER KENDRICK: AYE
DEPUTY MAYOR JOHNSON:
COMMISSIONER CANNON:
COMMISSIONER HALE:
MOTION CARRIED.

I MAKE A MOTION THAT THE COMMISSION DIRECT STAFF AND THE CITY ATTORNEY TO BEGIN DRAFTING AN ORDINANCE, INCLUDING MODIFICATIONS OF OUR LAND DEVELOPMENT REGULATIONS, TO ADDRESS THE ISSUE OF FOOD TRUCKS, INCLUDING THE LOCATIONS WITHIN THE CITY THAT THAT USE WILL BE PERMISSIBLE, AND THAT STAFF WORK WITH THE COMMISSION IN THE UPCOMING LAND DEVELOPMENT REGULATION SPECIAL MEETINGS AND COMPREHENSIVE PLAN UPDATE SPECIAL MEETINGS SO THAT WE CAN TAKE

**INTO CONSIDERATION FACTORS OF LOCATION, TIMING, AND SO FORTH.”
MOTION BY COMMISSIONER CANNON. SECONDED BY COMMISSIONER HALE.
DISCUSSION.**

VOTE:

COMMISSIONER HALE: AYE

COMMISSIONER CANNON: AYE

COMMISSIONER KENDRICK: AYE

DEPUTY MAYOR JOHNSON: AYE

MOTION CARRIED.

Commissioner Cannon asked that Manager Boyle work with the Parks and Recreation Department to see if food trucks could be incorporated at specific planned City events and asked that this be included when reporting back to the Commission.

501. Interlocal Agreement with Seminole County School Board

Mr. Joseph Rinaldi, Executive Director of Operations, Seminole County Public Schools, 400 East Lake Mary Boulevard, Sanford, Florida spoke to the Commission about Concurrency Service Areas (CSAs), proposed changes, and state requirements.

Asked Anthony to brief on a Florida Statute which requires Seminole County School Board to go to the CSA with the most capacity when developing SCALD Letters.

Mr. Rinaldi said he would develop maps showing single elementary school CSAs and present that at a later date.

REPORTS

600. City Attorney Anthony A. Garganese, Esquire

- No report

601. City Manager Shawn Boyle

- No report

602. Interim City Clerk Christian Gowan

- Asked to set a date for the Annual Board Dinner. Commission agreed that July 17th, 24th, and 31st should all be considered and brought back to the next meeting so Commissioner Hovey could offer input.

603. Mayor Charles Lacey

- Noted the Highland Games were a great success and commended the work of Chris Caldwell and the Highland Society.

604. Seat One Commissioner Jean Hovey

- Not present

605. Seat Two Commissioner/Deputy Mayor Kevin Cannon

- Spoke about a meeting of the Florida Department of Health Onsite Septic System Research Review and Advisory Council and noted the high cost of potential septic tank replacement throughout the state. Furthermore, mentioned a need for an open dialogue with the Count on this issue.

606. Seat Three Commissioner/Deputy Mayor Ted Johnson

- Echoed comments on success of the Highland Games;
- Looking forward to Tallahassee trip with Chamber of Commerce.

607. Seat Four Commissioner TiAnna Hale

- Thanked Lena Rivera, Veolia, and Representative David Smith for their work on improving water and infrastructure in the City;
- Agreed the Highland Games was amazing;
- Mentioned a Cops in Cars event she attended and said it was a great time;
- Urged residents to be involved at the state level and contact state representatives.

608. Seat Five Commissioner Geoff Kendrick

- Thanked staff for attending Tri-County League of Cities event where he was sworn in as First Vice-President;
- Noted the Father-Daughter Dance was being held on February 7, 2020 and was sold out;
- Mentioned an Oak Forest planter problem that he was happy to report was being resolved;
- Announced that Representative David Smith got \$2.5 million dollars pushed through for wastewater and commended the work of Lena Rivera and Veolia;
- Echoed the sentiments about the Highland Games.

PUBLIC INPUT

Mayor Lacey opened "Public Input".

No one spoke.

Mayor Lacey closed "Public Input".

ADJOURNMENT

Mayor Lacey adjourned the Regular Meeting at 9:41 p.m.

RESPECTFULLY SUBMITTED:

CHRISTIAN GOWAN
INTERIM CITY CLERK

APPROVED:

MAYOR CHARLES LACEY

NOTE: These Minutes were approved at the _____, 2020 City Commission Regular Meeting.



CITY COMMISSION

SPECIAL MEETING

MINUTES

MONDAY, FEBRUARY 3, 2020 AT 6:30 PM

CITY HALL - COMMISSION CHAMBERS
1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Mayor Charles Lacey called the Special Meeting of Monday, February 3, 2020 of the City Commission to order at 6:30 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Mayor Charles Lacey, present
Deputy Mayor Ted Johnson, present
Commissioner Jean Hovey, present
Commissioner Kevin Cannon, present
Commissioner TiAnna Hale, present
Commissioner Geoff Kendrick, present
For City Manager Casey Howard, present
City Attorney Anthony A. Garganese, present
Interim City Clerk Christian Gowan, present

A moment of silence was held, followed by the Pledge of Allegiance.

The agenda was adopted without changes.

AWARDS AND PRESENTATIONS

100. Not Used

INFORMATIONAL AGENDA

200. Not Used

PUBLIC INPUT

Mayor Lacey opened "Public Input."

No one spoke

Mayor Lacey closed "Public Input."

CONSENT AGENDA

300. Not Used

PUBLIC HEARINGS AGENDA

400. Not Used

REGULAR AGENDA

*** AGENDA NOTE – THE REGULAR AGENDA WAS DISCUSSED IN THE ORDER BELOW ***

501. Discussion on School Board Interlocal Agreement

Mr. Joseph Rinaldi, Executive Director of Operations, Seminole County Public Schools, 400 East Lake Mary Boulevard, Sanford, Florida was in attendance to continue the conversation from the January 27, 2020 City Commission Meeting.

Discussion followed on capacity, traffic concerns, rezoning, and the School Board's Capital Improvement Plan.

Commissioners asked Mr. Rinaldi to consider virtual school students in capacity calculations as they could return to brick and mortar schools and noted that planning efforts need to prepare for the completion of Tuskawilla Crossing.

NO MOTION

500. Discussion and Direction on Chapter 20 (Buffers, Scaling, and Setbacks)

After extensive discussion, the Commission directed staff to codify a minimum-to-maximum range for setbacks, eliminate the zero foot setback, and consider the vertical height and step-back of buildings in setback considerations along the State Road 434 Corridor, 17-92, and Tuskawilla Road, along with collector roads.

NO MOTION

PUBLIC INPUT

Mayor Lacey opened "Public Input".

Art Gallo, 199 Nandina Terrace, Winter Springs, Florida commended the Commission on engaging in conversations about school capacity and setbacks.

Rosemary Bednar, 341 Pawnee Trail, Winter Springs, Florida mentioned she served on the Tuskawilla Trails HOA and had questions about school zoning for her area

Michael Schrimsher, 600 East Colonial Drive #100, Orlando, Florida noted previous projects built in the Town Center as they were approved and follow the rules. Furthermore, Mr. Schrimsher recommended that the Commission look at 80% building frontage minimum requirements in addition to the other areas they designated staff to focus on.

The Commission agreed that Staff should consider developing a range for building frontage minimum/maximum.

Mayor Lacey closed "Public Input".

ADJOURNMENT

Mayor Lacey adjourned the Special Meeting at 9:41 p.m.

RESPECTFULLY SUBMITTED:

CHRISTIAN GOWAN
INTERIM CITY CLERK

APPROVED:

MAYOR CHARLES LACEY

NOTE: These Minutes were approved at the _____, 2020 City Commission Regular Meeting.



PUBLIC HEARINGS AGENDA ITEM 400

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

Wendy's Fast Food Restaurant - Final Engineering Review and Aesthetic Review

SUMMARY

The Community Development Department requests that the Planning and Zoning Board/Local Planning Agency hold a Public Hearing to consider Aesthetic Review, Final Engineering Plans, multiple Waiver requests, and the Development Agreement for a 2,183 square foot (SF) Wendy's Fast Food Restaurant, a permitted use within the Town Center.

General Information				
Applicant	Infinity Engineering Group, LLC			
Property Owner(s)	JDBS Winter Springs, LLC (JDBS)			
Location	1218 E. State Road 434 Winter Springs, FL 32708			
Tract Size	±.59 Acres			
Parcel ID Number	06-21-31-507-0000-0020			
Zoning Designation	Town Center (T-C) T5 Transect Urban Center Zone			
FLUM Designation	Town Center District			
Adjacent Land Use	North: Town Center District East: Town Center District	South: Town Center District West: Town Center District		
Principle building setbacks (from property line)	Front/principle plane: 0 ft.-8 ft. max (from front property line)	Rear: 3 ft. (from rear property line)	Side: 0 ft. min, 24 ft. max. (from side property line)	Frontage buildout: 80% min. (at front setback)
Development Standards	Lot Width: 18 ft. min., 180 ft. max.	Lot Depth: 30 ft. min., 160 ft. max.	Lot Coverage: 100% max.	

Development Permits	Not applicable Vacant
Development Agreement	Development Agreement Pending
Code Enforcement	Not applicable
City Liens	Not applicable

Aesthetic Review Plans:

Pursuant to Section 9-603, which sets forth guidelines and minimum standards for Aesthetic Review packages, staff has utilized the below criteria in Section 9-603 to determine the following. The attached Aesthetic Review package includes all of the submittal requirements for aesthetic review as set forth in Section 9-600 through 9-607 and include the following: (a) a site plan; (b) elevations illustration all sides of structures facing public streets or spaces; (c) illustrations of all walls, fences, and other accessory structures and the indication of height and their associated materials; (d) elevation of proposed exterior permanent signs or other constructed elements other than habitable space, if any; (e) illustrations of materials, texture, and colors to be used on all buildings, accessory structures, exterior signs; and (f) other architectural and engineering data as may be required. The procedures for review and approval are set forth in Section 9-603.

Aesthetic Review

1. The plans and specifications of the proposed project indicate that the setting, landscaping, proportions, materials, colors, texture, scale, unity, balance, rhythm, contrast, and simplicity are coordinated in a harmonious manner relevant to the particular proposal, surrounding area and cultural character of the community.

The proposed project consists of one two-story restaurant building (faux second-story) that provides a drive-thru lane and service window. The building has a tan, sand finish stucco façade, as well as cedar wood composite siding on covered patio the sides of the building. The building utilizes a neutral color scheme and various yet highly compatible materials. The neutral color scheme, chosen materials, and proposed landscaping make the design harmonious with the surrounding Town Center developments.
2. The plans for the proposed project are in harmony with any future development which has been formally approved by the City within the surrounding area.

The proposed project is designed to significantly contribute to the architectural styles that are in line with previously approved and future commercial developments within the Winter Springs Town Center. The proposed building represents a positive addition to the City of Winter Springs, and is a high-quality, unique design that is harmonious with its surroundings and will add value to the proposed location.
3. The plans for the proposed project are not excessively similar or dissimilar to any other building, structure or sign which is either fully constructed, permitted but not fully constructed, or included on the same permit application, and facing upon the same or intersecting street within five hundred (500) feet of the proposed site, with respect to one or more of the following features of exterior design and appearance:

 - a. Front or side elevations;
 - b. Size and arrangement of elevation facing the street, including reverse arrangement; or
 - c. Other significant features of design such as, but not limited to: materials, roof line, hardscape improvements, and height or design elements.

The front of the building which faces SR 434, features the “Wendy’s” trademark logo in a graphic format affixed to the faux second-story, including a covered outdoor patio and seating area which leads to an entrance/exit to the building, the design features pre-finished decorative metals and cedar wood composite siding on covered patio the sides of the building.

	<p>The front also showcases glass windows from the ground floor to the top of the roof line. The building incorporates a tan sand finish stucco façade.</p> <p>The east side of the building, which will face Eagle Edge Lane, features the drive-thru area, which is screened by a six foot (6) landscape buffer. This side of the building features, the Wendy's trademark logo in white, a view of the outdoor patio, a strip of glass windows from the ground to the top of the building, and stucco decorated textured walls with earth tone colors.</p> <p>The rear of the building, which will face Sea Hawk Cove, features a "Wendy's" sign in text, and another "Drive-Thru" directional sign, menu and intercom system for ordering food. A parking lot drive-thru lane encompasses the north, east and south sides of the building.</p> <p>The west (vacant) side of the building features a parking lot, the drive-thru pickup windows, the Wendy's trademark logo in white text, a view of the outdoor patio, lighting features, stucco decorated walls with texture and earth tone colors. The features listed above are compatible with existing buildings within 500 ft. of the proposed fast food restaurant.</p>
4.	<p>The plans for the proposed project are in harmony with, or significantly enhance, the established character of other buildings, structures or signs in the surrounding area with respect to architectural specifications and design features deemed significant based upon commonly accepted architectural principles of the local community.</p> <p>The proposed project enhances the character and overall aesthetics of the surrounding area. The design incorporates architectural features that are both modern and more traditional to serve as a transition between the Blake and the Town Center shopping. The City of Winter Springs is comprised of diverse architectural styles.</p>
5.	<p>The proposed project is consistent and compatible with the intent and purpose of this article, the Comprehensive Plan for Winter Springs, design criteria adopted by the city (e.g. Town Center guidelines, SR 434 design specifications) and other applicable federal, state or local laws.</p> <p>The proposed building is designed to contribute to the quality architectural styles that are typical of the surrounding area. This project represents enhanced landscaping, security guard rails, expression line to delineate the division between the first story the faux second story reinforced concrete and reinforced concrete with stucco for consistently and compatibly within Town Center.</p>
6.	<p>The proposed project has incorporated significant architectural enhancements such as concrete masonry units with stucco, marble, termite-resistant wood, wrought iron, brick, columns and piers, porches, arches, fountains, planting areas, display windows, and other distinctive design detailing and promoting the character of the community.</p>

	<p>The proposed project is designed to contribute significantly to the quality architectural styles that are typical of the Winter Springs Town Center and the surrounding area. The proposed building represents a positive addition to the City of Winter Springs, and is a high-quality, unique design that is harmonious with its surroundings and will add value to the proposed location.</p>
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Waiver Requirement

Section 20-34. – Waivers.

- (a) Any real property owner may file a waiver application requesting a waiver for their real property from any term and condition of this chapter (except from the list of permitted, conditional and prohibited uses set forth in any zoning district category).
- (b) The Planning and Zoning Board shall be required to review all waiver applications and make a written recommendation to the City Commission. Such recommendation shall include the reasons for the Board's recommendation and show the board has considered the applicable waiver criteria set forth in this section.
- (c) Upon receipt of the Planning and Zoning Board's recommendation, the City Commission shall make a final decision on the application. If the City Commission determines that the Planning and Zoning Board has not made a recommendation on an application within a reasonable period of time, the City Commission may, at its discretion, consider an application without the Planning and Zoning Board's recommendation.
- (d) All waiver recommendations and final decisions shall comply with the following criteria:

Waiver criteria set forth in Subsection 20-34(d) are as follows:

1.	The applicant clearly demonstrates that the applicable term or condition clearly creates an illogical, impossible, impractical, or patently unreasonable result related to the proposed property and development.
2.	The proposed development plan is in substantial compliance with this chapter and in compliance with the comprehensive plan.
3.	The proposed development plan will significantly enhance the real property.
4.	The proposed development plan serves the public health, safety, and welfare.
5.	The waiver will not diminish property values in or alter the essential character of the surrounding neighborhood.
6.	The waiver granted is the minimum waiver that will eliminate or reduce the illogical, impossible, impractical, or patently unreasonable result caused by the applicable term or condition under this chapter.
7.	The proposed development plan is compatible and harmonious with the surrounding neighborhood.
8.	Whether the applicant has agreed to execute a binding development agreement required by city to incorporate the terms and conditions of approval deemed necessary by the city commission including, but not limited to, any mitigative techniques and plans required by City Code.

The applicant requests that the Planning and Zoning Board consider the nine (9) waiver requests below:

Waivers Request/Justification

1.	<p>The applicant requests a waiver to increase the front setback from S.R. 434, maximum to approximately ±54.6 feet. in lieu of a maximum of 8 feet.</p> <p><u>Justification:</u></p> <p>This waiver necessary based on the inclusion of a number of enhancements in front of the building, including an outdoor patio dining area, landscaping, and an access lane that functions as a frontage road for Wendy's and the adjacent commercial lot to the east. Imposing the 8' maximum setback would create an illogical or unreasonable result because the feature corner building could not otherwise be achieved.</p> <p>This waiver request is necessary to allow for the construction of the building on that corner without compromising the drive thru lane and pedestrian safety.</p>
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	<p><u>City Code:</u> Sec. 20-325. - Transect standards. T5 (Urban Center Zone) Principle building setbacks (from property line) Front/principle plane- 0 ft.—8 ft. max (from front property line)</p>
2.	<p>The applicant requests a waiver from the required minimum of zero (0)-foot and maximum of twenty-four-foot (24)-foot maximum side principle plane setback for the building with a side principle plane setback of ±91.44 feet from the western property line.</p> <p><u>Justification</u> This waiver request is due lot size, location, and intended use of proposed structure need for on-site parking and pedestrian connections.</p> <p><u>City Code:</u> Sec. 20-325. - Transect standards. Lot Design Guidelines Table. T5 (Urban Center Zone) Principle building setbacks (from property line) Side - 0 ft. min, 24 ft. max. (from side property line)</p>
3.	<p>The applicant requests a waiver to reduce the 80% frontage buildout at the front setback required in the T5 transect to approximately ±25 percent frontage.</p> <p><u>Justification</u> This Waiver request is necessary that it would be highly impractical for a small stand-alone fast food restaurant building on a ±.59-acre lot to achieve an 80% frontage buildout at the front setback, while still providing adequate parking, access, landscaping, and pedestrian facilities. To offset the frontage buildout reduction, the site includes enhanced landscaping, and a 6-foot wide sidewalk along the S.R. 434 frontage.</p> <p><u>City Code:</u> Sec. 20-325. - Transect standards. Lot Design Guidelines Table. T5 (Urban Center Zone) Frontage buildout - 80% min. (at front setback)</p>
4.	<p>The applicant requests a waiver to locate the drive-thru service window on the west side of the building rather than the rear of the building.</p> <p><u>Justification</u> Since the drive-thru lane is not to the rear of the building and will be visible from S.R. 434, intensified landscaping shall be provided between the drive-thru lane, which effectively blocks the view of vehicles in the drive-thru lane from the surrounding streets and sidewalks. Adjacent parking is proposed along the area adjacent to the two (2) drive-thru windows.</p>

	<p><u>City Code:</u> Sec. 20-324. - General provisions. 6. Drive-throughs. Drive-through service windows are only permitted in the rear in and alley accessed locations provided they do not substantially disrupt pedestrian activity or surrounding uses.</p>
5.	<p>The applicant requests a waiver to allow 10 parking spaces between landscaping islands in lieu of requiring landscaping islands every six (6) parking spaces.</p> <p><u>Justification</u> This waiver request is due small lot size and the need for adequate parking on site.</p> <p><u>City Code</u> Sec. 20-324. - General provisions. 8. f. Parking lot landscaping requirements.</p>
6.	<p>The applicant requests a Waiver to reduce the off-street parking lot setback from S.R. 434 from a required minimum setback of 50-feet to approximately 40-feet.</p> <p><u>Justification</u> Based on the relatively small sized lot and location of the off-street parking, plus the inclusion of landscaping along the S.R. 434 frontage, it is impossible to meet the minimum setback and to provide adequate screening of the off-street parking lot and provide key pedestrian connections.</p> <p><u>City Code</u> Sec. 20-324. - General provisions. 8c. Off-street surface parking lot placement. Off-street surface parking lots shall be set back a minimum of fifty (50) feet from the property line along the main street to accommodate liner buildings.</p>
7.	<p>The applicant requests a waiver for Commercial Area: (A) 6' sidewalk in lieu of a 12' sidewalk and (B) Greenspace to maintain 12' planting area (green space) in lieu of 15' greenspace.</p> <p><u>Justification</u> There is not enough room on the site and adjacent to the right-of-way to construct a side walk larger than 6' wide. The design is in harmony with current and proposed developments located on S.R. 434.</p> <p><u>City Code</u> Sec. 20-325 Transect T5 (Urban Center Zone) (c) <i>Thoroughfare standards.</i> (3) SR 434 Street Edge</p>

8.	<p>The applicant requests a waiver for Commercial Area: (A) To not provide a sidewalk along Sea Hawk Cove in lieu of a 6' sidewalk, (B) Not to provide 6' optional greenspace, and to not include on-street parallel parking on Sea Hawk Cove.</p> <p><u>Justification</u> There are storm inlets, above ground meters, and a required dumpster enclosure on the site. There is insufficient space on the site to construct a 6 ft. wide sidewalk and the current thoroughfare (Sea Hawk Cove) is privately owned.</p> <p><u>City Code</u> Sec. 20-325 Transect T5 (Urban Center Zone) (c) Thoroughfare standards. (4) Town Center Street</p>
9.	<p>The applicant requests a waiver to include a permanent menu board sign and internal lighting. At this time, only temporary menu board signs are permitted subject to the restrictions and uniform design standards set forth in this Town Center Code. The Town Center Code requires that signs shall be externally lit. The menu board sign requires internal lighting.</p> <p><u>Justification</u> A waiver is required to construct a menu sign and internal lighting for the operation of the Wendy's Fast Food Restaurant.</p> <p><u>City Code</u> Sec. 20-325 Transect T5 (Urban Center Zone) Sec. 20-327.1. - Signs. (a)</p>

In evaluation of the above eight (8) proposed waiver requests, the applicant has satisfied the eight (8) specific criteria as required. The setbacks, frontage buildout, and signage waivers are consistent with the surrounding developments and will be compatible and harmonious with the surrounding area. The proposed development plan is otherwise in substantial compliance with Chapter 20 of the City's Code of Ordinances and in compliance with the Comprehensive Plan.

Applicable Law, Public Policy, and Events:

- Home Rule Powers
- Winter Springs Code of Ordinances
- Town Center District Code
- City of Winter Springs Comprehensive Plan

Background Data

JDBS Winter Springs, LLC (The Ocean Bleu Group) is proposing to construct a Wendy's Fast Food Restaurant in the Winter Springs Town Center. The proposed 2,183 SF one two-story (faux second-story) building is located on a ±.59-acre parcel on the north side of S.R. 434, east of Tuskawilla Road, west of Michael Blake Boulevard, and directly in front of The Blake Apartments.

The Wendy's Fast Food Restaurant includes; a drive-thru pickup window, 28 indoor and 20 outdoor seating areas, on-site and on-street parking, bicycle parking, pedestrian access, enhanced landscaping, 6-ft. wide sidewalks, and a decorative aesthetic design package to both the building and surrounding site improvements.

Final Engineering Plans Criteria, Sec. 20-33.1:

(a) Site and final engineering plans and the subdivision of land shall also be subject to the technical requirements set forth in Chapter 9 of the City Code. It is the intent of this section to apply to applications for site and final engineering plans and to any subdivision of land requiring a plat, if applicable, and does not include review and approval of a lot split application.

Please see discussion below regarding technical requirements of Chapter 9. The Final Engineering Plans have been reviewed by the City's contract engineer, concluding that the Plans satisfy the technical requirements provided the conditions of approval set forth below are met.

(b) Except in situations involving one (1) single-family home, the planning and zoning board shall be required to review all site and final engineering plan and subdivision of land applications and make a written recommendation to the city commission. Such recommendation shall include the reasons for the board's recommendation and show the board has considered the applicable criteria set forth in this section.

(c) Upon receipt of the planning and zoning board's recommendation, the city commission shall make a final decision on the application. If the city commission determines that the planning and zoning board has not made a recommendation on an application within a reasonable period of time, the city commission may, at its discretion, consider an application without the planning and zoning board's recommendation.

(d) Except in situations involving one (1) single-family home, all site and final engineering plan and subdivision recommendations and final decisions shall be based on whether the site and final engineering plan and subdivision of land complies with all the technical requirements set forth in chapter 9 of the City Code and the following criteria to the extent applicable:

(1) Whether the applicant has demonstrated the site and final engineering plan and subdivision of land, including its proposed density, height, scale and intensity, hours of operation, building and lighting design, setbacks, buffers, noise, refuse, odor, particulates, smoke, fumes and other emissions, parking and traffic-generating characteristics, number of persons anticipated using, residing or working under the plan, and other off-site impacts, is compatible and harmonious with adjacent land uses, and will not adversely impact land use activities in the immediate vicinity.

The proposed scale and intensity of the structure as depicted in the Final Engineering Plans requires waivers as listed above in the Staff Report, in order to be consistent with previously approved developments along the SR 434. The proposed daily hours of operation are as follows; the drive-thru will be open from 6:30 a.m. until 2:00 a.m. and the dining room will be open from 9:00 a.m. until 10:00 p.m. Impacts related to noise, refuse, odor, particulates, smoke, fumes and other emissions are anticipated to be negligible given the nature of the project. Parking and transportation are addressed thoroughly below. A fast food restaurant is a permitted use within the Town Center, T5 Transect. The development is compatible and harmonious with adjacent land uses and will not adversely impact land use activities in the immediate vicinity.

(2) Whether the applicant has demonstrated the size and shape of the site, the proposed access and internal circulation, and the design enhancements to be adequate to accommodate the proposed density, scale and intensity of the site and final engineering plan requested. The site shall be of sufficient size to accommodate design amenities such as screening, buffers, landscaping, open space, off-street parking, safe and convenient automobile, bicycle, and pedestrian mobility at the site, and other similar site plan improvements needed to mitigate against potential adverse impacts of the proposed use.

The size and shape of the site, the proposed access and internal circulation, and the design enhancements are adequate to accommodate the proposed development. The development will be accessed from Sea Hawk Cove. The single access has been reviewed by Seminole County Fire and has been approved. The existing and future Town Center street network provides multiple options for residents to reach their desired destinations. The internal circulation plan consists of public streets and a private road for access to the fast food restaurant. The on-site improvements include landscaping buffers, landscape screening for the trash receptacle, bicycle parking, and pedestrian paths to mitigate against potential adverse impacts of the proposed use.

(3) Whether the proposed site and final engineering plan and subdivision of land will have an adverse impact on the local economy, including governmental fiscal impact, employment, and property values.

The fast food restaurant is a permitted use in the T5 Transect of the Town Center and is not expected to have an adverse impact on the local economy. The proposed use is and expected to generate 30 to 35 new direct jobs, within the fast food restaurant, and 30 to 35 indirect jobs, such as landscapers, construction workers, etc., during the construction of the building. The restaurant will also provide ad valorem taxes to the City of Winter Springs.

(4) Whether the proposed site and final engineering plan and subdivision of land will have an adverse impact on the natural environment, including air, water, and noise pollution, vegetation and wildlife, open space, noxious and desirable vegetation, and flood hazards.

The applicant contracted with ECS Capital Services, PLLC and the report did not identify adverse impacts on the natural environment, as the site is vacant, graded and currently maintained.

(5) Whether the proposed site and final engineering plan and subdivision of land will have an adverse impact on historic, scenic, and cultural resources, including views and vistas, and loss or degradation of cultural and historic resources.

It is not anticipated that the Final Engineering Plans will have an adverse impact on any historic or cultural resources, including views and vistas.

(6) Whether the proposed site and final engineering plan and subdivision of land will have an adverse impact on public services, including water, sewer, stormwater and surface water management, police, fire, parks and recreation, streets, public transportation, marina and waterways, and bicycle and pedestrian facilities.

See below for discussion regarding impact on public services.

(7) Whether the site and final engineering plan and subdivision of land, and related traffic report and plan provided by the applicant, details safe and efficient means of ingress and egress into and out of the neighborhood and adequately addresses the impact of projected traffic on the immediate neighborhood, traffic circulation pattern for the neighborhood, and traffic flow through immediate intersections and arterials.

See below for discussion regarding impact on regarding traffic circulation.

(8) Whether the proposed site and final engineering plan and subdivision of land will have an adverse impact on housing and social conditions, including variety of housing unit types and prices, and neighborhood quality.

The proposed development is not anticipated to have an adverse impact on housing and social conditions, as the proposed use is a fast food restaurant.

(9) Whether the proposed site and final engineering plan and subdivision of land avoids significant adverse odor, emission, noise, glare, and vibration impacts on adjacent and surrounding lands regarding refuse collection, service delivery, parking and loading, signs, lighting, and other site elements.

It is not anticipated that the proposed commercial development will emit odors, glares, or vibrations that will adversely impact adjacent property. They have provided an adequate refuse enclosure.

(10) Whether the applicant has provided an acceptable security plan for the proposed establishment to be located on the site and final engineering plan and subdivision of land that addresses the safety and security needs of the establishment and its users and employees and minimizes impacts on the neighborhood, if applicable.

The ground-floor along the building frontage includes a semi-transparent storefront with windows covering no less than fifty (50) percent of the wall area. The fast food restaurant faces SR 434, which includes doors or entrances with public access for the safety and security needs of the establishment, its users, and employees to minimize potential security impacts.

(11) Whether the applicant has provided on the site and final engineering plan and subdivision of land an acceptable plan for the mass delivery of merchandise for new large footprint buildings (greater than twenty thousand (20,000) square feet) including the hours of operation for delivery trucks to come into and exit the property and surrounding neighborhood, if applicable.

Not applicable.

(12) Whether the applicant has demonstrated that the site and final engineering plan and subdivision of land have been designed to incorporate mitigative techniques and plans needed to prevent adverse impacts addressed in the criteria stated herein or to adjacent and surrounding uses and properties.

The Final Engineering Plans, in conjunction with the Development Agreement, address adverse impacts. Primarily, the Development Agreement and Plans include enhanced tree landscaping along SR 434 to and ensure the passage of open space to the City.

(13) Whether the applicant has agreed to execute a binding development agreement required by city to incorporate the terms and conditions of approval deemed necessary by the city commission including, but not limited to, any mitigative techniques and plans required by City Code.

The binding Development Agreement is attached hereto as an Exhibit.

Stormwater

The site's stormwater is master planned into The Blake Apartments master stormwater pond, which is located east of the Cross Seminole Trail. The pond is complete and it complies with the applicable St. Johns River Water Management District and the City of Winter Springs permit requirements.

Water and Sewer

Wendy's will connect to City of Winter Springs water and sewer facilities along Sea Hawk Cove.

Transportation/Traffic Analysis

Wendy's Fast Food Restaurant will be accessed to and from the site from a driveway connection located on Sea Hawk Cove. Sea Hawk Cove is accessible from Michael Blake Boulevard and Eagle Edge Lane.

Traffic Planning and Design, Inc. prepared a Traffic Impact Analysis for the subject property. The trip generation of the proposed development was calculated with the use of trip generation rates obtained from the 10th Edition of the ITE Trip Generation Manual. The proposed development is projected to generate 158 new net daily trips, of which 87 will occur in the A.M. peak hour and 71 will occur in the P.M. peak hour. Adequate Level of Service (LOS) at all roadway segments will continue at all segments. Intersections to continue to operate at acceptable LOS.

The results of the intersection capacity analysis indicate that the all study intersections operate at satisfactory overall Levels of Service except for southbound approach at the intersection of SR 434 and Tuskawilla Road. Michael Blake Boulevard will increase LOS with signalization.

The proposed Wendy's is 2,183 square feet which is consistent with the trip generation calculations presented in the traffic analysis and therefore the results of the traffic analysis remain consistent with the proposed development. The proposed projected traffic is consistent and comparable with the approved Starbucks development located east of the subject property.

Parking

A parking lot is located on the west side of the building. Developments within the Town Center do not have a specific parking ratio requirement. However, this development had been designed to meet the City's parking Code outside of the Town Center which is 1.0 spaces per 100 SF, Land Development Code Section 9-277(26). In addition, a drive-thru lane encompasses the north, east and south sides of the building, and site has seventeen (17) on-site, five (5) on-street parking spaces, and two (2) handicap spaces, for a total of 24 parking spaces.

Fiscal Impact:

Development of the subject property as a Wendy's Fast Food Restaurant is anticipated to provide an increase to the City's taxable value, as well as provide a catalyst for future commercial development in the surrounding area.

Impact Fees/Unit > Based on total SF (square footage), GFA (gross floor area) unless noted otherwise – Non-Residential.

Wendy's ~2,183 SF (Fast Food Restaurant w/ Drive-thru) Commercial

Transportation/Road: \$ 19,216.00/1,000 SF GFA = \$ 41,948.53

Fire: \$ 320.00/1,000 net SF = \$ 698.56

Police: \$ 0.156 per SF = \$ 340.55

Parks & Recreation: N/A

City Impact Fees (Wendy's) Total = \$ 42,987.64

Reports

The Final Engineering submittal is required to include the following reports or updates of previously prepared reports for the same property.

Reports	
March 2019	Traffic Impact Analysis
April 23, 2019	Phase I Environmental Site Assessment
March 7, 2019	Parking Analysis
September 2019	Tree Affidavit
September 2019	Economic Impact
September 2019	Parking Study
September 2019	Water Management Permit Submittal
2019	Piping Sizing Calculations

Procedural History:	
March 8, 2019	Combined Preliminary/Final Site Plan Application Submittal Under Review
April 23, 2019	Phase I Environmental Site Assessment
May 7, 2019	Aesthetic Review Application
September 16, 2019	Waiver Application
December 12, 2019	Waiver Application - Revised
December 17, 2019	Community Workshop Meeting
January 8, 2020	Planning & Zoning Board/Local Planning Agency Continued
February 5, 2020	Planning & Zoning Board/Local Planning Agency Recommendation Pending

Final Development Plan Approval:

The City Commission may approve Final Engineering Plans separately and prior to approval of the final plat as provided in Section 9-74 of the City Code.

Recommendation:

Staff recommends that the City Commission approve the Aesthetic Review, Final Engineering Plans, multiple Waivers from the Town Center Code, and the Development Agreement for a 2,183 SF Wendy's Fast Food Restaurant.

Exhibit 1

Vicinity Map

Project Site

1218 E. SR 434, Winter Springs, FL 32708

Parcel ID 06-21-31-507-0000-0020



Exhibit 2

Aesthetic Review Plans



Purdy Muroff Architecture, Inc.

1711 North Hills Avenue, Tampa, Florida 33607, Ph: 813-333-0055 Fax: 813-333-4350 Web Site: www.purdymuroff.com



Purdy + Muroff Architecture, Inc.

1711 North Himes Avenue, Tampa, Florida 33607, Ph 813333-6633 Fax 813333-4136 Web Site: www.purdyandmuroff.com

EXTERIOR FINISH SCHEDULE

SF-1	STOREFRONT - "DARK BRONZE"
PUW	PICK-UP WINDOW TO MATCH STOREFRONT
M-1	PARAPET CAP/ BRAKE METAL - "DARK BRONZE"
M-3	EXCEPTIONAL METALS - "BRIGHT RED"
M-4	EXCEPTIONAL METALS - "SILVER METALLIC"
M-5	BRAKE METAL - "CLEAR ANODIZED"
M-7	EXCEPTIONAL METALS - "CUSTOM DARK GREY"
E-2	CEMENTITIOUS FINISH - "WENDY'S RED"
E-7	CEMENTITIOUS FINISH - "DARK GREY"
E-8	CEMENTITIOUS FINISH - "TAN"
E-9	CEMENTITIOUS FINISH - "HOMESTEAD BROWN"
KW-1	KNOTWOOD PRE-FINISHED ALUMINUM SIDING MATERIAL "LIGHT OAK"
KW-2	KNOTWOOD PRE-FINISHED ALUMINUM SIDING MATERIAL "KNIGHTS ARMOUR"
KW-3	KNOTWOOD PRE-FINISHED ALUMINUM SIDING MATERIAL "BRITE RED MATT"
BL-1	BOLLARD SLEEVE - "YELLOW"
PEX-1	PAINT - DARK BRONZE (SEE PAINT SCHEDULE)
PEX-3	PRE-FINISHED DARK BRONZE SIGN CABINETS (SEE PAINT SCHEDULE)
PEX-6	PRE-FINISHED WALK-IN FREEZER / COOLER DARK BRONZE (SEE PAINT SCHEDULE)
PEX-10	PAINT / POWDER COAT - BLACK (SEE PAINT SCHEDULE)
PEX-12	PAINT - DARK GREY (SEE PAINT SCHEDULE)
COL-1	PAINTED STEEL COLUMN

SITE NUMBER: 12660
 BASE MODEL: SMART 30-2.0
 ASSET TYPE: FRANCHISEE
 CLASSIFICATION: NEW
 OWNER: JAE RESTAURANT GROUP
 BASE VERSION: 2018
 UPGRADE CLASSIFICATION:
 NEW BUILD
 PROJECT YEAR: 2019
 FURNITURE PACKAGE: 2018
 DRAWING RELEASE: FALL 2018

Hartley + Purdy Architecture, Inc.
 1711 North Himes Avenue, Tampa, Florida, 33607, Ph: 813.953.4005 Fax: 813.953.4350 Web: www.hartleypurdy.com

PROJECT TYPE: NEW
 SMART 30-2.0

Wendy's

REV.	DATE	DESCRIPTION

ISSUE DATE: 10.04.19
 PROJECT NUMBER: 1801.19
 DRAWN BY: MM
 CHECKED BY: MM

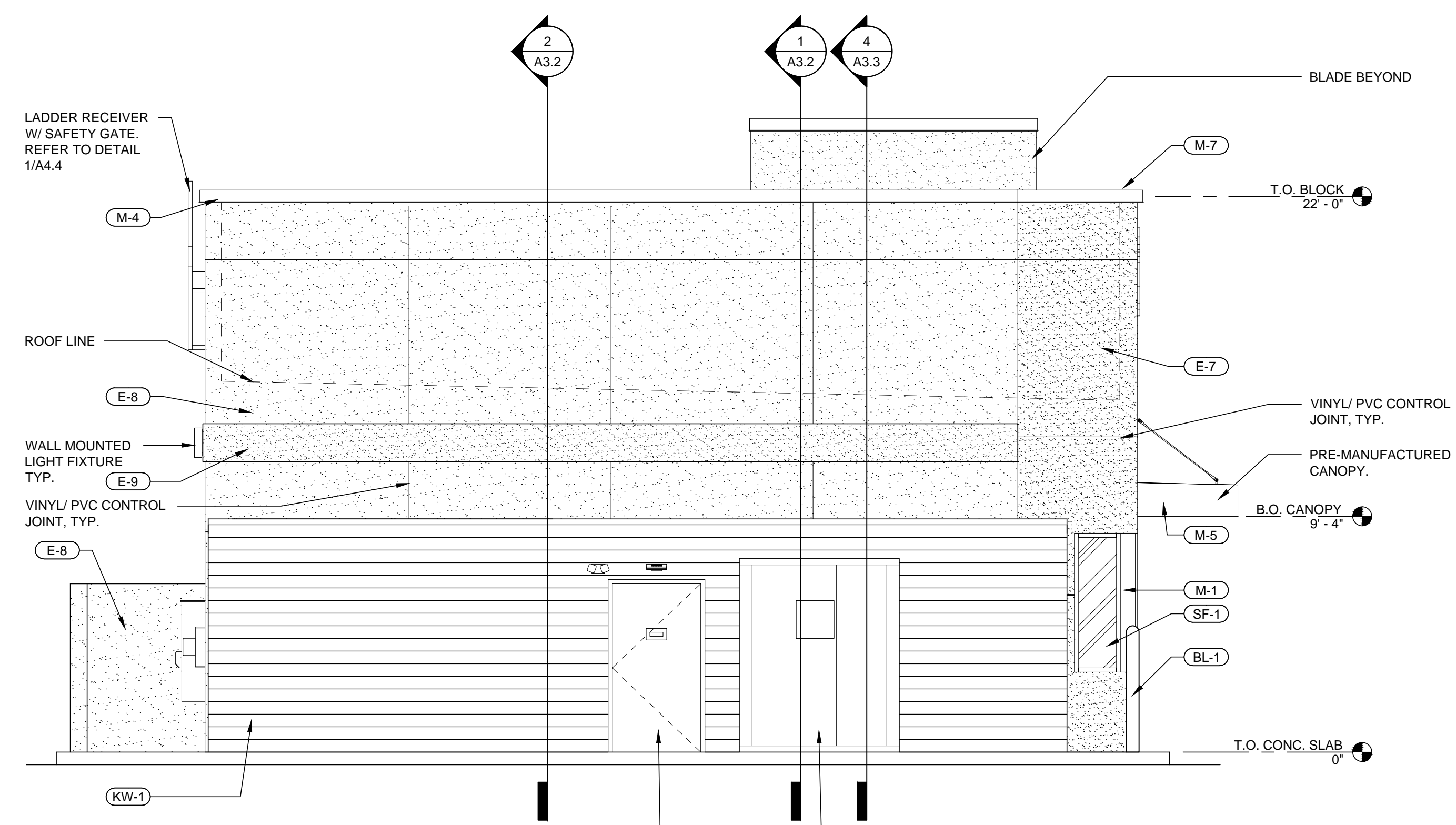
MICHAEL MUROFF
 AR 92344

EXTERIOR ELEVATIONS

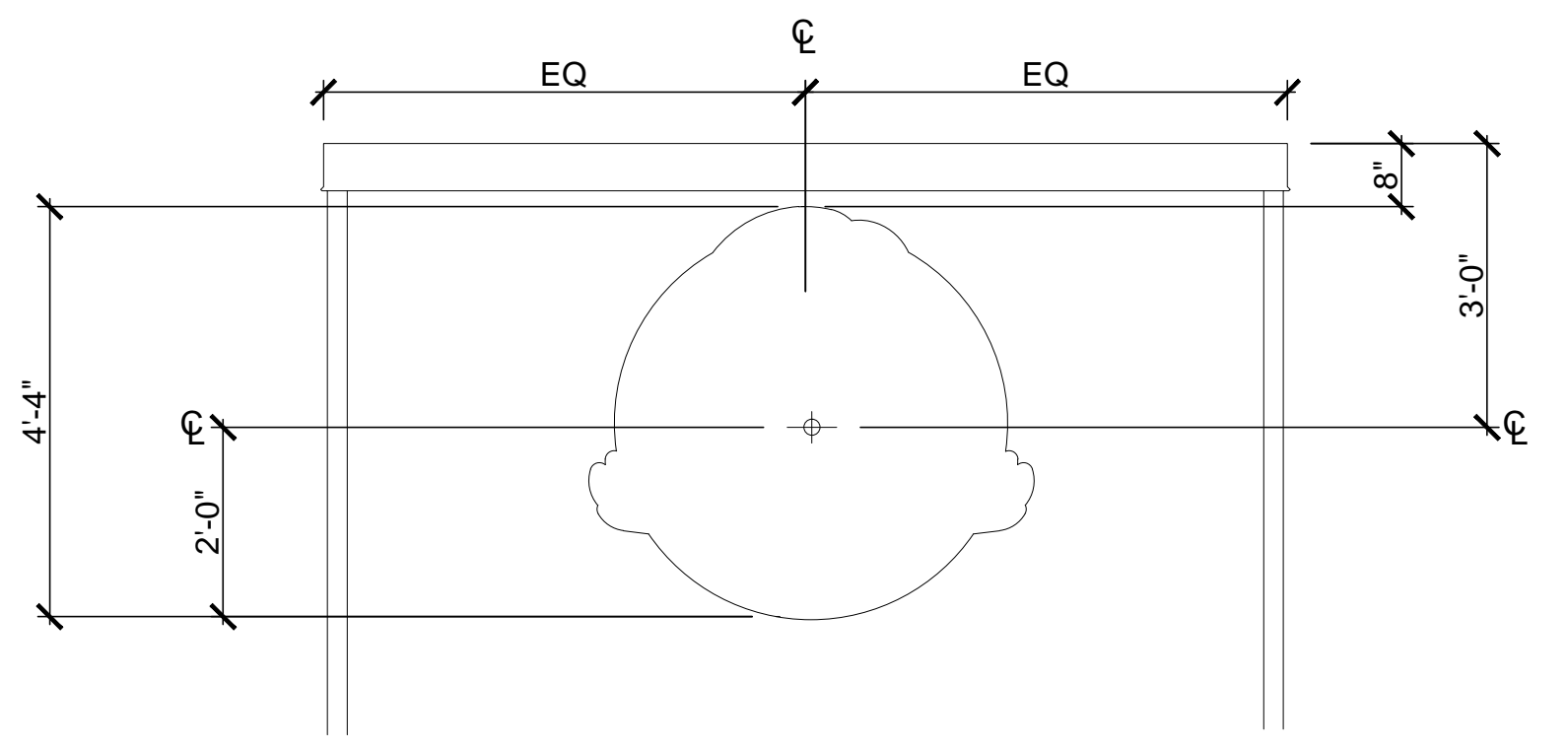
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A2.1

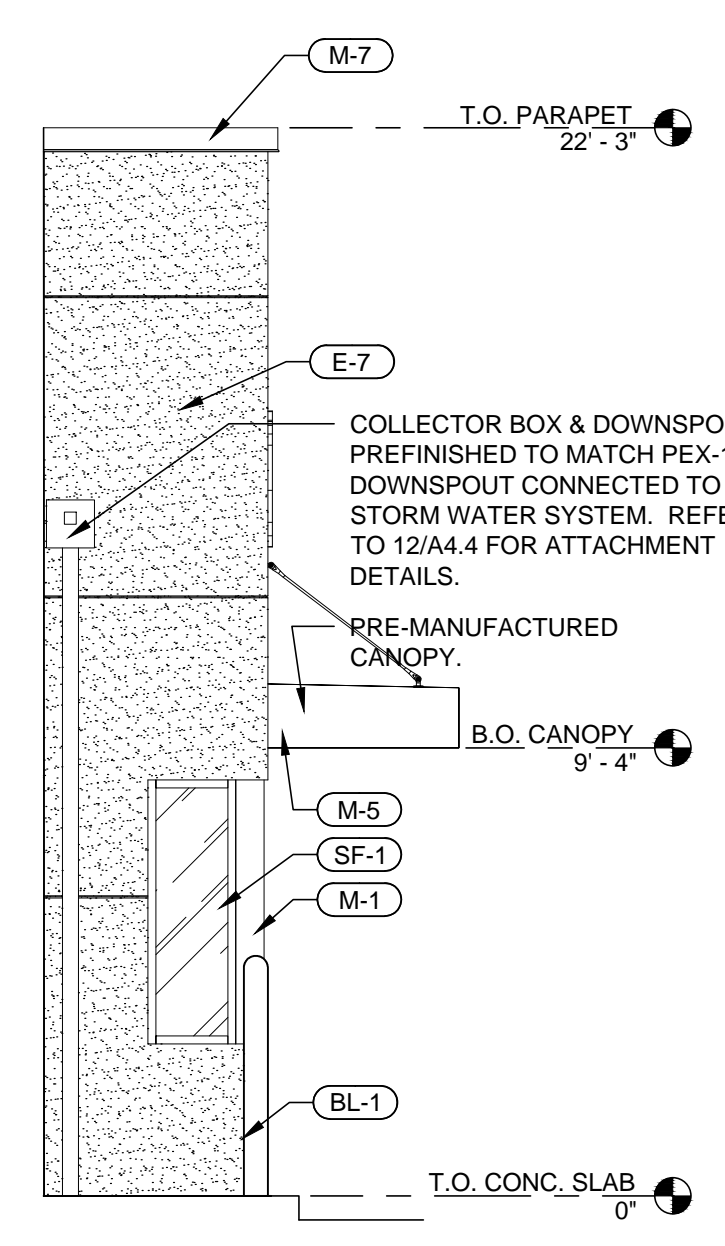
AA-0003276
 HARTLEY + PURDY ARCHITECTURE, INC.
 ALL RIGHTS RESERVED 2019



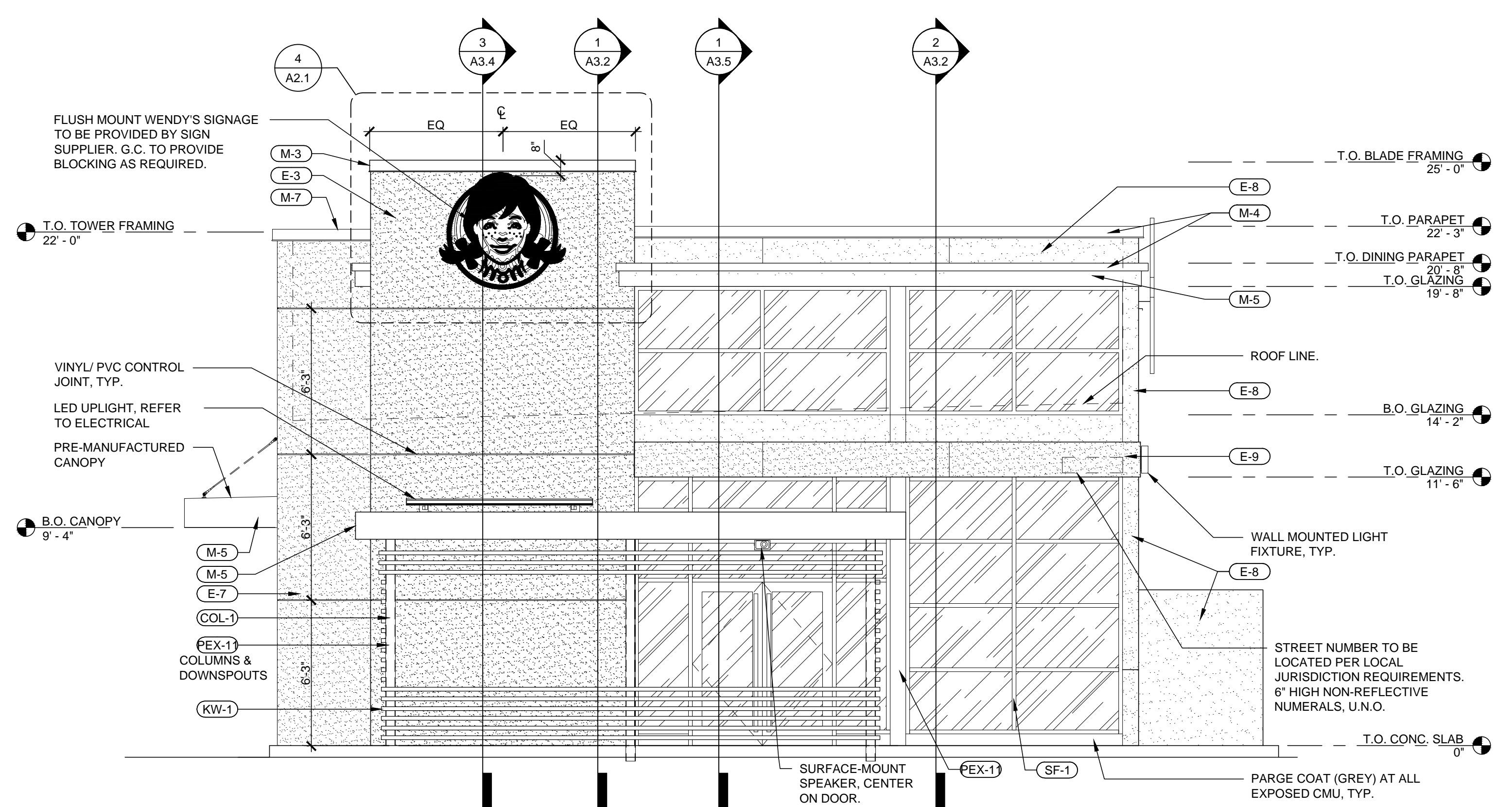
REAR ELEVATION 2
 1/4" = 1'-0"



WIRING HOLE PLACEMENT DIAGRAM 4
 1/2" = 1'-0"

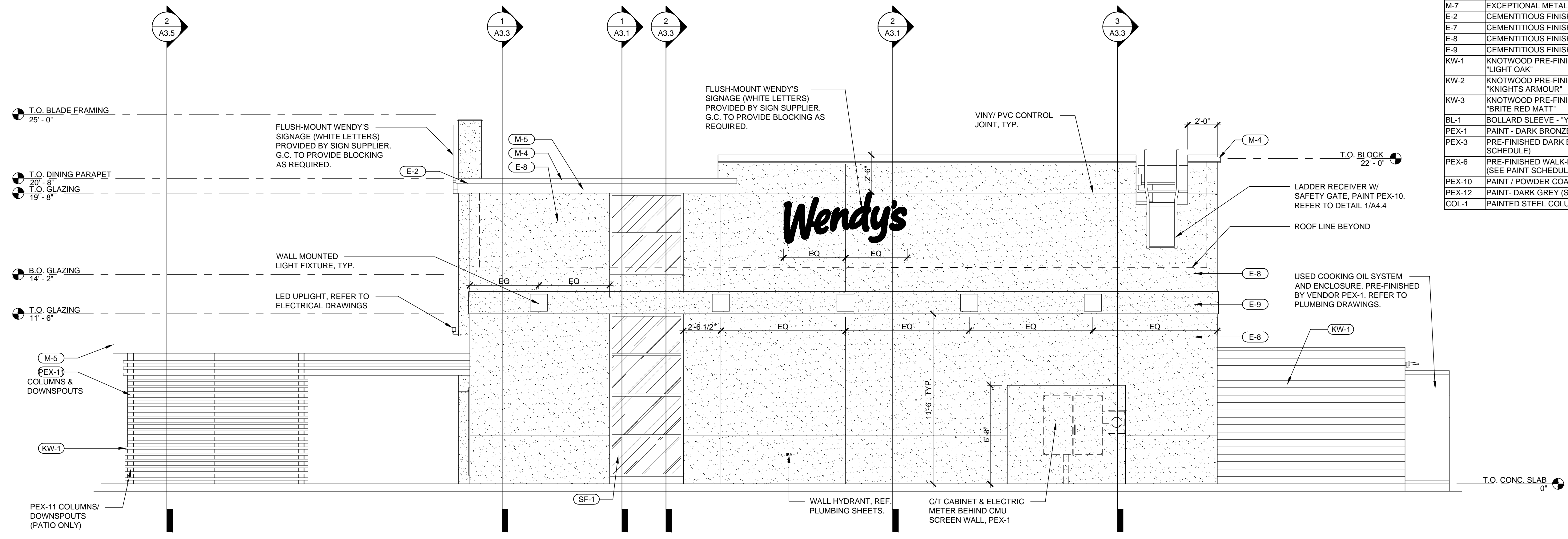


REAR DRIVE-THRU ELEVATION 3
 1/4" = 1'-0"

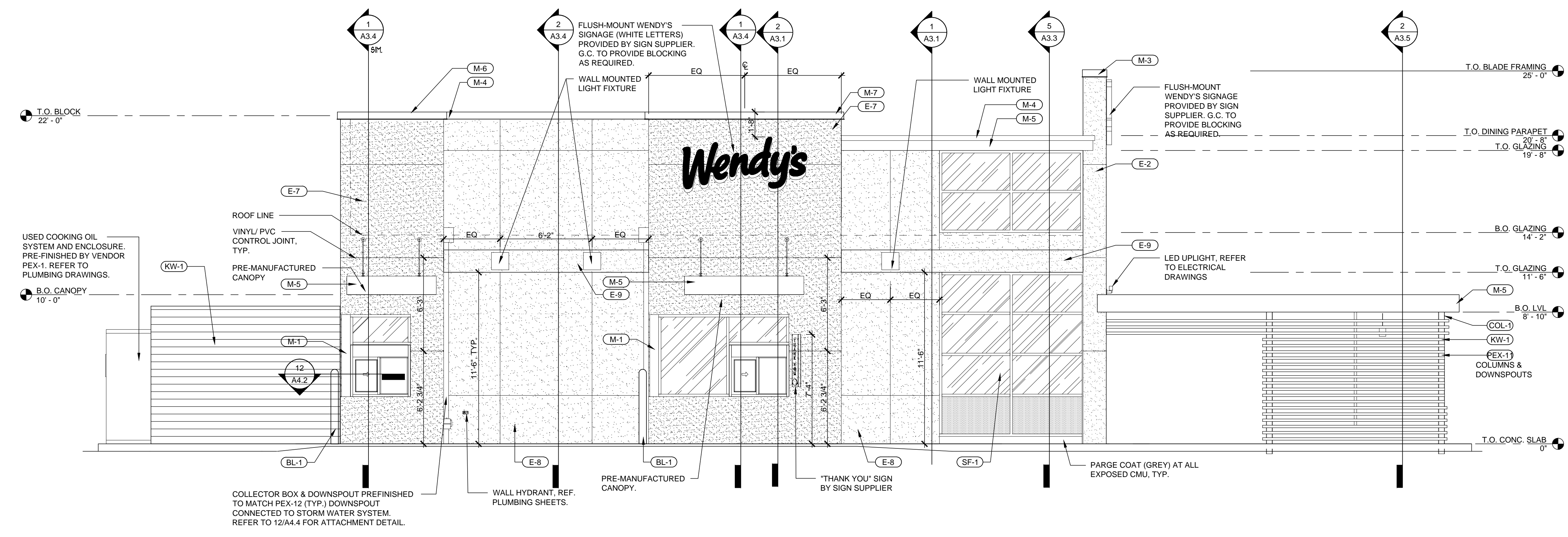


FRONT ELEVATION 1
 1/4" = 1'-0"

SEAL



RIGHT SIDE ELEVATION 2
1/4" = 1'-0"



LEFT SIDE ELEVATION 1
1/4" = 1'-0"

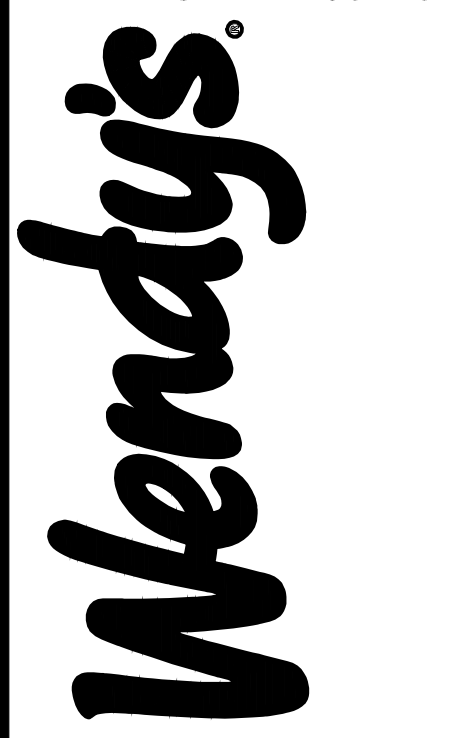
EXTERIOR FINISH SCHEDULE

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COL-1	PAINTED STEEL COLUMN

SITE NUMBER: 12660
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 BASE VERSION: 2018
 UPGRADE CLASSIFICATION: NEW BUILD
 PROJECT YEAR: 2019
 FURNITURE PACKAGE: 2018
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Hartley + Purdy Architecture, Inc.
 1711 North Himes Avenue, Tampa, Florida, 33607, Ph: 813.953.4005 Fax: 813.953.4350 Web Site: www.hartleypurdy.com

PROJECT TYPE: NEW
 SMART 30-2.0



REV.	DATE	DESCRIPTION

ISSUE DATE: 10.04.19
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 DRAWN BY: MM
 CHECKED BY: MM

SEAL

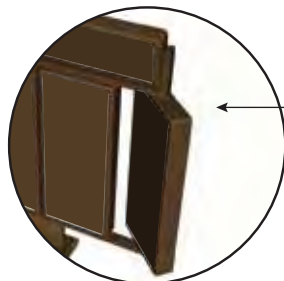
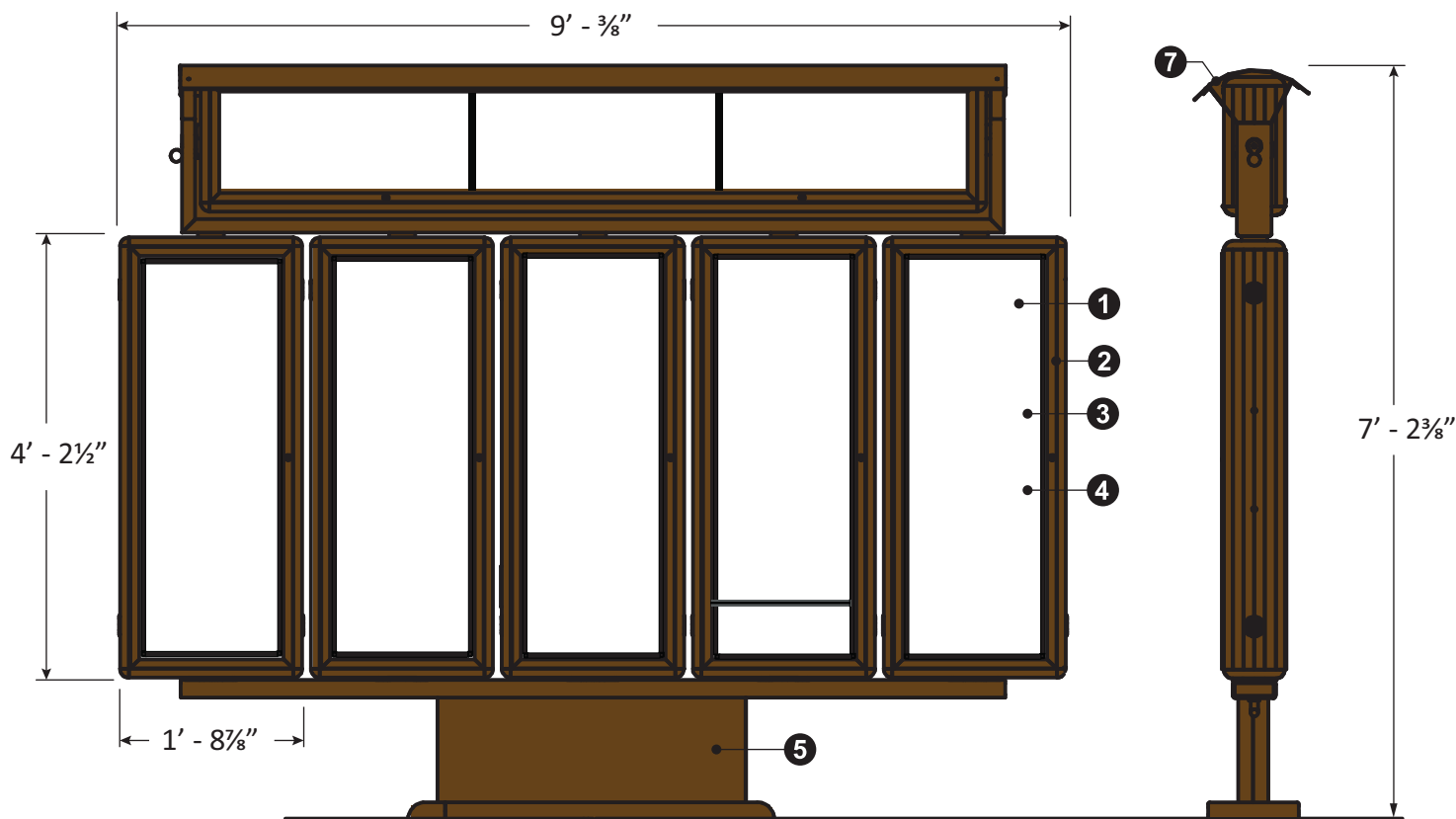
MICHAEL MUROFF
 AR 92344

SHEET NAME
 EXTERIOR ELEVATIONS

SHEET NUMBER

A2.2

AA-0003276
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Optional removable metal blackout liner available if breakfast is not being served. Will not warp or fade. NSS#: 90012164

Foundation specifications are site specific and subject to local soil and code requirements.

MATERIALS & SPECS

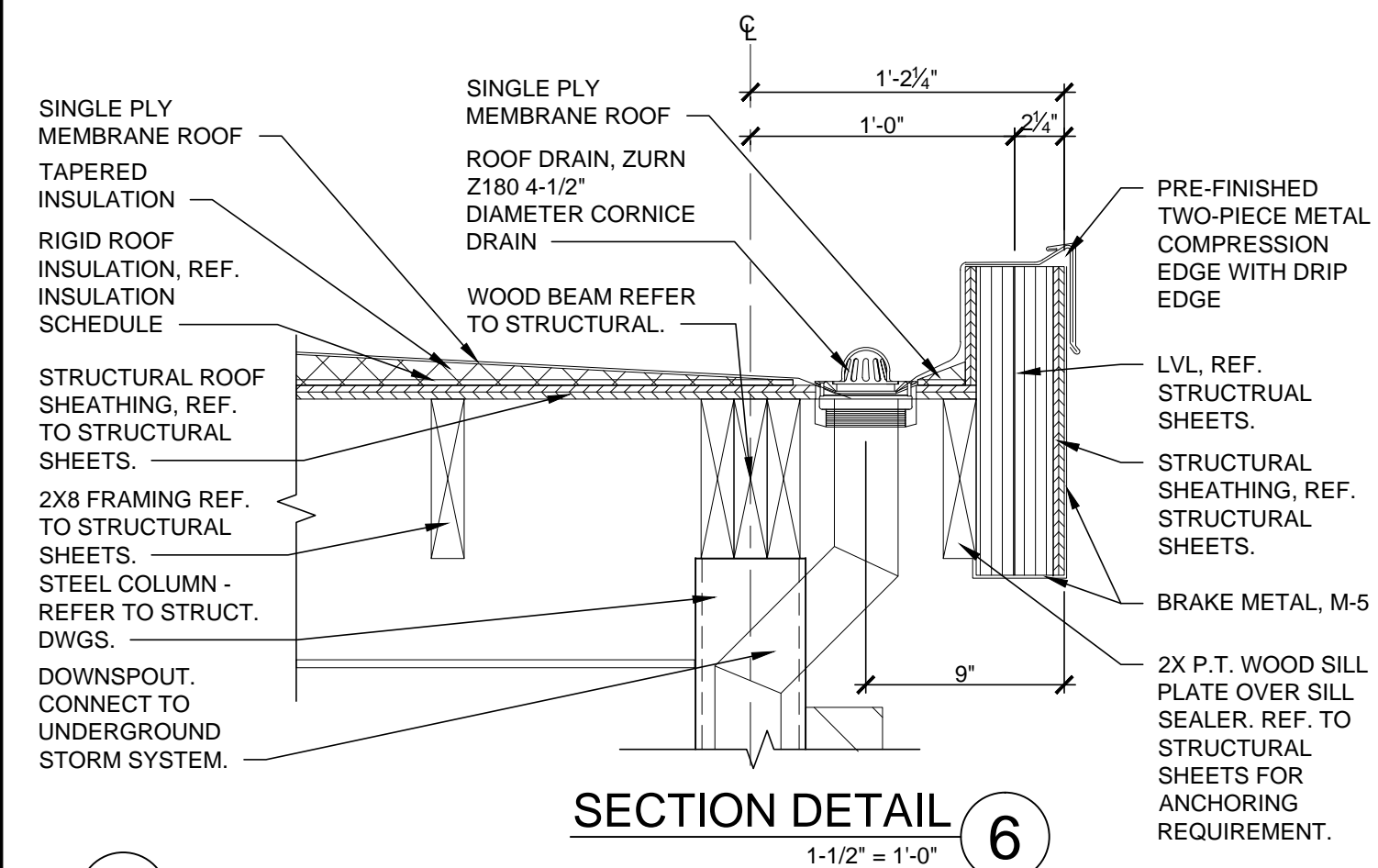
Actual: 55.88 ft²

- 1 Illumination - T12 lamps* - one ballast per cabinet
 - 2 Cabinet - extruded aluminum construction
 - 3 Cover doors - locking side hinged doors and scratch/mar resistant faces
 - 4 Standard RM5200 includes magnetic frames and carriages to match current corporate layout. Graphics provided by others. Strips/Price kit additional charge. Blackout liners are optional, NSS#: 90012164
 - 5 Formed ABS pole cover
 - 6 Rotating cabinets for dayparting (new wave system eliminates pulling pins)
 - 7 NSS exclusive protective rain guard
- Soft Metallic Brown - cabinets, base

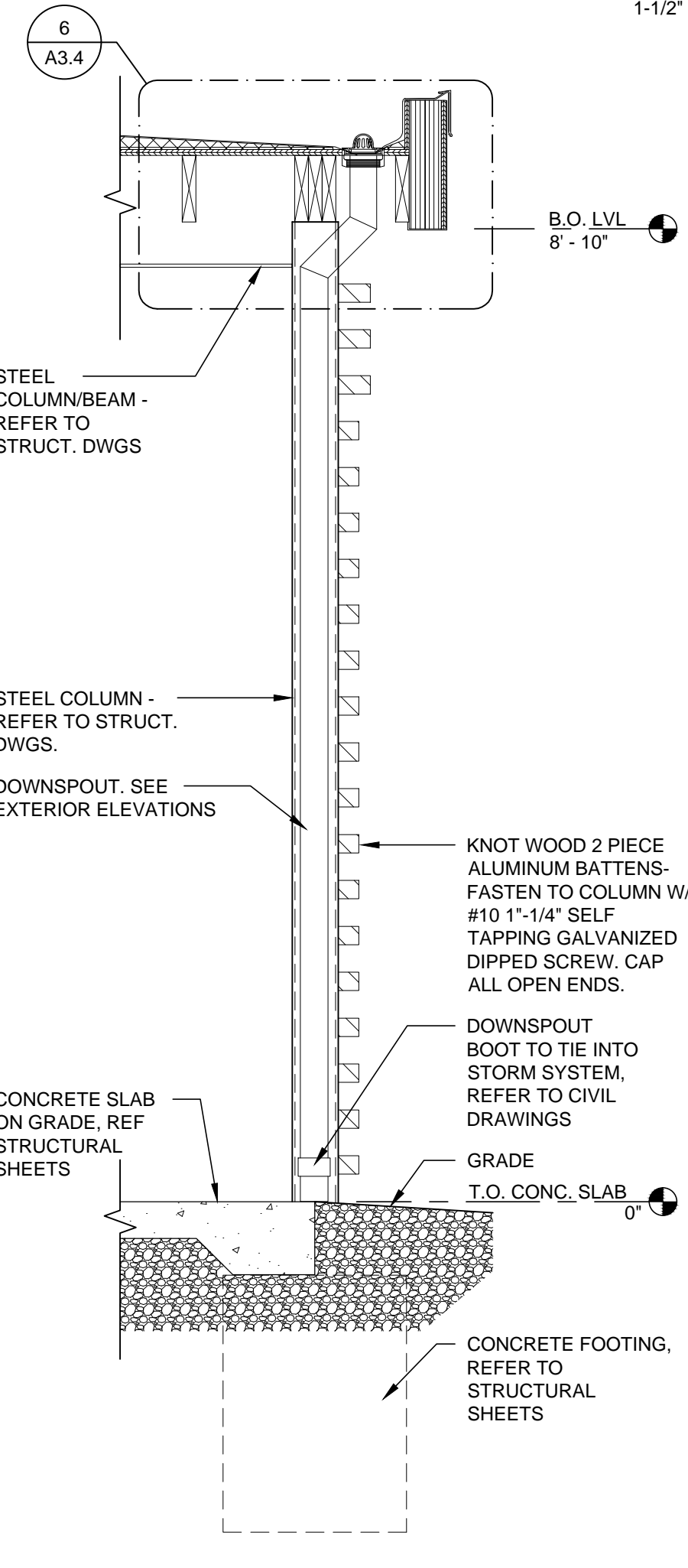
*Anchor bolt kit sold separately, NSS#: 90002151
*Total electrical load: 6.72 amps.
Requires (1) 20 amp circuit @ 120V/60Hz (all components UL listed)

SECTION GENERAL NOTES

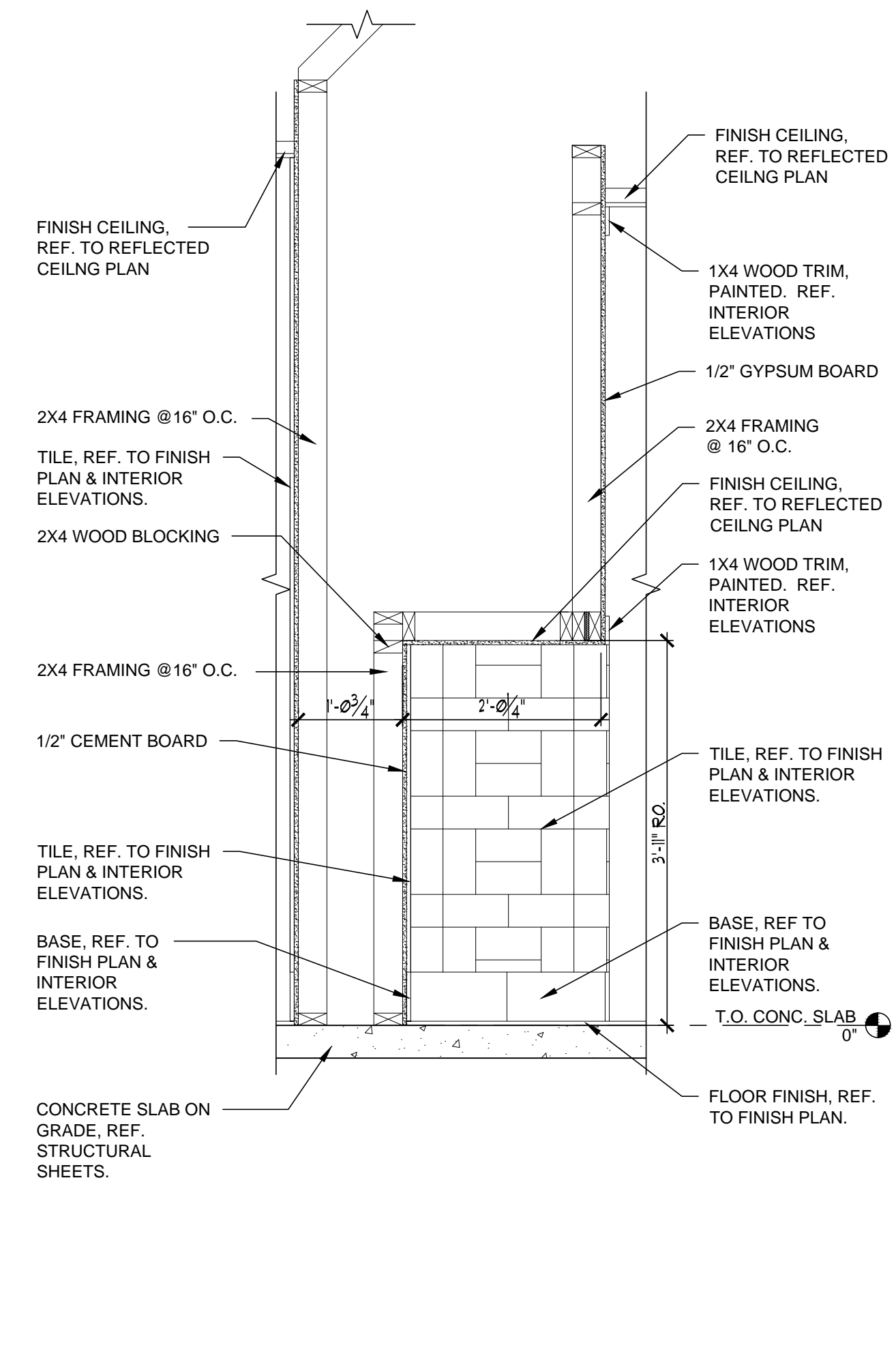
- A. SEAL EXTERIOR WALL AND ROOF PENETRATIONS AND JOINTS BETWEEN DISSIMILAR MATERIALS TO ENSURE A COMPLETELY WEATHER-TIGHT SEAL. SEALANT LOCATIONS INCLUDE BUT ARE NOT LIMITED TO: LIGHT FIXTURE MOUNTS, DOOR AND WINDOW FRAMES, FASCIA EDGES, SIGNAGE MOUNTS, CONDUIT PENETRATIONS, SCUPPERS, ELECTRICAL OUTLETS, HOSE BIBS, AND UTILITY SERVICE ENTRANCES. REFER TO JOINT TREATMENT SCHEDULE.
- B. PROVIDE CONTINUOUS WEATHER BARRIER BEHIND ALL EXTERIOR FINISHES. UTILIZE COMMERCIAL GRADE BUILDING WRAP. UTILIZE FLUID APPLIED WEATHER BARRIER AT METAL SIDING, AND EIFS, LAP & TAPE ALL SEAMS. LAP OVER ALL FLASHING. COORDINATE TRANSITIONS PER MFR'S RECOMMENDATIONS. APPROVED ALTERNATE, PROVIDE FLUID APPLIED OR SELF ADHERING WEATHER BARRIER BEHIND ALL EXTERIOR FINISHES.
- C. EXTERIOR SIDEWALKS AND PAVING ARE SHOWN FOR DESIGN INTENT ONLY. G.C. SHALL BE RESPONSIBLE FOR COORDINATING SCOPE OF WORK WITH OWNER'S REPRESENTATIVE AND/OR CIVIL DRAWINGS.
- D. GRADES SHALL BE 2" MIN. BELOW FLOOR SLAB AND SHALL SLOPE AWAY FROM BUILDING @ 5% SLOPE EXCEPT @ PEDESTRIAN PATHS WHICH SHALL BE SLOPED AWAY FROM BUILDING @ 1/8" PER FOOT MIN. AND 1/4" PER FOOT MAX.
- E. REFER TO STRUCTURAL PLAN AND DETAILS FOR ADDITIONAL FRAMING REQUIREMENTS.
- F. VAPOR RETARDER SHALL BE INSTALLED IN CONTINUOUS SHEETS FROM FLOOR TO UNDERSIDE OF ROOF DECK. ALL SEAMS AND PENETRATIONS SHALL BE SEALED PER MANUFACTURER'S DIRECTION. PROVIDE CONTINUOUS CLASS 1 OR CLASS 2 VAPOR RETARDER ON THE INTERIOR SIDE OF THE WALL FRAMING AND BEHIND APPLIED WALL FINISH SHEATHING IN ASHRAE ZONES MARINE 4 AND 5 THROUGH 8. LAP AND TAPE ALL SEAMS TO ACHIEVE CONTINUOUS COVERAGE OVER THE ENTIRE UNFENESTRATED BUILDING ENVELOPE.
- G. INSULATION AND VAPOR RETARDER IN EXPOSED AREAS TO HAVE A FLAME SPREAD OF 25 AND A SMOKE DEVELOPMENT OF 450 OR BETTER.



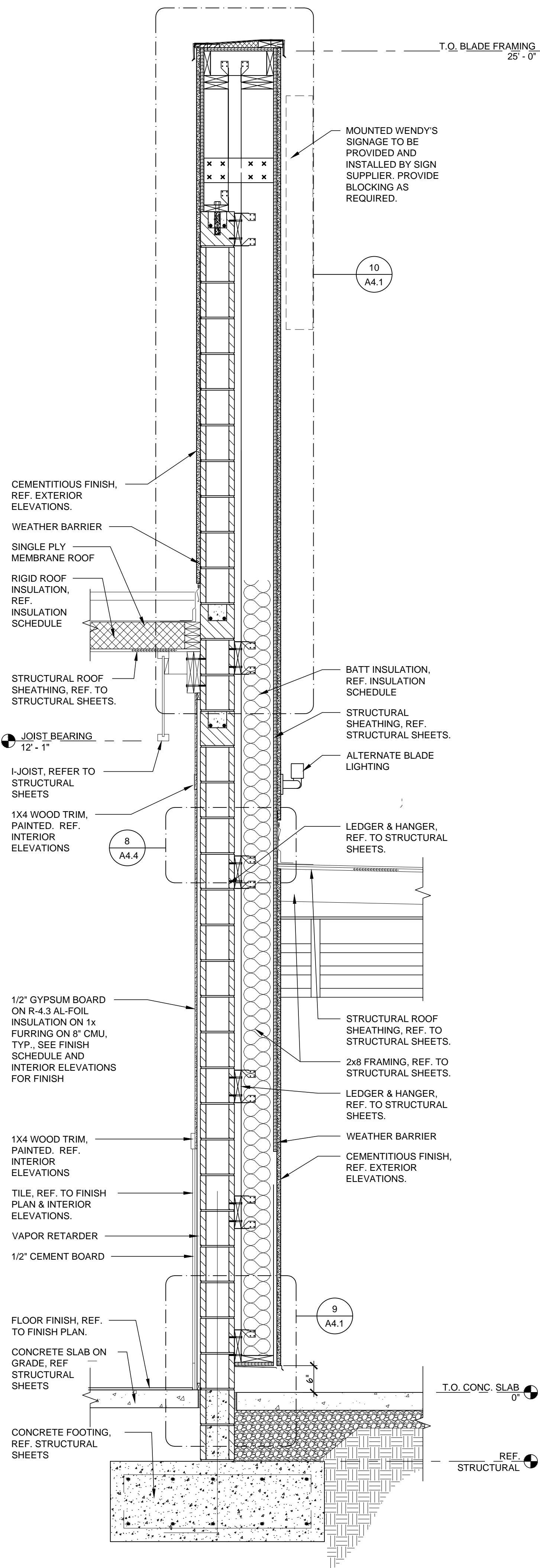
SECTION DETAIL 6
1-1/2" = 1'-0"



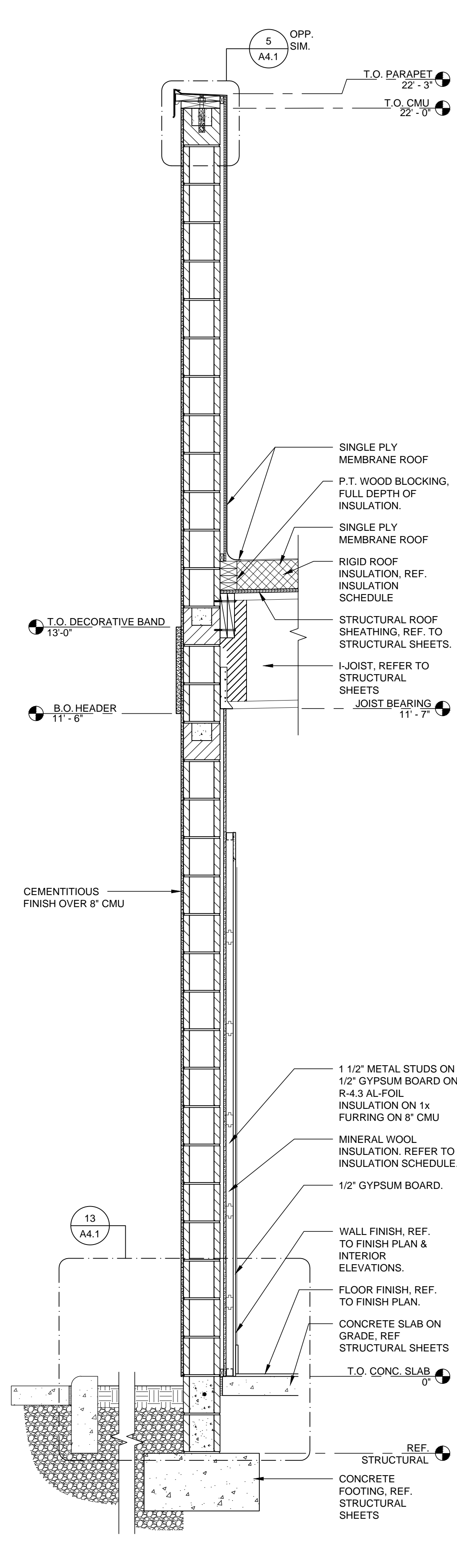
SECTION 5
3/4" = 1'-0"



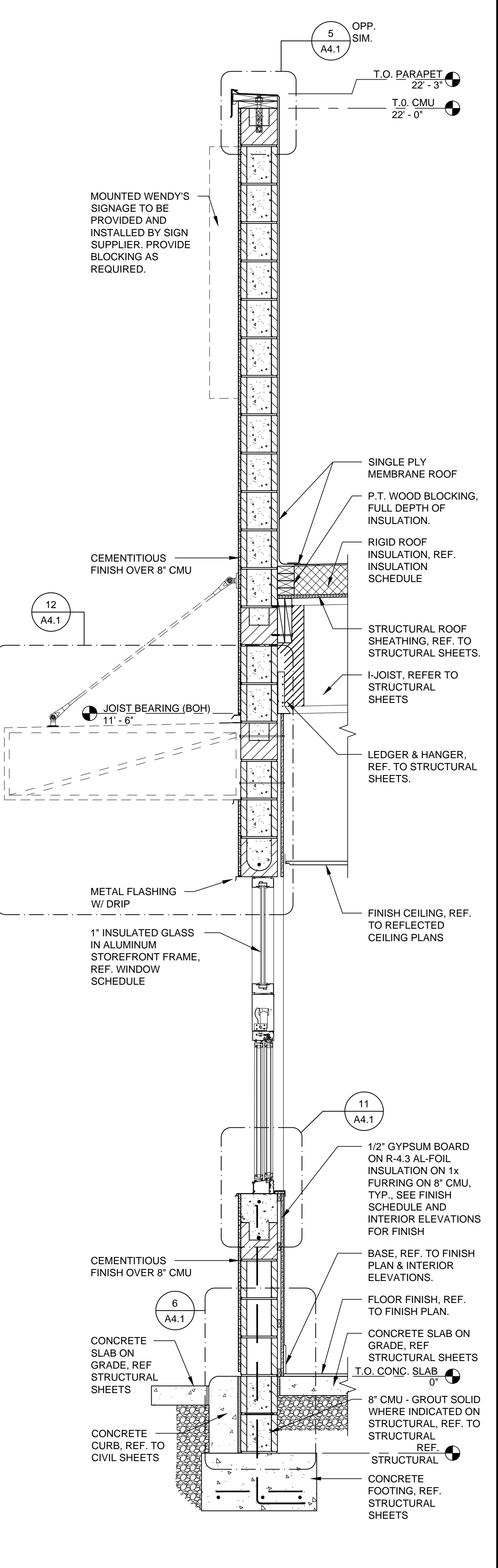
SECTION 4
3/4" = 1'-0"



SECTION 3
3/4" = 1'-0"



SECTION 2
3/4" = 1'-0"



SECTION 1
3/4" = 1'-0"

SITE NUMBER:	12660
BASE MODEL:	SMART 30-2.0
ASSET TYPE:	FRANCHISEE
CLASSIFICATION:	NEW
OWNER:	JAE RESTAURANT GROUP
BASE VERSION:	2018
UPGRADE CLASSIFICATION:	NEW BUILD
PROJECT YEAR:	2019
FURNITURE PACKAGE:	2018
DRAWING RELEASE:	FALL 2018

Hartley + Purdy Architecture, Inc.
1711 North Times Avenue, Tampa, Florida 33607, Ph 813.933.4003 Fax 813.933.4350 Web Site: www.hartleypurdy.com

PROJECT TYPE: **NEW**
SMART 30-2.0

Wendy's

REV.	DATE	DESCRIPTION

ISSUE DATE: 10.04.19
PROJECT NUMBER: 1801.19
DRAWN BY: MM
CHECKED BY: MM

MICHAEL MUROFF
AR 92344

SHEET NAME
WALL SECTIONS

SHEET NUMBER
A3.4

AA-0003276
HARTLEY + PURDY ARCHITECTURE, INC.
ALL RIGHTS RESERVED 2019



CITY OF WINTER SPRINGS

1126 East State Road 434
Winter Springs, FL 32708
Phone: 407-327-1800 Fax: 407-327-4784
www.winterspringsfl.org

APPLICATION FOR AESTHETIC REVIEW

APPLICANT: Vandercrake, James (agent)

Last	First	Middle
Infinity Engineering Group, LLC 1208 E. Kennedy Blvd., Suite 230		
Tampa	FL	33602
City	State	Zip Code

PHONE / CELL: (813)434-4770 (863)640-2615

EMAIL: james@iegroup.net

If Applicant does NOT own the property:

PROPERTY OWNER: JDBS Winter Springs, LLC

Last	First	Middle
14608 N Dale Mabry Hwy.		
Tampa	FL	33618
City	State	Zip Code

PHONE / CELL: (813) 760-2621

EMAIL: bschultz@oceanbleugroup.com

This request is for the property described below:

PROJECT NAME: Wendy's No. 12660

LOCATION OR ADDRESS: Proposed Lot 2, part of Lot 4 and a part of Tract C (sketch&description attached)

Winter Springs	FL	32708
City	State	Zip Code

DATE of Approval for FINAL ENGINEERING: _____

APPLICANTS are advised that if, they decide to appeal any decisions made at the meetings or hearings with respect to any matter considered at the meetings or hearings, they will need a record of the proceedings and, for such purposes, they will need to ensure that a verbatim record of the proceedings is made, at their cost, which includes the testimony and evidence upon which the appeal is to be based, per 286.0105, Florida Statutes.

STEP ONE – Submit the Notarized Application, Email to: customerservice@winterspringsfl.org or In Person to the Community Development Office at the City of Winter Springs. Pay the Application Fee with a Credit Card over the phone (a convenience fee may apply) or In Person if you pay by check.

APPLICATION FEES (see below) plus any ACTUAL COSTS incurred for the City’s REIMBURSEMENT for TECHNICAL and/or PROFESSIONAL SERVICES (including the City Attorney) which may be required in connection with this Application for Aesthetic Review (as documented based on accounting submitted to the City), due and payable prior to the City’s issuing of a building permit.

- MINOR (site LESS than 2 acres) \$ 300
- MAJOR (site GREATER than 2 acres) \$ 600
- MODIFICATION OF PREVIOUSLY APPROVED AESTHETIC REVIEW \$ 300

TOTAL DUE \$ _____

STEP TWO – The staff will notify you when the Application meets approval. Next, submit the following items into ePlans Projectdox Plan Review System, see www.winterspringsfl.org for more details on ePlans ProjectDox submittals. (Sec 9-605):

- NOTARIZED AUTHORIZATION of the Applicant
- SITE PLAN;
- BUILDING ELEVATIONS (B&W) illustrating all sides of structures;
- COLOR RENDERING illustrating street view with landscaping at time of planting;
- ILLUSTRATIONS of all WALLS, FENCES, AND OTHER ACCESSORY STRUCTURES and indication of their height and the materials proposed for their construction;
- SIGNAGE ELEVATIONS of proposed exterior permanent signs, outdoor advertising or other constructed elements other than habitable space, if any;
- IDENTIFICATION of MATERIALS, TEXTURES, AND COLORS (include paint chips) to be used on all buildings, accessory structures, exterior signs, and other constructed elements;
- OTHER architectural and engineering data as may be requested to clarify the application.

STEP THREE - The following items are to be delivered to the Community Development Office

(MAIL, UPS, FEDEX) A PAPER COPY OF ALL DRAWINGS:

Must be available for Public Inspection at the Community Development Office:

One (1) set of 11x17 copies, PLUS One (1) pdf electronic copy

DURATION OF APPROVAL: Approvals for Aesthetic Review shall expire eighteen (18) months from the date the City Commission renders its approval at a public meeting if the Applicant fails to obtain a building permit during that time. Reasonable extensions may be granted by the Commission upon good cause by the Applicant, provided substantial changes have not occurred in the surrounding area that would make the prior approval inconsistent with the criteria set forth in Section 9-603.

INFORMATION FOR THE APPLICANT:

CONDUCT OF THE PUBLIC HEARING (CODE OF ORDINANCES, SECTION 9-603. (C)):

During the Public Hearing, the APPLICANT may be present in person or by counsel, and the APPLICANT has the right to present evidence in support of the application and cross-examine adverse witnesses whose testimony is offered at the hearing.

The following CRITERIA will be considered by the City Commission:

- (1) The PLANS AND SPECIFICATIONS of the proposed project indicate that the setting, landscaping, proportions, materials, colors, texture, scale, unity, balance, rhythm, contrast, and simplicity are coordinated in a harmonious manner relevant to the particular proposal, surrounding area and cultural character of the community.
- (2) The PLANS for the proposed project are in harmony with any future development which has been formally approved by the City within the surrounding area.
- (3) The PLANS for the proposed project are not excessively similar or dissimilar to any other building, structure or sign which is either fully constructed, permitted but not fully constructed, or included on the same permit application, and facing upon the same or intersecting street within five hundred (500) feet of the proposed site, with respect to one or more of the following features of exterior design and appearance:
 - a. Front or side elevations;
 - b. Size and arrangement of elevation facing the street, including reverse arrangement; or
 - c. Other significant features of design such as, but not limited to: materials, roof line, hardscape improvements, and height or design elements.
- (4) The PLANS for the proposed project are in harmony with, or significantly enhance, the established character of other buildings, structures or signs in the surrounding area with respect to architectural specifications and design features deemed significant based upon commonly accepted architectural principles of the local community.
- (5) The PROPOSED PROJECT is consistent and compatible with the intent and purpose of this article, the Comprehensive Plan for Winter Springs, design criteria adopted by the City (e.g. Town Center guidelines, SR 434 design specifications) and other applicable federal, state or local laws.
- (6) The PROPOSED PROJECT has incorporated significant architectural enhancements such as concrete masonry units with stucco, marble, termite-resistant wood, wrought iron, brick, columns and piers, porches, arches, fountains, planting areas, display windows, and other distinctive design detailing and promoting the character of the community.

By submitting this application you hereby grant temporary right of entry for city officials to enter upon the subject property for purposes of evaluating this application.

FOR USE WHEN APPLICANT IS OWNER OF THE SUBJECT REAL PROPERTY:

This is to certify that I am the Owner in fee simple of subject lands described within this Appeal of an Administrative Decision for Board of Adjustment consideration:

Signature of Owner

Sworn to and subscribed before me this

_____ day of _____ 20____.

Notary Public

My Commission expires: _____

Personally Known

Produced Identification:

(Type) _____

Did take an Oath

Did Not take an Oath

FOR USE WHEN APPLICANT IS NOT OWNER OF THE SUBJECT REAL PROPERTY:

I, JOSEPH Di GERLANDO, MGR do hereby, with my notarized signature, allow
Owner
JAMES VANDERCRAKE - INFINITY ENGINEERING to represent me in this Appeal of an
Representative
Administrative Decision related to my property.

The property is identified as: Tax Parcel Number(s) _____

Located at: Proposed Lot 2, Part of Lot 4, Tract C

And as further identified on the Metes and Bounds description provided with this Application.

Signature of Owner(s)

Signature of Owner(s)

Sworn to and subscribed before me this

7 day of MAY 20____.

Notary Public

My Commission expires: 1/17/2021

X Personally Known

Produced Identification:

(Type) _____

Did take an Oath

Did Not take an Oath



JOSHUA C HORROCKS
MY COMMISSION # GG 055965
EXPIRES: January 17, 2021
Bonded Thru Budget Notary Services

Exhibit 3

Final Engineering Plans

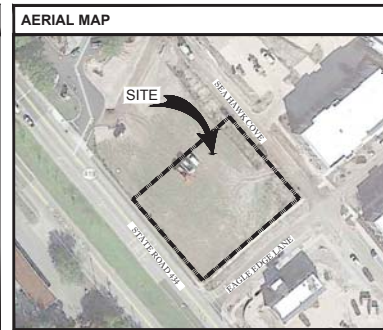
FINAL ENGINEERING PLANS FOR:



WENDY'S STORE NO. 12660

1218 EAST STATE ROAD 434
WINTER SPRINGS, FL 32708

PROJECT TEAM	
PROPERTY OWNER: JDS'S WINTER SPRINGS LLC 10931 N DALE MABRY HIGHWAY TAMPA, FLORIDA 33618-4112 PH: (813) 790-3921 EMAIL: BSCHULTZ@OCEANBLEUGROUP.COM	CIVIL ENGINEER: INFINITY ENGINEERING GROUP, LLC 1208 EAST KENNEDY BOULEVARD SUITE 230 TAMPA, FLORIDA 33602 PH: (813) 434-4770 CONTACT: NISIT SAPPARKHAO
SURVEYORS: ACCURIGHT SURVEYS OF ORLANDO INC. 2012 E ROBINSON STREET ORLANDO, FLORIDA 32803 PH: (407) 994-0314 EMAIL: ACCU@ACCURIGHTSURVEYS.NET	PROPERTY DEVELOPER: JAE RESTAURANT GROUP LLC 1100 PARK CENTRAL BOULEVARD #3300 POMPANO BEACH, FLORIDA 33064 PH: (561) 997-4000 EXT. 131 EMAIL: SLUGO@JAERESTGROUP.COM
ARCHITECT: HARTLEY + PURDY ARCHITECTURE, INC. 1711 N. HIMES AVE. TAMPA, FL 33607 PH: (813) 353-0035 CONTACT: MICHAEL MUROFF	



PARCEL ID: 06-21-31-507-0000-0020
SECTION: 6, TOWNSHIP: 21 S, RANGE: 31 E
SEMINOLE COUNTY, FLORIDA

DRAWING INDEX	
SHEET NO.	SHEET TITLE
C500.01	COVER SHEET
C00.01	CIVIL SPECIFICATIONS
C01.01	DEMOLITION PLAN
C02.01	SITE PLAN
C03.01	GRADING PLAN
C04.01	UTILITY PLAN
C05.01	EROSION & SEDIMENT CONTROL DETAILS
C06.01	SWPPP GENERAL REQUIREMENTS
C12.01	DETAILS
C12.02	DETAILS
C12.03	DETAILS
LP-01	LANDSCAPE PLAN
LP-02	LANDSCAPE DETAILS
IR-01	IRRIGATION PLAN
IR-02	IRRIGATION DETAILS
PH01.01	PHOTOMETRIC PLAN
1 OF 1	BOUNDARY AND TOPOGRAPHY SURVEY

LEGAL DESCRIPTION
LOT 2, W/STC OCEAN BLEU, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 84, PAGES 37-38 . PUBLIC RECORDS OF CITY OF WINTER SPRINGS, SEMINOLE COUNTY, FLORIDA

NOTE
ANY VARIATION FROM WINTER SPRINGS CITY CODE MINIMUM STANDARDS REPRESENTED ON THIS PLAN THAT HAVE NOT BEEN EXPRESSLY APPROVED BY THE CITY COMMISSION ARE INVALID.



INFINITY ENGINEERING GROUP, LLC

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IEG JOB NO. 135-84.00



Digitally signed by Nisit Sapparkhao
DN: c=US, cn=Nisit Sapparkhao,
email=nisit@ieggroup.net
Date: 2020.01.03 11:48:19 -05'00'



Know what's below.
Call before you dig.

GENERAL NOTE

- 1. ALL CONSTRUCTION SHALL BE EXECUTED AS SHOWN ON THESE PLANS. ANY REVISIONS AND/OR DEVIATIONS MUST BE APPROVED BY THE ENGINEER OF RECORD AND MAY RESULT IN ADDITIONAL PERMITTING EFFORTS THROUGHOUT THE RELATED PERMITTING ACTIVITY. THE CONTRACTOR SHALL ACKNOWLEDGE THAT REVISIONS AND/OR DEVIATIONS FROM THE ORIGINAL PERMITTING REQUIREMENTS AND POSSIBLY AFFECT SCHEDULING OF WORK.

REGULATORY STANDARDS AND REQUIREMENTS

- 1. COMPLY WITH HAILING AND DISPOSAL REGULATIONS OF AUTHORITIES HAVING JURISDICTION.
- 2. COMPLY WITH ANSI A10.6 "SAFETY REQUIREMENTS FOR CONSTRUCTION AND DEMOLITION"
- 3. COMPLY WITH NFPA 241 "SAFEGUARDING CONSTRUCTION, ALTERATION AND DEMOLITION OPERATIONS"

DEMOLITION AND CLEARING

- 1. DEMOLITION AND CLEARING OPERATIONS SHALL CONFORM TO APPLICABLE REGULATIONS RELATING TO ENVIRONMENTAL REQUIREMENTS OF DEBRIS, BURNING OF DEBRIS ON SITE, AND USE OF HERBICIDES.
- 2. DEMOLITION WASTE SHALL BE DISPOSED OF IN A LEGAL MANNER. REMOVED DEMOLITION WASTE MATERIALS FROM PROJECT SITE AND DISPOSE OF WASTE IN AN EPA APPROVED LANDFILL ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION. DO NOT BURY OR BURIED/DUMP WASTE ON SITE.

- 7. PRIOR TO COMMENCEMENT OF DEMOLITION OPERATIONS, THE CONTRACTOR SHALL REVIEW PROJECT DRAWINGS OF EXISTING BUILDING AND EXISTING SITE IMPROVEMENTS.
- 8. INVENTORY AND RECORD THE CONDITION OF ITEMS TO BE REMOVED AND SALVAGED. TAKE DIGITAL PHOTOGRAPHS ON VIDEO OF PROJECT SITE AND SURROUNDING PROPERTIES, INCLUDING EXISTING ITEMS TO REMAIN DURING CONSTRUCTION OPERATIONS. RECORD CONDITIONS THAT MIGHT BE DISCONTINUED AS DAMAGE CAUSED BY SALVAGE OPERATIONS.

- 9. COORDINATE UTILITY DEMOLITION AND ABANDONMENT WITH UTILITY COMPANY OR AUTHORITY HAVING JURISDICTION.
- 10. IN THE EVENT BUILDINGS IMMEDIATELY ADJACENT TO THE DEMOLITION AREA WILL BE OCCUPIED, CONDUIT SITE DEMOLITION SO OPERATIONS OF OCCUPIED BUILDINGS WILL NOT BE DISRUPTED. ADEQUATE ACCESS TO AND FROM EXISTING WALKWAYS, EXITS, AND OTHER FACILITIES USED BY OCCUPANTS OF ADJACENT BUILDINGS MUST BE MAINTAINED THROUGHOUT DEMOLITION OPERATIONS.

EROSION AND SEDIMENTATION CONTROL

- 1. PRIOR TO COMMENCEMENT OF ANY CLEARING AND EXCAVATION WITHIN A WORK AREA, ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND IN WORKING ORDER.
- 2. PERFORM WORK IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND FEDERAL, NATIONAL, POLYMER/TEMPERATURE DISCHARGE ELIMINATION SYSTEM (PPDES) PERMIT.
- 3. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING EROSION AND SEDIMENT CONTROL MEASURES TO PREVENT AND CONTROL SEDIMENT LADEN RUNOFF FROM LEAVING THE CONSTRUCTION AREAS AND ENTERING EXISTING STORMWATER FACILITIES AND SURFACE WATERS. ADDITIONAL MEASURES BEYOND THOSE SHOWN WITH THESE PLANS MAY BE NECESSARY DURING CONSTRUCTION, INCLUDING TEMPORARY VEGETATIVE MEASURES AND INSTALLATION OF OTHER SILT TRAPPING MEASURES.

EARTHWORK

- 1. IN THE EVENT OF ANY UNFORESEEN CONDITIONS THAT ARE ENCOUNTERED AND NOT COVERED BY THESE NOTES DURING GRADING OPERATIONS, THE ENGINEER SHALL BE IMMEDIATELY NOTIFIED FOR DIRECTION.
- 2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM ALL NECESSARY CUTS AND FILLS WITHIN THE PROJECT AREA AND RELATED OFF-SITE WORK SO AS TO ESTABLISH THE DESIRED SUBGRADE, FINISH GRADES AND SLOPES SPECIFIED WITH THESE PLANS.
- 3. ADEQUATE SHORING IS TO BE DESIGNED AND PROVIDED BY THE CONTRACTOR TO PREVENT UNDERMINING OF ANY ADJACENT FEATURES OR FACILITIES AND/OR CAVING OF THE EXCAVATION. ALL SHORING AND ASSOCIATED TEMPORARY STRUCTURES SHALL BE DESIGNED BY A LICENSED PROFESSIONAL AND INSTALLED PURSUANT TO OSHA REQUIREMENTS.

TREE PROTECTION AND TRIMMING

- 1. INSTALL TEMPORARY FENCING AROUND TREE PROTECTION ZONES TO PROTECT TREES AND VEGETATION DESIGNATED TO REMAIN FROM CONSTRUCTION DAMAGE. MAINTAIN TEMPORARY FENCING AROUND TREE PROTECTION ZONES, AND REMOVE FENCING IMMEDIATELY UPON COMPLETION.
- 2. KEEP TREE PROTECTION ZONES FREE OF WEEDS AND TRASH.
- 3. DO NOT START CONSTRUCTION MATERIALS, OR EXCAVATED MATERIAL IN TREE PROTECTION ZONE, OR PERMIT VEHICLES OR FOOT TRAFFIC WITHIN TREE PROTECTION ZONE, OR PERMIT VEHICLES WITHIN TREE PROTECTION ZONE.

- 6. WHERE UTILITY TRENCHES ARE UNAVOIDABLE WITHIN TREE PROTECTION ZONES, TUNNEL UNDER OR AROUND ROOTS BY DRILLING, AUGER BORING, PIPE JACKING, OR DIGGING BY HAND. DO NOT CUT MATERIAL ROOTS OR TAPROOTS.
- 7. PROMPTLY REPAIR TREES DAMAGED BY CONSTRUCTION OPERATIONS WITHIN 24 HOURS. TRIM DAMAGED TRUNKS, LIMBS, AND ROOTS ACCORDING TO ARBORIST'S WRITTEN INSTRUCTIONS.
- 8. TREE PRUNING: PRUNE TREES ACCORDING TO ANSI A300 PART 1, TREE, SHRUB, AND OTHER WOODY PLANT MAINTENANCE - STANDARD PRACTICES (PRUNING).

EROSION AND SEDIMENTATION CONTROL

- 1. PRIOR TO COMMENCEMENT OF ANY CLEARING AND EXCAVATION WITHIN A WORK AREA, ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED AND IN WORKING ORDER.
- 2. PERFORM WORK IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND FEDERAL, NATIONAL, POLYMER/TEMPERATURE DISCHARGE ELIMINATION SYSTEM (PPDES) PERMIT.
- 3. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING EROSION AND SEDIMENT CONTROL MEASURES TO PREVENT AND CONTROL SEDIMENT LADEN RUNOFF FROM LEAVING THE CONSTRUCTION AREAS AND ENTERING EXISTING STORMWATER FACILITIES AND SURFACE WATERS. ADDITIONAL MEASURES BEYOND THOSE SHOWN WITH THESE PLANS MAY BE NECESSARY DURING CONSTRUCTION, INCLUDING TEMPORARY VEGETATIVE MEASURES AND INSTALLATION OF OTHER SILT TRAPPING MEASURES.

EARTHWORK

- 1. IN THE EVENT OF ANY UNFORESEEN CONDITIONS THAT ARE ENCOUNTERED AND NOT COVERED BY THESE NOTES DURING GRADING OPERATIONS, THE ENGINEER SHALL BE IMMEDIATELY NOTIFIED FOR DIRECTION.
- 2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM ALL NECESSARY CUTS AND FILLS WITHIN THE PROJECT AREA AND RELATED OFF-SITE WORK SO AS TO ESTABLISH THE DESIRED SUBGRADE, FINISH GRADES AND SLOPES SPECIFIED WITH THESE PLANS.
- 3. ADEQUATE SHORING IS TO BE DESIGNED AND PROVIDED BY THE CONTRACTOR TO PREVENT UNDERMINING OF ANY ADJACENT FEATURES OR FACILITIES AND/OR CAVING OF THE EXCAVATION. ALL SHORING AND ASSOCIATED TEMPORARY STRUCTURES SHALL BE DESIGNED BY A LICENSED PROFESSIONAL AND INSTALLED PURSUANT TO OSHA REQUIREMENTS.

TREE PROTECTION AND TRIMMING

- 1. INSTALL TEMPORARY FENCING AROUND TREE PROTECTION ZONES TO PROTECT TREES AND VEGETATION DESIGNATED TO REMAIN FROM CONSTRUCTION DAMAGE. MAINTAIN TEMPORARY FENCING AROUND TREE PROTECTION ZONES, AND REMOVE FENCING IMMEDIATELY UPON COMPLETION.
- 2. KEEP TREE PROTECTION ZONES FREE OF WEEDS AND TRASH.
- 3. DO NOT START CONSTRUCTION MATERIALS, OR EXCAVATED MATERIAL IN TREE PROTECTION ZONE, OR PERMIT VEHICLES OR FOOT TRAFFIC WITHIN TREE PROTECTION ZONE, OR PERMIT VEHICLES WITHIN TREE PROTECTION ZONE.

GRADING

- 1. GENERAL: UNIFORMLY GRADE AREAS TO A SMOOTH SURFACE. FREE OF IRREGULAR SURFACE CHANGES. COMPLY WITH COMPACTOR REQUIREMENTS AND GRADE. DO NOT OVER-ENGINEER GRADE SECTIONS. LINES AND ELEVATIONS INDICATED IN PLANS. PROVIDE A SMOOTH TRANSITION BETWEEN ADJACENT EXISTING GRADES AND NEW GRADES. CUT OUT SOFT SPOTS, FILL LOW SPOTS, AND PATCH HIGH SPOTS TO COMPLY WITH REQUIRED SURFACE TOLERANCES.
- 2. SITE GRADING: SLOPE GRADES TO DRAIN WATER FROM BUILDINGS AND TO THE FOLLOWING TOLERANCES: FINISH SUBGRADES TO REQUIRED ELEVATIONS WITHIN THE PREVIOUS TOLERANCES. UNPAVED AREAS: PLUS OR MINUS ONE (1) INCH. WALKS, PAVES OR MINUS ONE (1) INCH. PAVEMENTS: PLUS OR MINUS ONE-HALF (1/2) INCH. GRADING INSIDE BUILDING LINES: FINISH SUBGRADE TO A TOLERANCE OF ONE-HALF (1/2) INCH HIGH WHEN TESTED WITH A 10-FOOT STRAIGHTEDGE.

FIELD QUALITY CONTROL

- 1. THE TESTING AGENCY WILL INSPECT AND TEST SUBGRADES AND EACH FILL OR BACKFILL LAYER. CONTRACTOR SHALL PROCEED WITH SUBSEQUENT WORK ONLY AFTER TEST RESULTS FOR PREVIOUSLY COMPLETED WORK COMPLY WITH REQUIREMENTS.
- 2. FOOTING BACKFILL: AT FOOTING SUBGRADES, AT LEAST ONE TEST OF EACH SOIL STRATUM WILL BE PERFORMED TO VERIFY DESIGN BEARING CAPACITIES. FIELD INVESTIGATIONS AND APPROVAL OF OTHER FOUNDATION SUBGRADES MAY BE BASED ON A VISUAL COMPARISON OF SUBGRADE WITH TESTED SUBGRADE WHEN APPROVED BY ENGINEER.
- 3. THE TESTING AGENCY WILL FOLLOW UP ON RESULTS IN PLACE ACCORDING TO ASTM D 1586, ASTM D 1586, ASTM D 2922, AND ASTM D 2927, AS APPLICABLE. TESTS WILL BE PERFORMED AT THE FOLLOWING LOCATIONS AND FREQUENCIES: PAVED AND UNPAVED SLABS: AT SUBGRADE AT EACH COMPACTED AREA, AND BACKFILL LAYER, AT LEAST 1 TEST FOR EVERY 10,000 SF, OR LESS OF PAVED AREA OR BUILDING SLAB, BUT IN NO CASE FEWER THAN 3 TESTS. FOUNDATION WALL BACKFILL: AT EACH COMPACTED BACKFILL LAYER, AT LEAST 1 TEST FOR EACH 100 FEET OR LESS OF WALL LENGTH, BUT NO FEWER THAN 3 TESTS.

GENERAL UTILITY NOTES

- 1. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES FOR VERIFICATION OF UTILITIES WITHIN THE LIMITS OF CONSTRUCTION. CALL THE AREA ONE CALL SYSTEM 24 HOURS PRIOR TO ANY EXCAVATION.
- 2. THE CONTRACTOR IS TO VERIFY ALL DIMENSIONS PRIOR TO THE START OF CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER.
- 3. THE CONTRACTOR SHALL COORDINATE WORK EFFORTS WITH THE OWNER TO MINIMIZE TRAFFIC INTERFERENCE AND OPERATIONS OF THE FACILITIES.
- 4. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO PROTECT EXISTING PERMANENT SURVEYING MONUMENTS AND BENCHMARKS FROM DISTURBANCE. SURVEY MONUMENTS DISTURBED BY CONSTRUCTION ARE TO BE REPAIRED AND ADJUSTED BY A LAND SURVEYOR REGISTERED IN THE STATE FOR WHICH THE PROJECT IS LOCATED.

BACKFILL

- 1. THE CONTRACTOR SHALL PLACE AND COMPACT BACKFILL IN EXCAVATIONS PROMPTLY, BUT NOT BEFORE COMPLETING THE FOLLOWING: a. CONSTRUCTION BELOW FINISH GRADE INCLUDING, WHERE APPLICABLE, SUBGRADE, DAMPROOFING, WATERPROOFING, AND PERMEATER INSTALLATION. b. SURVEYING LOCATIONS OF UNDERGROUND UTILITIES FOR RECORD DRAWINGS. c. TESTING AND INSPECTING UNDERGROUND UTILITIES. d. REMOVING TRASH AND DEBRIS. e. REMOVING TEMPORARY SHORING AND BRACING, AND SHEETING. f. INCLUDING PERMANENT OR TEMPORARY HORIZONTAL BRACING.
- 2. CONTRACTOR SHALL PLACE BACKFILL AND FILL MATERIALS IN LAYERS NOT MORE THAN 6 INCHES IN LOOSE DEPTH FOR MATERIAL COMPACTED BY FOOT OR EQUIPMENT, AND NOT MORE THAN 4 INCHES IN LOOSE DEPTH FOR MATERIAL COMPACTED BY POWER OPERATED TAMPER.
- 3. COMPACT SOIL MATERIALS TO NOT LESS THAN THE PLAN SPECIFIED PERCENTAGES OF MAXIMUM DRY UNIT WEIGHT ACCORDING TO ASTM D 998 OR ASTM D 1587. (SEE CIVIL DETAILS FOR SUMMARY OF TRENCH BACKFILL AND BEDDING MATERIALS AND PLACEMENT SPECIFICATIONS).

STORM DRAINAGE

- 1. UNLESS OTHERWISE SHOWN ON PLANS, ALL PVC PIPE AND FITTINGS SHALL CONFORM TO THE FOLLOWING: a. PVC SEWER PIPE AND FITTINGS: MFS 15-NCH AND SMALLER ASTM D 3034, SDR 35, WITH HELL-BEND, SPOT ENDS FOR GASKETED JOINTS USING ASTM F 4027 WITH REINFORCED SURFACE TOLERANCES. b. PVC SEWER PIPE AND FITTINGS: MFS 18-NCH AND LARGER: ASTM F 497, 1-1/4 WALL THICKNESS, WITH HELL-BEND AND SPOT ENDS FOR GASKETED JOINTS USING ASTM F 447, ELASTOMERIC SEALS. c. PIPE JOINTS SHALL BE WATER-TIGHT.
- 2. UNLESS OTHERWISE SHOWN ON THE PLANS, ALL REINFORCED CONCRETE PIPE AND FITTINGS SHALL CONFORM TO THE FOLLOWING: a. ASTM C 76, WITH HELL-BEND, SPOT ENDS FOR GASKETS AND TONGUE ENDS AND GASKETED JOINTS WITH ASTM C 443 RUBBER GASKETS. b. TOP PIPE SHALL BE CLASS B, WALL B. c. WHEN LOCATED IN TRAFFIC AREAS WITH LESS THAN 2 FEET OF COVER, REP PIPE SHALL BE CLASS B, WALL B. d. WHEN LOCATED UNDER AIRCRAFT RAMPS OR RAILROAD OPERATIONS, REP PIPE SHALL BE CLASS V, WALL B WITH DRNG JOINTS. e. ALL JOINTS SHALL BE WATER-TIGHT.

FIELD QUALITY CONTROL

- 1. THE TESTING AGENCY WILL INSPECT AND TEST SUBGRADES AND EACH FILL OR BACKFILL LAYER. CONTRACTOR SHALL PROCEED WITH SUBSEQUENT WORK ONLY AFTER TEST RESULTS FOR PREVIOUSLY COMPLETED WORK COMPLY WITH REQUIREMENTS.
- 2. FOOTING BACKFILL: AT FOOTING SUBGRADES, AT LEAST ONE TEST OF EACH SOIL STRATUM WILL BE PERFORMED TO VERIFY DESIGN BEARING CAPACITIES. FIELD INVESTIGATIONS AND APPROVAL OF OTHER FOUNDATION SUBGRADES MAY BE BASED ON A VISUAL COMPARISON OF SUBGRADE WITH TESTED SUBGRADE WHEN APPROVED BY ENGINEER.
- 3. THE TESTING AGENCY WILL FOLLOW UP ON RESULTS IN PLACE ACCORDING TO ASTM D 1586, ASTM D 1586, ASTM D 2922, AND ASTM D 2927, AS APPLICABLE. TESTS WILL BE PERFORMED AT THE FOLLOWING LOCATIONS AND FREQUENCIES: PAVED AND UNPAVED SLABS: AT SUBGRADE AT EACH COMPACTED AREA, AND BACKFILL LAYER, AT LEAST 1 TEST FOR EVERY 10,000 SF, OR LESS OF PAVED AREA OR BUILDING SLAB, BUT IN NO CASE FEWER THAN 3 TESTS. FOUNDATION WALL BACKFILL: AT EACH COMPACTED BACKFILL LAYER, AT LEAST 1 TEST FOR EACH 100 FEET OR LESS OF WALL LENGTH, BUT NO FEWER THAN 3 TESTS.

ASPHALT PAVING

- 1. THE CONTRACTOR IS TO PROVIDE BARRICADES, SIGNS, FLAGMERS, AND FLAG PERSONNEL AS NECESSARY TO INSURE THE SAFETY OF WORKERS AND VISITORS. ALL CONSTRUCTION SIGNING, BARRICADEING, AND TRAFFIC DEVIATION IS TO CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES LATEST EDITION.
- 2. ALL ASPHALT PAVING MATERIALS, WORKMANSHIP AND INSTALLATION REQUIREMENTS SHALL COMPLY WITH THE STANDARD SPECIFICATIONS OF THE STATE DEPARTMENT OF TRANSPORTATION (D.O.T.) FOR THE STATE IN WHICH THE WORK OCCURS WITH SOME EXCLUSIONS. THE DOT PAVEMENT PROCEDURES AND SAFETY REQUIREMENTS SHALL GENERALLY NOT APPLY: a. CARRYER AGGREGATE: FINE AGGREGATE AND MINERAL FILLERS IN ACCORDANCE WITH D.O.T. MATERIAL STANDARDS AND ASSOCIATED CONSTRUCTION SPECIFICATIONS. b. ASPHALT BINDER: ASPHALT CEMENT, PRIME COAT, AND TACK COAT IN ACCORDANCE WITH D.O.T. MATERIAL STANDARDS AND ASSOCIATED CONSTRUCTION SPECIFICATIONS. c. JOINT SEALANT: ASTM D 6966 OR ASTM D 324. TYPE I OR II, NOT APPLIED, SINGLE COMPONENT, POLYMER MODIFIED BITUMINOUS SEALANT.

INSTALLATION TOLERANCES

- 1. PAVEMENT THICKNESS: THE AVERAGE OF THE MEASURED THICKNESS OF THE PAVEMENT LAYERS SHALL MEET OR EXCEED THE REQUIRED THICKNESS FOR THOSE LAYERS, AND THE MINIMUM THICKNESS IN ANY ONE AREA SHALL NOT BE LESS THAN 0.25 INCHES BELOW THE REQUIRED THICKNESS.
- 2. PAVEMENT SURFACE SMOOTHNESS: COMPACT EACH COURSE TO PRODUCE A SURFACE SMOOTHNESS WITHIN THE FOLLOWING TOLERANCES AS DETERMINED BY USING A 10-FOOT STRAIGHTEDGE APPLIED TRANSVERSELY OR LONGitudinally TO PAVED AREA: a. BASE COURSE: 1/4 INCH. b. FINISH COURSE: 1/8 INCH. c. CROWNED SURFACES: TEST WITH CROWNED TEMPLATE CENTERED AND AT RIGHT ANGLE TO CROWN, MAXIMUM ALLOWABLE VARIANCE FROM TEMPLATE IS 1/8 INCH.

AS-BUILT SURVEY

- 1. UPON COMPLETION OF THE WORK, THE SITE WORK SUB-CONTRACTOR SHALL RETURN THE SERVICES OF A PROFESSIONAL LAND SURVEYOR TO PERFORM AN "AS-BUILT" SURVEY. THE "AS-BUILT" SURVEY SHALL INCLUDE LOCATION AND ELEVATION DATA FOR ALL CONSTRUCTED IMPROVEMENTS, SPECIFIC INFORMATION INCLUDED IN THE SURVEY SHALL BE AS FOLLOWS: a. ALL PAVEMENT SURFACES INCLUDING CURBS, WALKS, RAMPS, PADS, ETC. b. ALL SANITARY SEWER. c. ALL STORM SEWER. d. ALL STORM DETENTION, RETENTION, AND WATER QUALITY POND GRADING. e. BUILDING FINISH FLOOR ELEVATION. f. BUILDING CORNER LOCATIONS. g. UTILITY LOCATIONS, IF APPLICABLE. h. WATER, GAS, BURIED ELECTRIC AND BURIED TELEPHONE LINES. i. STRIPPING AND PAVEMENT MARKINGS. j. TREE LOCATIONS WITH SIZE AND SPECIES.

PUBLIC WORKS NOTES:

- 1. ALL ROLL OFF CONSTRUCTION DUMPSTERS SHALL BE FURNISHED BY WASTE PRO. PER THE CITY'S SOLID WASTE FRANCHISE AGREEMENT.
- 2. NO CONSTRUCTION EQUIPMENT OPERATION BETWEEN 10 PM AND 7 AM, PER THE CITY NOISE ORDINANCE.
- 3. ALL SANITARY AND STORM PIPES SYSTEMS SHALL BE VIDEO INSPECTED PRIOR TO SITE ACCEPTANCE.
- 4. A COPY OF THE VIDEO AND REPORT ARE TO BE PROVIDED TO THE CITY FOR REVIEW.
- 5. NO ON-SITE BURNING IS PERMITTED WITHIN THE CITY OF WINTER SPRINGS.
- 6. A MINIMUM OF 48 HOURS NOTICE IS REQUIRED PRIOR TO ALL INSPECTIONS.
- 7. THIS PARCEL'S SHARE OF THE AIRBOR MITIGATION FEE WILL BE REQUIRED PRIOR TO CERTIFICATE OF OCCUPANCY.

Table with 10 columns: No., Description, Date. Includes project details for WENDY'S STORE NO. 12860.

INFINITY GROUP, LLC logo and contact information: 1208 East Kennedy Boulevard, Suite 230, Tampa, Florida 33602.

Wendy's logo and address: 1180 PARK CENTRAL BLVD SUITE 3000, POMPANO BEACH, FL 33064.

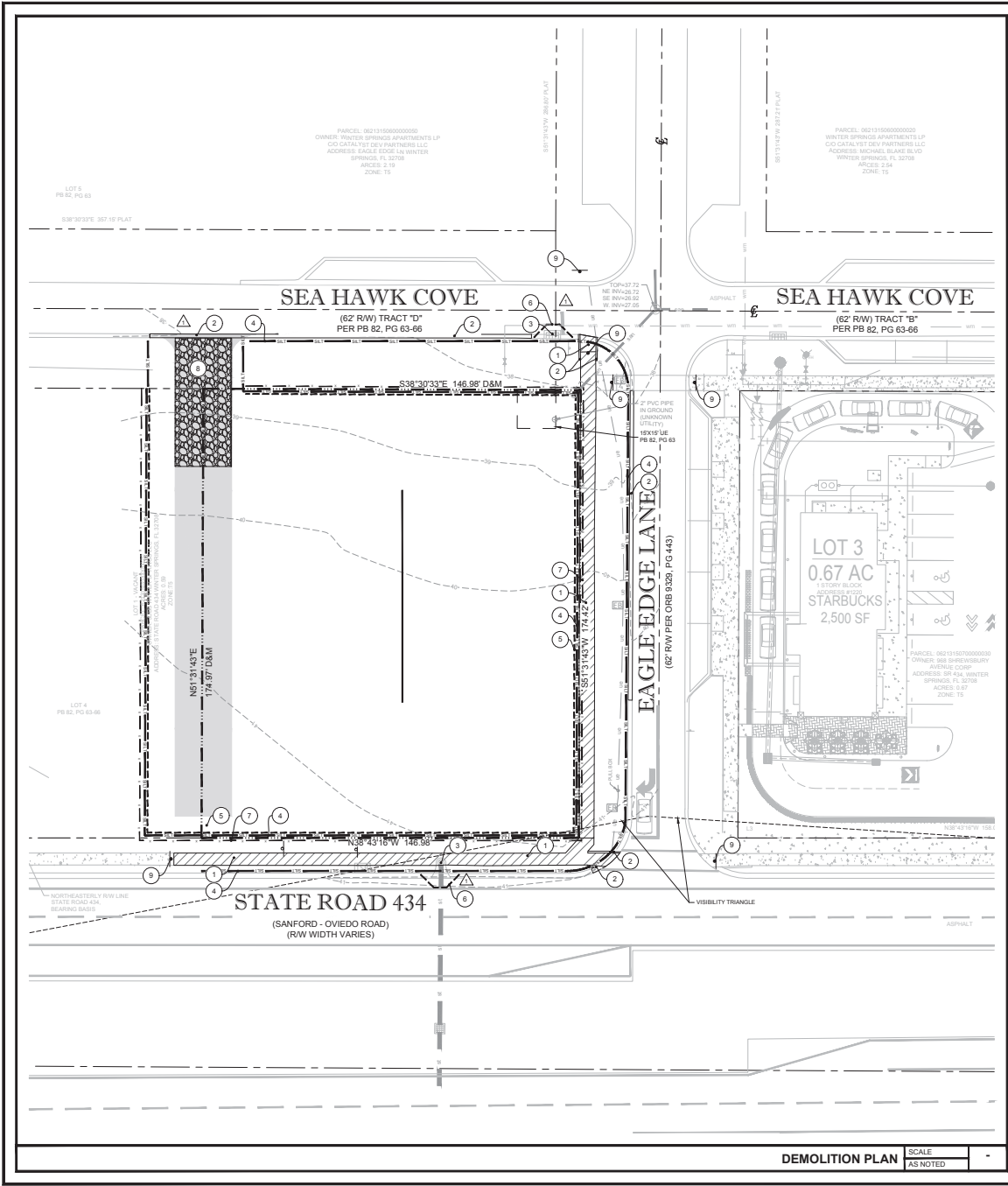
Professional Engineer Seal for NISIT SAPPARKHAO, P.E., License No. 46865, State of Florida.

WENDY'S STORE NO. 12860, CIVIL SPECIFICATIONS, Project Name and Address, Project No. 158-04.00, Date: 08/28/19, Scale: AS NOTED.

know what's below. Call before you dig.



COO.01 logo



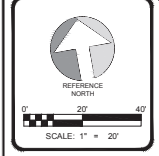
LEGEND:

---	PROPERTY LINE	---	EXISTING TO BE REMOVED
▨	EXISTING CONCRETE PAVEMENT TO REMAIN	---	EXISTING TO REMAIN
▨	EXISTING CONCRETE TO BE REMOVED	---	EXISTING STORM
▨	EXISTING ASPHALT PAVEMENT TO BE REMOVED	---	EXISTING SANITARY
⊗	EXISTING TREE TO BE REMOVED	---	EXISTING TELEPHONE
---		---	EXISTING UNDERGROUND ELECTRIC
---		---	EXISTING OVERHEAD LINE
---		---	EXISTING WATER
---		---	EXISTING CONTOUR

- DEMOLITION NOTES:**
- CONTRACTOR TO DEMOLISH AND REMOVE ALL IMPROVEMENTS WITHIN LIMITS OF DEMOLITION SHOWN UNLESS OTHERWISE NOTED.
 - CONTRACTOR TO ESTABLISH AND PROPERLY FLAG PROPERTY LINES PRIOR TO DEMOLITION.
 - ALL ABOVE AND BELOW GROUND HARDWARE, EQUIPMENT AND MATERIALS TO BE DISPOSED OF IN ACCORDANCE WITH LOCAL MUNICIPALITY REQUIREMENTS.
 - UTILITIES TO BE PLUGGED SHALL BE FILLED WITH A MINIMUM 10 CUBIC FT. OF NON SHRINK GROUT OR AS OTHERWISE APPROVED BY ENGINEER.
 - TREES SHOWN TO REMAIN SHALL MAINTAIN PROTECTIVE BARRIERS DURING DEMOLITION. THESE BARRIERS SHALL BE IN ACCORDANCE WITH CURRENT LOCAL MUNICIPALITY STANDARDS.
 - THE CONTRACTOR SHALL COORDINATE THE REMOVAL OF EXISTING UTILITIES WITH THE OWNER OF SAID UTILITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO WATER, SEWER, GAS, CABLE TV, POWER AND TELEPHONE.
 - THE CONTRACTOR SHALL UTILIZE SUITABLE EROSION CONTROL DURING DEMOLITION, SEE "EROSION & SEDIMENT CONTROL DETAILS" ON SHEET C5.01.
 - THE CONTRACTOR SHALL LOCATE ALL EXISTING UTILITIES PRIOR TO DEMOLITION AND WILL BE RESPONSIBLE FOR THE DAMAGE OF ANY ON-SITE OR OFF-SITE UTILITIES THAT ARE NOT A PART OF THIS PROJECT OR ARE NOT IDENTIFIED TO BE REMOVED.
 - ALL DISTURBED AREA WITH THE RIGHT OF WAY WILL BE RESTORED TO ORIGINAL OR BETTER CONDITION BY GRADING AND SODDING THE AREA DISTURBED.
 - THE CONTRACTOR SHALL REFER TO FDOT INDEX 600 1-12, 602, 603, AND 605 FOR CONSTRUCTION OF STREETSIDE PARKING ON SEAHAWK COVE AND EAGLE EDGE LANE.

KEYED NOTES:

1	EXISTING CONCRETE SIDEWALK AND RAMPS TO BE SAWCUT AND REMOVED.
2	EXISTING CONCRETE CURB TO BE SAWCUT AND REMOVED.
3	EXISTING STORM DRAIN STRUCTURE TO REMAIN.
4	EROSION CONTROL / SILT FENCE.
5	LIMITS OF DEMOLITION.
6	CONTRACTOR TO PROVIDE INLET PROTECTION MEASURE TO PREVENT SEDIMENT FROM ENTERING INLET.
7	8' FENCE WITH GREEN OR BLACK OPAQUE FABRIC.
8	CONSTRUCTION ENTRANCE
9	SIDEWALK CLOSED SIGN, PER FDOT.



NO.	DESCRIPTION	DATE
1	Revised	08/28/19
2	Revised	08/28/19
3	Revised	08/28/19
4	Revised	08/28/19
5	Revised	08/28/19
6	Revised	08/28/19
7	Revised	08/28/19
8	Revised	08/28/19
9	Revised	08/28/19
10	Revised	08/28/19

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Client Name and Address

Wendy's

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NISIT SAPPARKHAO, P.E.
FL REG. NO. 84605

Digitally signed by Nisit Sapparkhao DN: c=US, o=Nisit Sapparkhao, email=nisit@regup.net
Date: 2020.08.03 11:46:56 -05'00'

Project Name and Address

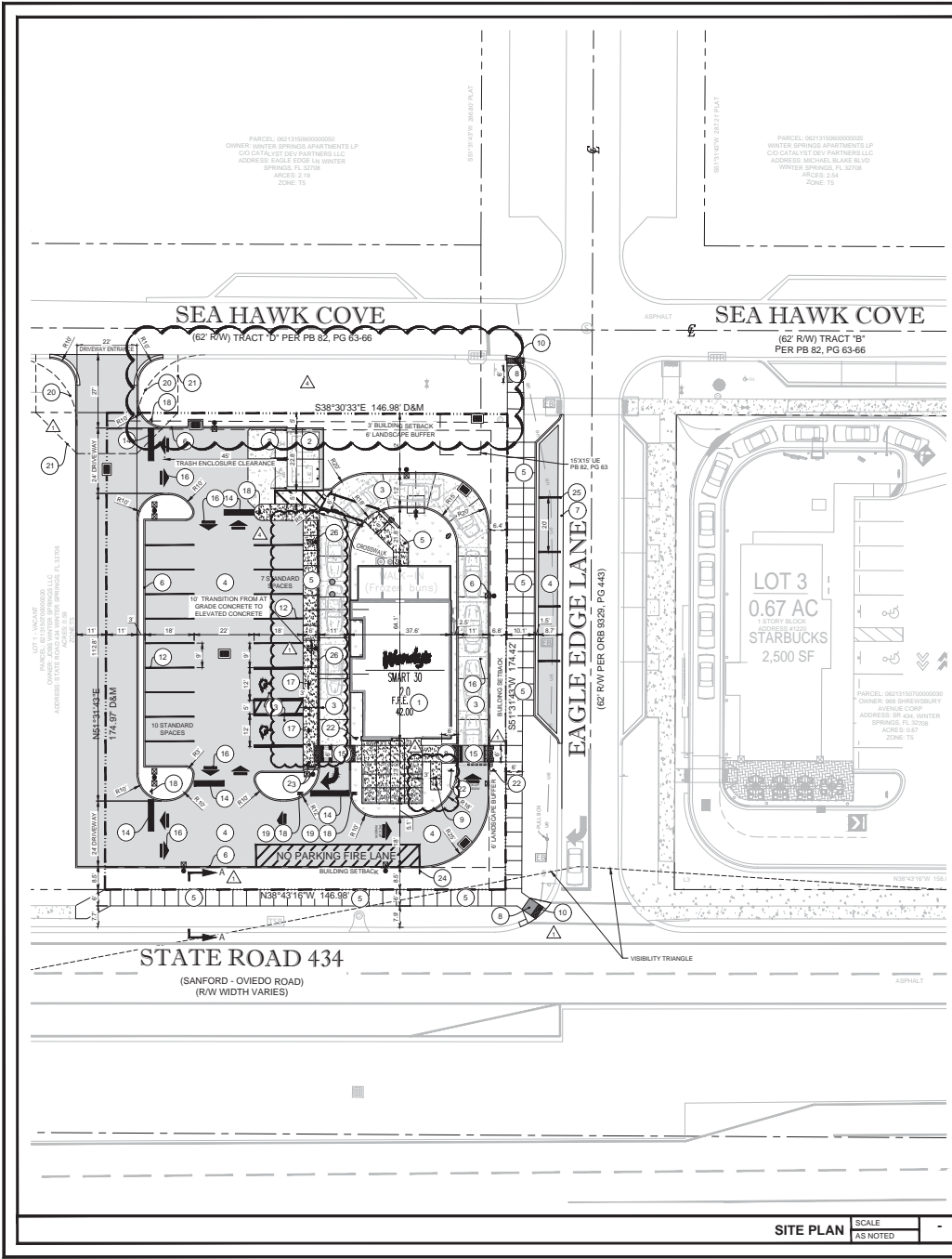
WENDY'S STORE NO. 12660
1218 EAST STATE ROAD 244
WINTER SPRINGS, FL 32708

Sheet Title

DEMOLITION PLAN

Project No: 135-84-00
Date: 08/28/19
Scale: AS NOTED

Sheet: **C01.01**
Date: 08/28/19
Scale: AS NOTED



SITE AREAS

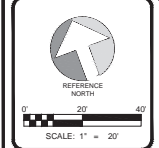
EXISTING AREAS	SF / ACRE	PERCENT
GROSS AREA	= 25,677 SF / 0.59 AC	100.0%
PERVIOUS AREA	= 25,677 SF / 0.59 AC	100.0%
IMPERVIOUS AREA	= 0 SF / 0.00 AC	00.00%
BUILDING AREA	= 0 SF / 0.00 AC	00.00%

PROPOSED AREAS	SF / ACRE	PERCENT
GROSS SITE AREA	= 25,677 SF / 0.59 AC	100.0%
PERVIOUS AREA	= 5,957 SF / 0.14 AC	23.20%
BUILDING AREA	= 2,163 SF / 0.05 AC	8.42%
• SIDEWALK/PAVEMENT	= 16,924 SF / 0.39 AC	65.92%
• TRASH ENCLOSURE	= 633 SF / 0.01 AC	2.46%
IMPERVIOUS AREA	= 19,720 SF / 0.45 AC	76.80%

SRJWMD ERP # 95027-011 ALLOWS FOR 80% IMPERVIOUS AREA ON LOT #2. SITE IS COMPLIANT WITH MASTER DRAINAGE CALCULATIONS.

LEGEND:

	PROPERTY LINE		PROPOSED PAVEMENT
	EXISTING CONCRETE PAVEMENT TO REMAIN		EXISTING TO REMAIN
	PROPOSED CONCRETE PAVEMENT 6" OR GREATER		EXISTING GAS
	PROPOSED ASPHALT MILL/OVERLAY		EXISTING SANITARY
	PROPOSED ASPHALT PAVEMENT		EXISTING TELEPHONE
	PROPOSED LANDSCAPE (SOO GROUND/COVER)		EXISTING UNDERGROUND ELECTRIC
			EXISTING OVERHEAD LINE
			EXISTING WATER
			EXISTING CONTOUR



NO.	DATE	DESCRIPTION	BY	CHK
1	08/28/19	PROJECT START		
2	08/28/19	REVISIONS		
3	08/28/19	REVISIONS		
4	08/28/19	REVISIONS		
5	08/28/19	REVISIONS		
6	08/28/19	REVISIONS		
7	08/28/19	REVISIONS		
8	08/28/19	REVISIONS		
9	08/28/19	REVISIONS		
10	08/28/19	REVISIONS		

SITE DATA

SITE ADDRESS: 1218 EAST STATE ROAD 434 WINTER SPRINGS, FL

PARCEL NUMBER: 06-21-31-607-0000-020

SITE AREA: 0.59 ACRES / 25,677 SQ FT

BUILDING AREA: 2,163 SQ FT

EXISTING ZONING: T-5 TOWN CENTER DISTRICT

EXISTING LAND USE: T-5 TOWN CENTER DISTRICT

FUTURE LAND USE: TOWN CENTER DISTRICT

PARKING DATA

TOTAL PARKING REQUIRED: 1 SPACES PER /100 SF PATRON USE AREA = 6 SPACES

TOTAL PARKING PROVIDED: ON-STREET PARKING = 5 SPACES STANDARD PARKING = 17 SPACES HANDICAP PARKING = 2 SPACES TOTAL PARKING = 24 SPACES

BICYCLE PARKING

REQUIRED	PROVIDED
NO SPECIFICATIONS	4 SPACES

BUILDING SETBACK

REQUIRED	PROVIDED
NORTH (REAR) WEST (SIDE)	= 3 FT = 66 FT (BUILDING)
EAST (SIDE)	= 0 FT = 20 FT
SOUTH (FRONT)	= 0 - 8 FT = 54.6 FT

LANDSCAPE BUFFERS

REQUIRED	PROVIDED
LANDSCAPE SETBACK NORTH	= 6 FT = 6 FT
LANDSCAPE SETBACK EAST	= 6 FT = 6 FT
LANDSCAPE SETBACK WEST	= 6 FT = 6 FT
LANDSCAPE SETBACK SOUTH	= 0 FT = 8 FT

FRONTAGE BUILDOUT

REQUIRED	PROVIDED
80%	26%

FLOOD ZONE

THIS BUILDING LOT LIES IN ZONE "X", BASED ON FLOOD INSURANCE RATE MAP NO. 121170100W, COMMUNITY NO. 120208, CITY OF WINTER SPRINGS, SEMINOLE COUNTY, FLORIDA, EFFECTIVE SEPTEMBER 28, 2007.

LEGAL

LOT 3, WEST OCEAN BLEU, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 84, PAGES 37-38, PUBLIC RECORDS OF CITY OF WINTER SPRINGS, SEMINOLE COUNTY, FLORIDA.

GEOTECH REPORT ECS FLORIDA 05/02/19

- ### SITE PLAN GENERAL NOTES
- ALL DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF BUILDING.
 - EXISTING IMPROVEMENTS SHOWN ARE TAKEN FROM BOUNDARY & TOPOGRAPHIC SURVEY.
 - BUILDING AND SIDEWALK DIMENSIONS ARE TO OUTSIDE EDGE OF WALL.
 - ALL TIES TO THE PROPERTY LINE ARE BASED ON THE BOUNDARY & TOPOGRAPHIC SURVEY.
 - ALL CURB RADIUS ARE 5' UNLESS OTHERWISE NOTED.
- ### LANDSCAPE NOTE:
- CONTRACTOR TO RE-GRADE SURROUNDING GRADE ELEVATION AND RE-SOO AS NEED TO MEET PROPOSED TOP OF SIDEWALK ELEVATIONS.
 - CONTRACTOR SHALL REPLACE ALL DISTURBED LANDSCAPING TO MATCH EXISTING.
 - CONTRACTOR SHALL TIE INTO EXISTING IRRIGATION SYSTEM AND EXTEND NEW DRIP IRRIGATION AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.

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KEYED NOTES:

1	NEW BUILDING (SEE ARCHITECTURAL DRAWINGS)	
2	NEW DOUBLE MASONRY TRASH ENCLOSURE FINISHED TO MATCH THE BUILDING (SEE ARCHITECTURAL DRAWINGS)	
3	NEW 6" CONCRETE PAVEMENT. SEE DETAILS, SHEET C12.01.	
4	NEW ASPHALT PAVEMENT. SEE DETAILS, SHEET C12.01.	
5	NEW 4" CONCRETE SIDEWALK. SEE PLAN FOR WIDTH.	SEE
6	NEW 6" X 18" VERTICAL CURB, 3-FOOT CURB TRANSITION AT PATHWAYS.	SEE
7	NEW "VALLEY" CURB. SEE DETAILS, SHEET C12.01.	
8	NEW ADA RAMP. SEE DETAILS, SHEET C12.01.	
9	NEW 2-STALL BICYCLE RACK. SEE DETAILS, SHEET C12.01. (TYPICAL OF 2)	
10	NEW DETECTABLE WARNING. SEE DETAILS, SHEET C12.01.	
11	NEW AREA LIGHT POLE. SEE ELECTRICAL SITE PLANS.	
12	NEW 6-INCH "WHITE" PARKING/ISLE STRIPE (CONTINUOUS PAINT)	
13	HANDICAP PARKING SPACES AND ACCESS ISLE TO BE SIGNED AND MARKED. SEE DETAILS, SHEET C12.01.	
14	NEW 24-INCH "WHITE" STOP BAR (CONTINUOUS PAINT)	
15	6-FOOT WIDE PAVER CROSSWALK, 12-INCH "WHITE" STRIPE @ 30" O.C. (CONTINUOUS PAINT)	
16	NEW "WHITE" DIRECTIONAL ARROW (CONTINUOUS PAINT) (TYPICAL OF 15).	
17	NEW HANDICAP PARKING SIGN(S) WITH BOLLARD (TYPICAL OF 2).	SEE
18	NEW 30" R1-1 "STOP" SIGN (TYPICAL OF 5). SEE DETAILS, SHEET C12.02.	
19	NEW 30" R5-1 "DO NOT ENTER" SIGN (TYPICAL OF 2).	SEE
20	25' RADIUS CLEAR ZONE.	
21	SITE VISIBILITY TRIANGLE	
22	PEDESTRIAN CROSSING SIGNS	
23	NEW 6" BOLLARD(S) (TYPICAL OF 6). SEE DETAIL, SHEET C12.02.	
24	NEW 12"x18" "NO PARKING FIRE LANE" SIGN (TYPICAL OF 1).	
25	NEW 6-INCH "WHITE" PARKING STRIPE, CONTINUOUS THERMOPLASTIC PAINT (IN PUBLIC RIGHT-OF-WAY)	(IN
26	NEW STANDARD WENDY'S SAFETY HANDRAIL. SEE DETAILS, SHEET C12.03.	

Wendy's

1100 PARK CENTRAL BLVD S SUITE 3300, POMPAN BEACH, FL 33064

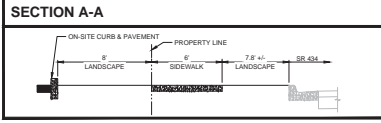
NISIT SAPPARAKHAO, P.E.
FL REG. NO. 64605

STORM WATER NOTE:

THIS SITE REQUIRES A MODIFICATION TO THE MASTER ERP FROM THE SRJWMD ERP# 95027-011.

SITE AREA TABLE ABOVE.

MASTER PERMIT ALLOWS FOR 80% IMPERVIOUS SITE PROPOSES 76.8% < 80%



WENDY'S STORE NO. 12660

1218 EAST STATE ROAD 434 WINTER SPRINGS, FL 32708

SITE PLAN

Project Name and Address: WENDY'S STORE NO. 12660

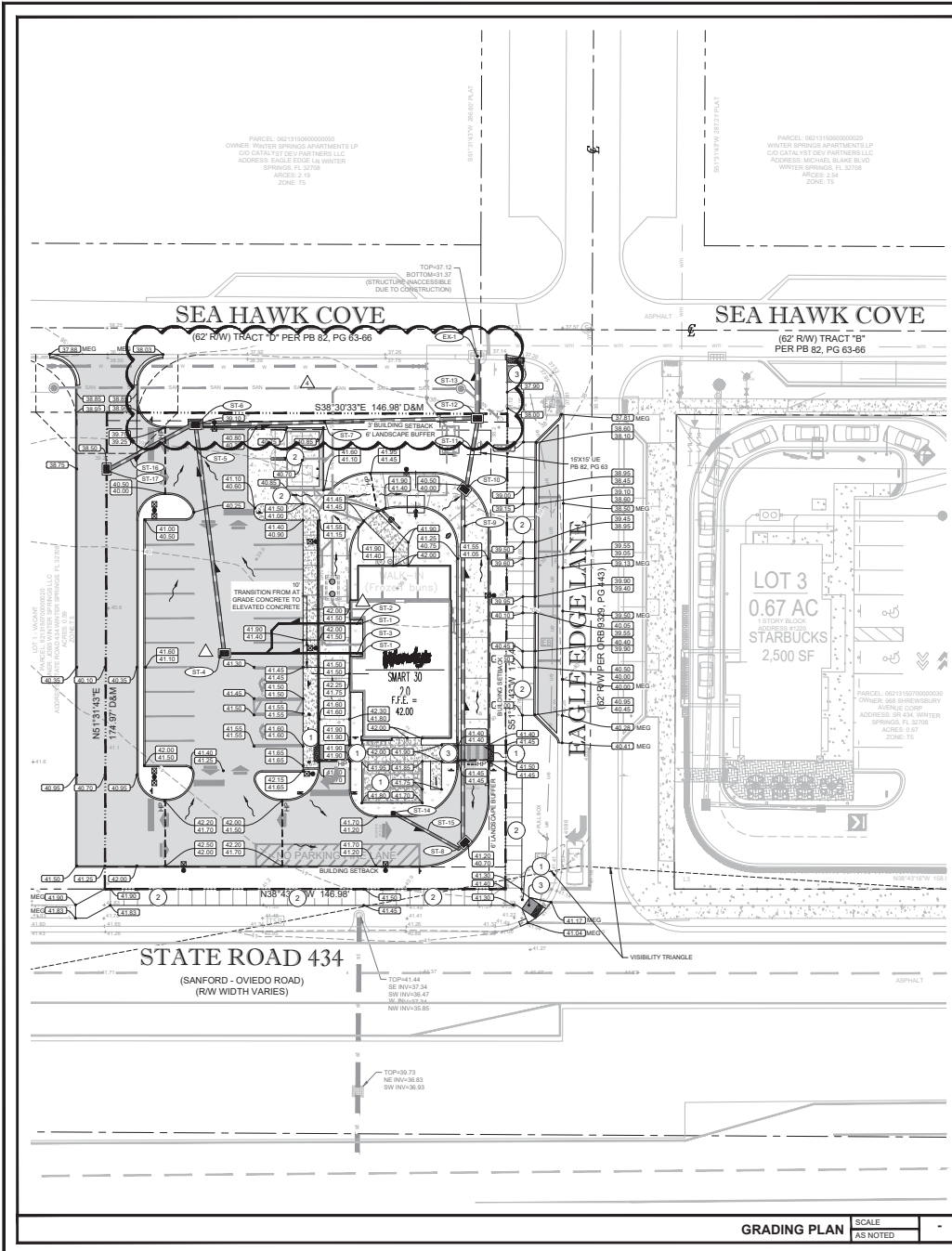
Project No.: 135-84-00

Date: 08/28/19

Scale: AS NOTED

Sheet Title: SITE PLAN

Sheet No.: C02.01



GRADING PLAN SCALE AS NOTED

CONTROL BENCHMARKS

ELEVATIONS BASED ON SEMINOLE COUNTY BENCHMARK #4733701, HAVING AN ELEVATION OF 44.4500 FEET, (NAVD 88).

NOTE: CONTRACTOR TO ESTABLISH CONTROL BENCHMARKS BEYOND LIMITS OF DEMOLITION PRIOR TO CONSTRUCTION.

KEYED NOTES:

- 1 SURFACE SLOPES NOT TO EXCEED 2.00% ALL DIRECTIONS.
- 2 SURFACE SLOPES NOT TO EXCEED 5.00% RUNNING AND 2.00% CROSS SLOPES.
- 3 SURFACE SLOPES NOT TO EXCEED 8.33% RUNNING AND 2.00% CROSS SLOPES.

EXISTING STORM STRUCTURE/PIPING DATA

EX-1 CURB INLET
 TOP = 37.12
 INV. (S) = 31.62 (18')

STORM STRUCTURE/PIPING DATA

ST-1 BUILDING DOWNSPOUT/CLEANOUT
 TOP TO BE SET AT GRADE
 FOOT INDEX NO. 232
 IE (S) = 36.69
 IE (N) = 36.80
 IE (S) = 33.00 (15')

ST-2 43 LF OF 6" PVC @ 1.00% SLOPE

ST-3 48 LF OF 6" PVC @ 1.00% SLOPE

ST-4 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 41.60
 IE (S) = 35.90

ST-5 84 LF OF 15" HDPE @ 1.00% SLOPE

ST-6 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 39.10
 IE (E) = 34.88 (15')
 IE (S) = 35.88 (15')
 IE (W) = 35.00 (15')

ST-7 105 LF OF 15" HDPE @ 2.6% SLOPE

ST-8 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 40.70
 IE (S) = 37.65
 IE (SW) = 38.25

ST-9 130 LF OF 15" HDPE @ 3.5% SLOPE

ST-10 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 40.00
 IE (N) = 33.00 (15')
 IE (S) = 33.00 (15')

ST-11 28 LF OF 15" HDPE @ 2.7% SLOPE

ST-12 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 38.10
 IE (N) = 32.00 (18')
 IE (S) = 32.25 (15')
 IE (W) = 32.28 (15')

ST-13 24 LF OF 18" HDPE @ 1.6% SLOPE

ST-14 YARD DRAIN
 12" ADS
 GRATE = 41.65
 IE (S) = 38.50 (12')

ST-15 12 LF OF 8" HDPE @ 0.89% SLOPE

ST-16 35 LF OF 15" HDPE @ 1.4% SLOPE

ST-17 TYPE "C" CATCH BASIN
 FOOT INDEX NO. 232
 GRATE = 38.50
 IE (E) = 35.50 (15')

LEGEND

- EL ELEVATION
- TYP TYPICAL
- CO CLEANOUT
- IE INVERT ELEVATION
- SE SUMP ELEVATION
- EXISTING ELEVATION
- PROPOSED PAVEMENT ELEVATION
- TOP OF SIDEWALK/CURB
- EDGE OF PAVEMENT
- DITCH BOTTOM INLET
- CURB INLET
- FFE FINISH FLOOR ELEVATION
- RCP REINFORCED CONCRETE PIPE
- ST-23 STORM SEWER STRUCTURE NUMBER
- EROSION CONTROL
- HP HIGH POINT
- MEG MATCH EXISTING GRADE
- DS BUILDING DOWN SPOUT
- 12" OR GREATER STORMWATER PIPE
- LESS THAN 12" STORMWATER PIPE
- PROPOSED SURFACE STORMWATER PIPE
- DIRECTION OF PIPE FLOW
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPERTY LINE
- EXISTING CONCRETE PAVEMENT TO REMAIN
- PROPOSED CONCRETE LESS THAN 6"
- PROPOSED CONCRETE PAVEMENT 6" OR GREATER
- PROPOSED ASPHALT PAVEMENT
- PROPOSED LANDSCAPE (SOD GROUNDCOVER)
- PROPOSED PAVEMENT
- EXISTING TO REMAIN

EROSION CONTROL MEASURE NOTES:

REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED AS NEEDED AND MUST REMAIN INTACT THROUGHOUT CONSTRUCTION. FAILURE TO INSTALL OR PROPERLY MAINTAIN THESE BARRICADES WILL RESULT IN ENFORCEMENT ACTION WHICH MAY INCLUDE CITATIONS, AND INITIATION OF CIVIL PENALTY PROCEDURES.

PAVING AND GRADING GENERAL NOTES

1. SEE GENERAL NOTES SHEET FOR EROSION AND SILTATION CONTROL ALONG WITH GENERAL NOTES.
2. SEE SITE PLAN SHEET FOR SITE DATA.
3. SEE BOUNDARY & TOPOGRAPHIC SURVEY FOR TEMPORARY BENCH MARK (TBM) LOCATIONS.
4. THE CONTRACTOR SHALL MEET ALL REQUIREMENTS FOR LOCAL MUNICIPALITY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION WITH REGARD TO IMPROVEMENTS WITHIN THEIR RESPECTIVE RIGHTS-OF-WAY.
5. ALL DISTURBED AREAS WITHIN RIGHTS-OF-WAY TO BE RETURNED TO MATCH EXISTING CONDITION.
6. ALL CLEANOUT TOP ELEVATION SHALL MATCH FINISH GRADE ELEVATIONS.
7. CONTRACTOR SHALL INSTALL EROSION CONTROL SILT FENCE AROUND THE PERIMETER OF THE SITE AND MUST MAINTAIN THE SILT FENCE IN GOOD REPAIR UNTIL ALL CONSTRUCTION IS COMPLETE AND THE AREA IS STABILIZED.
8. THE CONTRACTOR SHALL CONTACT THE ENGINEER PRIOR TO ANY CONSTRUCTION IF ANY PROBLEMS OR DISCREPANCIES EXIST.

ADA ACCESSIBILITY NOTES

1. ALL HANDICAPPED PARKING SPACES AND ACCESS AISLES ADJACENT TO THE HANDICAP PARKING SPACES SHALL HAVE A MAXIMUM OF 2% SLOPE IN ALL DIRECTIONS (THIS INCLUDES RUNNING SLOPE AND CROSS SLOPE).
2. AN ACCESSIBLE ROUTE FROM THE PUBLIC STREET OR SIDEWALK TO ALL BUILDING ENTRANCES MUST BE PROVIDED. THIS ACCESS ROUTE SHALL BE A MINIMUM OF 48" WIDE. THE RUNNING SLOPE OF AN ACCESSIBLE ROUTE SHALL NOT EXCEED 5% AND THE CROSS SLOPE SHALL NOT EXCEED 2%.
3. SLOPES EXCEEDING 5% BUT LESS THAN 8% WILL REQUIRE A RAMP AND MUST CONFORM TO THE REQUIREMENTS FOR RAMP DESIGN (HANDRAILS, CURBS, LANDINGS); NO RAMP SHALL EXCEED AN 8% RUNNING SLOPE OR 2% CROSS SLOPE.
4. IT WILL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT THE HANDICAP PARKING SPACES, ACCESSIBLE ROUTES, AND SIDEWALK/CROSSWALKS ARE CONSTRUCTED TO MEET ADA REQUIREMENTS.
5. ANY REQUIREMENTS LISTED ABOVE THAT CAN NOT BE MET SHALL BE BROUGHT TO THE ENGINEER'S ATTENTION IMMEDIATELY. ANYTHING NOT BUILT TO THE ABOVE STANDARDS WILL REQUIRE REMOVAL AND REPLACEMENT OF THE NON COMPLIANT AREAS AT THE GENERAL CONTRACTORS COST.

REFERENCE NORTH

SCALE: 1" = 20'

NO.	DATE	DESCRIPTION	BY	CHKD.
1	08/28/19	INITIALS		
2	08/28/19	INITIALS		
3	08/28/19	INITIALS		
4	08/28/19	INITIALS		
5	08/28/19	INITIALS		
6	08/28/19	INITIALS		
7	08/28/19	INITIALS		
8	08/28/19	INITIALS		
9	08/28/19	INITIALS		
10	08/28/19	INITIALS		

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 FL Cert. of Auth. No. 27889

Client Name and Address
Wendys
 1100 PARK CENTER BLVD S SUITE 3300, POMPANO BEACH, FL 33064

Client Name and Address
NISIT SAPPARAKHO, P.E.
 FL REG. NO. 64065

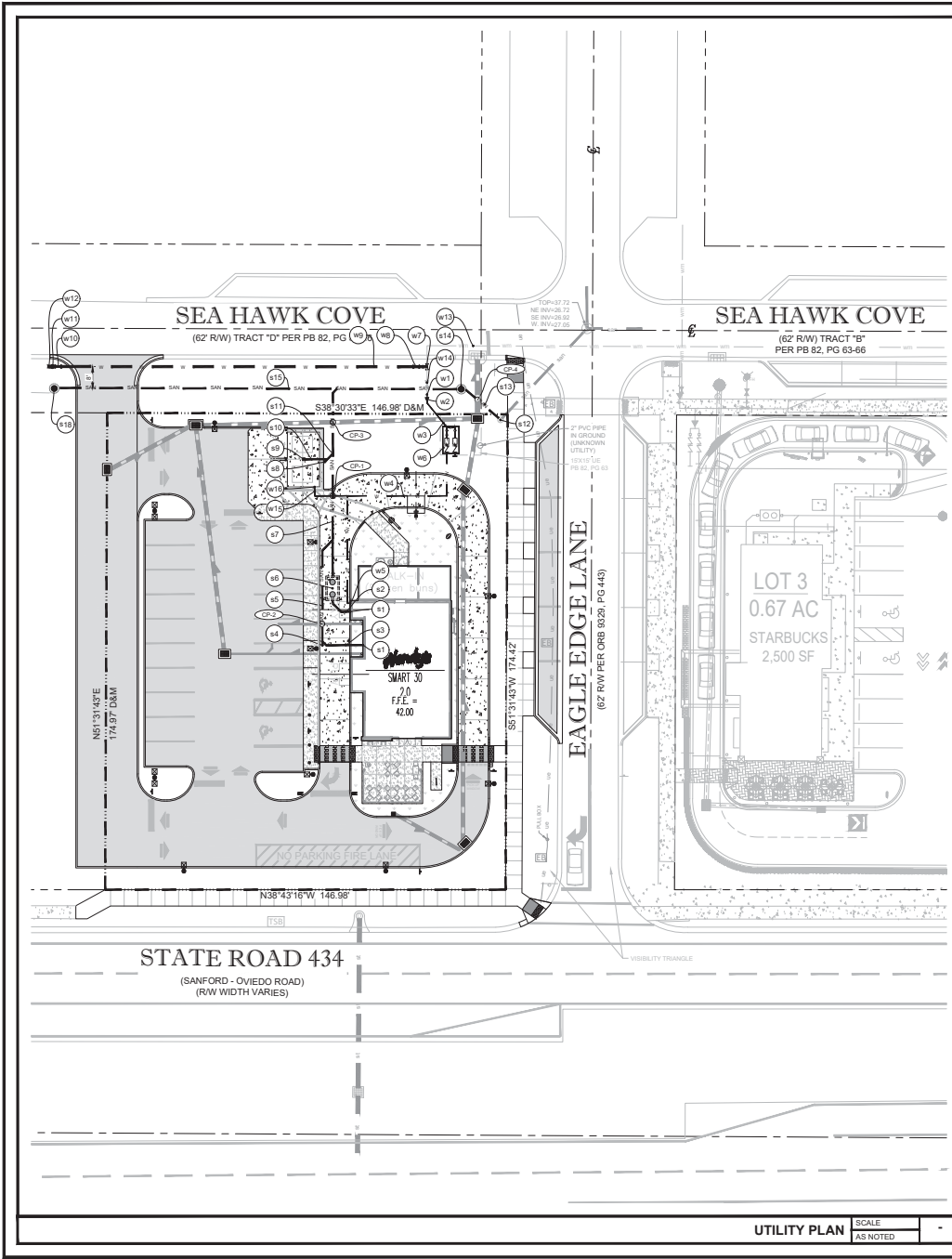
Project Name and Address
WENDY'S STORE NO. 12860
 1218 EAST STATE ROAD 244
 WINTER SPRINGS, FL 32789

Scale: AS NOTED

GRADING PLAN

Project No: 135-84-00
 Date: 08/28/19
 Scale: AS NOTED

C03.01

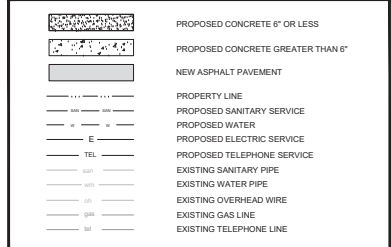


UTILITY SYSTEM DATA

WATER	
W1	TIE INTO AND EXTEND EXISTING 10" WATER MAIN
W2	10"x2" REDUCER
W3	13 LF 2" HDPE (POLY SERVICE PIPE) INSTALLED UP TO PROPOSED METER
W4	94 LF - 1 1/2" POLY PIPE WATER SERVICE LATERAL
W5	POINT OF CONNECTION TO BUILDING
W6	METER AND BACKFLOW. SEE DETAIL (THIS SHEET)
W7	10"x10" CUT-IN TEE
W8	10" GATE VALVE
W9	131 LF 10" PVC (C900) WATER MAIN
W10	10" GATE VALVE
W11	2" BLOWOFF ASSEMBLY
W12	2" CAP
W13	EXISTING 10" WATER MAIN
W14	EXISTING 10" GATE VALVE
W15	3/4" WATER SERVICE TO DUMPSTER WITH HOSE BB
W16	DOUBLE CHECK BACKFLOW PREVENTER REQUIRED AT DUMPSTER WATER SERVICE
SANITARY	
S1	6-INCH SEWER STUBOUT FROM BUILDING (BY PLUMBING CONTRACTOR). REFER TO BUILDING PLUMBING PLAN FOR EXACT LOCATION. CONSTRUCT SEWER CLEANOUT. CLEANOUT TOP ELEVATION SHALL MATCH PROPOSED GRADE INV. EL 38.00' (TYPICAL OF 2)
S2	8 LF - 6" SDR26 @ 1.0% SLOPE
S3	16 LF - 6" SDR26 @ 1.0% SLOPE
S4	CONSTRUCT SEWER CLEAN OUT - IE. 38.84
S5	40 LF - 6" SDR26 @ 7.6% SLOPE
S6	750 GALLON GREASE TRAP WITH TWO-WAY CLEANOUT INLET IE. 38.84, OUTLET IE. 38.67
S7	40 LF - 6" SDR26 @ 1.0% SLOPE
S8	CONSTRUCT SEWER CLEAN OUT - IE. 35.51
S9	CONTRACTOR TO INSTALL 8x8 ADS YARD DRAIN IN CENTER OF DUMPSTER PAD. RIM = 40.65, INV = 29.15
S10	12 LF - 6" SDR26 @ 5.0% SLOPE
S11	CONNECT TO SEWER LATERAL. INV = 28.65
S12	CORE DRILL 8" SEWER MAIN INTO EXISTING MANHOLE - TOP=38.78, E. INV=27.28, N. IE. 28.00
S13	18 LF - 6" SDR26 @ 0.625% SLOPE
S14	NEW SANITARY MANHOLE , RIM = 38.00, SE INV. = 28.10, W INV. = 28.20
S15	149 LF - 6" SDR26 @ 0.45% SLOPE
S16	NOT USED
S17	NOT USED
S18	NEW SANITARY MANHOLE , RIM = 39.60, INV. = 28.75
ELECTRIC	
E1	TBD
E2	TBD
TELEPHONE	
T1	TBD
T2	TBD

UTILITY PLAN SCALE AS NOTED

LEGEND



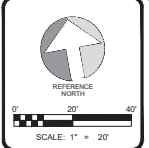
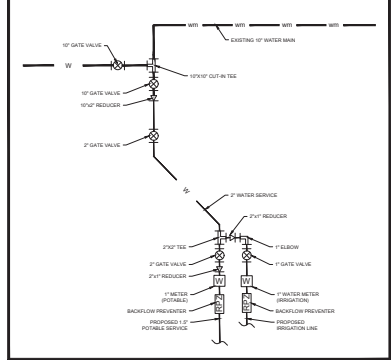
UTILITY NOTES

- CONTRACTOR TO VERIFY THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES WITHIN THE LIMITS OF CONSTRUCTION AND ADVISE THE ENGINEER OF RECORD OF ANY CONFLICTS IMMEDIATELY.
- CONTRACTOR SHALL NOTIFY AND COORDINATE WATER SERVICE WITH LOCAL MUNICIPALITIES UTILITIES DEPARTMENT.
- CONTRACTOR SHALL NOTIFY AND COORDINATE SEWER SERVICE WITH LOCAL MUNICIPALITIES UTILITIES DEPARTMENT.
- CONTRACTOR TO COORDINATE INSTALLATION OF ELECTRICAL POWER SERVICE WITH LOCAL ELECTRIC COMPANY.
- CONTRACTOR TO INSTALL PVC CONDUIT FOR TELEPHONE SERVICE (TO PROPERTY LINE) AND COORDINATE INSTALLATION OF SERVICE WITH TELEPHONE OPERATIONS.
- SEE ALTA/NSPS LAND TITLE SURVEY FOR LOCATION OF OTHER EXISTING UTILITIES.
- SEE CIVIL SPECIFICATIONS AND REFERENCE DRAWING SHEETS FOR ADDITIONAL UTILITY NOTES.
- ALL ON-SITE PVC WATER SERVICE AFTER METER SHALL BE SCHEDULE 80 OR PRESSURE RATED HDPE (POLY PIPE).
- ALL CROSSINGS OF WATER AND SEWER LINES MUST MAINTAIN PROPER CLEARANCE (SEE CIVIL SPECIFICATIONS AND REFERENCE DRAWING SHEETS).
- CONTRACTOR IS RESPONSIBLE FOR COMPLYING TO THE SPECIFICATIONS OF THE CITY/TOWNS STANDARD CONSTRUCTION AND UTILITY REQUIREMENTS.
- TREES SHALL NOT BE PLANTED WITHIN 10 FEET FROM THE WATER MAIN.
- ALL CLEANOUT TOP ELEVATION SHALL MATCH FINISH GRADE ELEVATIONS.

UTILITY CROSSING

CP-1 6" SDR26 (SEWER) - EL. = 28.80' 1.5" POLY PIPE (WATER) - EL. = 38.40' CLEARANCE - 9.10' (109.2')	CP-4 6" SDR26 (SEWER) - EL. = 28.20' 15" HDPE (STORM) - EL. = 31.9' CLEARANCE - 2.97' (35.64')
CP-2 6" SDR26 (SEWER) - EL. = 38.06' TOP OF 6" PVC (STORM) - EL. = 37.20' CLEARANCE - 0.86' (10.33')	CP-5 1.5" POLY PIPE (WATER) - EL. = 38.80' 15" HDPE (STORM) - EL. = 32.54' CLEARANCE - 3' (36')
CP-3 6" SDR26 (SEWER) - EL. = 28.55' 15" HDPE (STORM) - EL. = 33.55' CLEARANCE - 4.5' (54')	

SERVICE CONNECTION DETAIL (NOT TO SCALE)



NO.	REVISION	DATE	BY	CHKD.
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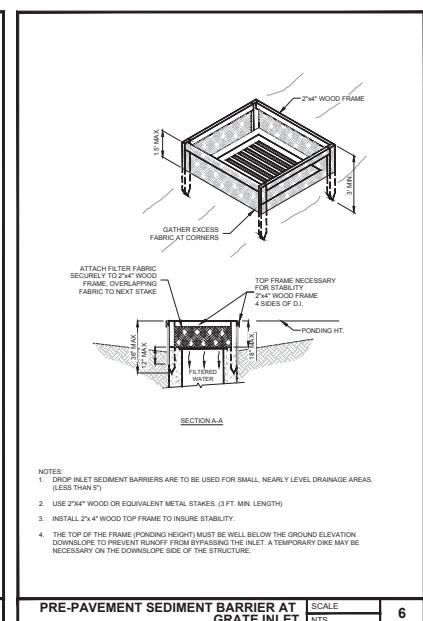
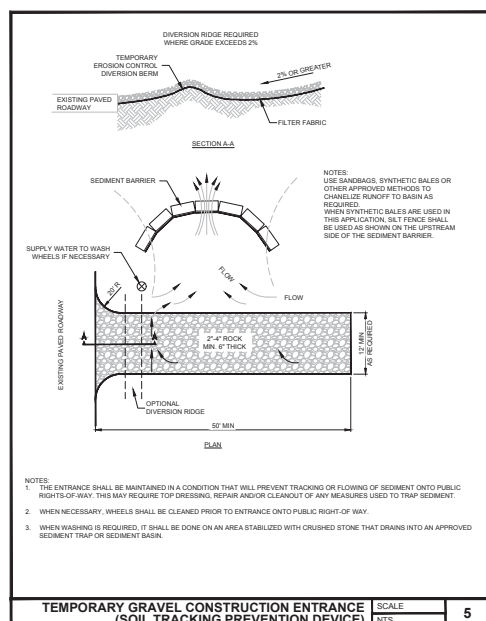
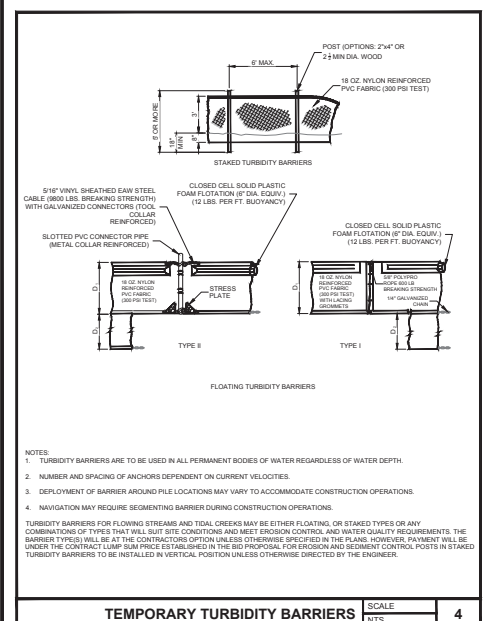
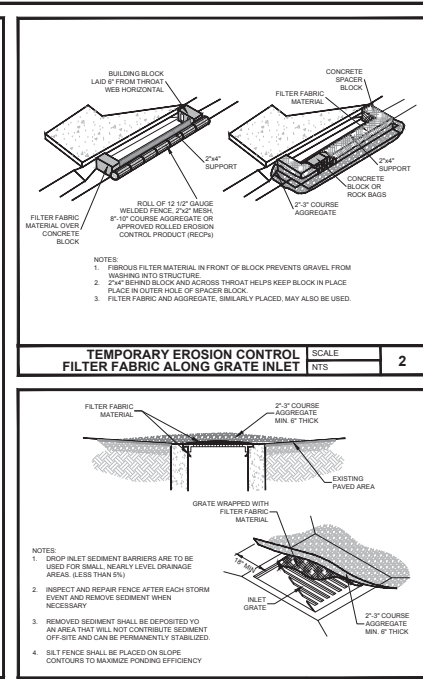
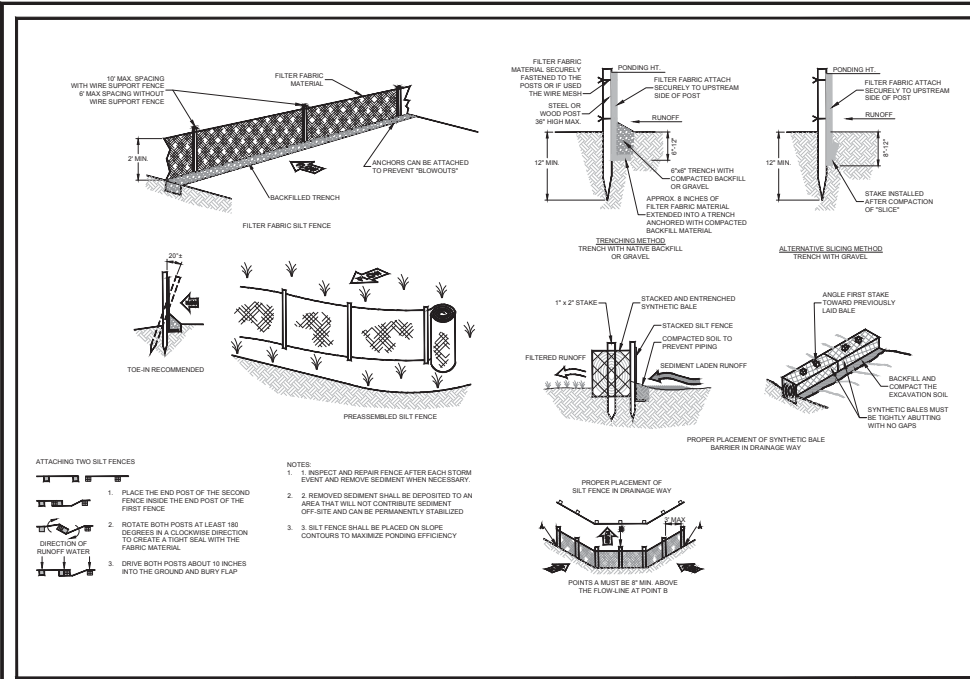
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Wendys
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NISIT SAPPARKHAO, P.E.
FL REG. NO. 64685

UTILITY PLAN
Project Name and Address
WENDY'S STORE NO. 12660
1218 EAST STATE ROAD 204
WINTER SPRINGS, FL 32789
Sheet Title

Project No: 135-34-00
Date: 08/28/19
Scale: AS NOTED
Sheet: **C04.01**



EROSION AND SEDIMENT CONTROL NOTES

- GENERAL NOTES:**
- THE CONTRACTOR IS RESPONSIBLE FOR REMOVING SILT FROM SITE IF NOT REUSABLE ON SITE AND ASSURING PLAN ALIGNMENT AND GRADE IN ALL DITCHES AND SWALES AT COMPLETION OF CONSTRUCTION.
 - THE BITE CONTRACTOR IS RESPONSIBLE FOR REMOVING THE TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES AFTER COMPLETION OF CONSTRUCTION AND ONLY WHEN AREAS HAVE BEEN STABILIZED.
 - ADDITIONAL PROTECTION, ON-SITE PROTECTION IN ADDITION TO THE ABOVE MUST BE PROVIDED THAT WILL NOT PERMIT SILT TO LEAVE THE PROJECT COMPLETES DUE TO UNSEEN CONDITIONS OR ACCIDENTS.
 - CONTRACTOR SHALL INSURE THAT ALL DRAINAGE STRUCTURES, PIPES, ETC. ARE CLEANED OUT AND WORKING PROPERLY AT TIME OF ACCEPTANCE.
 - THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST MANAGEMENT PRACTICES (BMP) AND MOST CURRENT EROSION AND SEDIMENT CONTROL PRACTICES. THIS PLAN INDICATES THE MINIMUM EROSION AND SEDIMENT MEASURES REQUIRED FOR THE PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR MEETING ALL APPLICABLE RULES, REGULATIONS AND WATER QUALITY GUIDELINES AND MAY NEED TO INSTALL ADDITIONAL CONTROLS.
- PRE-CONSTRUCTION SITE PROTECTION:**
- EROSION AND SEDIMENT CONTROL BARRIERS SHALL BE PLACED ADJACENT TO ALL WETLAND AREAS WHERE THERE IS POTENTIAL FOR DOWNSTREAM WATER QUALITY DEGRADATION. SEE DETAIL SHEET FOR TYPICAL CONSTRUCTION.
 - ANY DISCHARGE FROM DEWATERING ACTIVITY SHALL BE FILTERED AND CONVEYED TO THE OUTFALL IN A MANNER WHICH PREVENTS EROSION AND TRANSPORTATION OF SUSPENDED SOLIDS TO THE RECEIVING OUTFALL.
 - DEWATERING PUMPS SHALL NOT EXCEED THE CAPACITY OF THAT WHICH REQUIRES A CONSUMPTIVE USE PERMIT FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
 - SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHILE DEPENDING ON THE HEAVY FLOW (TO THE HEIGHT OF THE BARRIER OR INLET). REMOVED SEDIMENT SHALL BE DEPOSITED IN A SUITABLE AREA AND IN SUCH A MANNER THAT IT WILL NOT ERODE.
 - ALL DISTURBED AREAS ARE TO BE STABILIZED THROUGH COMPACTION, SILT SCREENS, SYNTHETIC BALES, AND GRASSING. ALL FILL SLOPES 3:1 OR STEEPER TO RECEIVE STAGED SOLID SOIL.
- SITE PROTECTION:**
- THE FILTER BARRIER SHALL BE ENTRENCHED AND BACKFILLED PROPERLY. A TRENCH SHALL BE EXCAVATED TO A MINIMUM DEPTH OF 6 INCHES. BARRIERS IS STAKED, THE EXCAVATED SOIL OR GRAVEL SHALL BE BACKFILLED AND COMPACTED AGAINST THE FILTER BARRIER. USING WIRE BACKFILL FOR SUPPORT IS DISCOURAGED DUE TO DISPOSAL PROBLEMS.
 - WATER OR SLURRY USED TO CONTROL DUST SHALL BE RETAINED ON THE SITE AND NOT ALLOWED TO RUN DIRECTLY INTO WATERCOURSE OR STORMWATER CONVEYANCE SYSTEMS.
 - SPECIAL AREAS SHALL BE DESIGNATED AS VEHICLE AND EQUIPMENT WASHING AREAS AND SUCH AREAS SHALL NOT ALLOW RUNOFF TO FLOW DIRECTLY INTO WATERCOURSE OR STORMWATER CONVEYANCE SYSTEMS.
 - SILT FENCE BARRIERS ARE NOT TO BE USED WHERE CONCENTRATED FLOWS OF WATER ARE ANTICIPATED SUCH AS DRAINAGE DITCHES, AROUND INLETS OR ABOVE/BELLOW WHERE CULVERTS DISCHARGE.
 - SYNTHETIC BALES, SANDBAGS OR OTHER APPROVED DEVICE FACED WITH FILTER FABRIC SHALL BE USED IN HIGH VOLUME AREAS TO DECREASE THE RUNOFF VELOCITY AND SHALL BE SECURELY ANCHORED.
 - ALL DEVICES INCLUDING SILT FENCE FILTER BARRIERS, SYNTHETIC BALES AND/OR SANDBAGS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. CLOSE ATTENTION SHALL BE PAID TO THE REPAIR OF DAMAGED BARRIERS, END RUNS AND UNDERCUTTING BENEATH BARRIERS.
 - ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
 - SHOULD THE FABRIC ON A SILT FENCE OR FILTER BARRIER DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO THE END OF THE EXPECTED USABLE LIFE AND THE BARRIER STILL BE NECESSARY, THE FABRIC SHALL BE REPLACED PROMPTLY.
- STORM DRAIN INLET PROTECTION:**
- 2 INCH, 3 INCH COARSE AGGREGATE SHALL BE PLACED OVER THE FILTER FABRIC. THE DEPTH OF STONE SHALL BE AT LEAST 6 INCHES OVER THE ENTIRE INLET OPENING. THE STONE SHALL EXTEND BEYOND THE INLET OPENING AT LEAST 18 INCHES ON ALL SIDES.
 - IF STONE FILTERS BECOME CLOGGED WITH SEDIMENT SO THAT THEY NO LONGER ADEQUATELY PERFORM THEIR FUNCTION, THE STONES MUST BE RUALED AWAY FROM THE INLET, CLEANED AND REPLACED.
- POST-CONSTRUCTION SITE PROTECTION:**
- ALL DEWATERING, EROSION AND SEDIMENT CONTROL TO REMAIN IN PLACE AFTER COMPLETION OF CONSTRUCTION AND REMOVED ONLY WHEN AREAS HAVE BEEN STABILIZED.
 - ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER TEMPORARY BARRIERS ARE NO LONGER REQUIRED SHALL BE DRESSED TO CONFORM TO THE EXISTING GRADE, PREPARED AND SEEDS. REMOVED SEDIMENT SHALL BE DEPOSITED IN A SUITABLE AREA IN SUCH A MANNER THAT IT WILL NOT ERODE.
 - ALL DISTURBED AREAS SHALL BE GRASSED, FERTILIZED, MULCHED AND MAINTAINED UNTIL A PERMANENT VEGETATIVE COVER IS ESTABLISHED.
 - SOIL SHALL BE PLACED IN AREAS WHICH MAY REQUIRE IMMEDIATE EROSION PROTECTION TO ENSURE WATER QUALITY STANDARDS ARE MAINTAINED.

Project Name and Address	WENDY'S STORE NO. 12660 1216 EAST STATE ROAD #24 WINTER SPRINGS, FL 32789
Project No.	135-84-00
Date	08/28/19
Scale	AS NOTED
Sheet	C05.01

EROSION & SEDIMENT CONTROL DETAILS

Client Name and Address

Wendy's

1180 PARK CENTRAL BLVD S SUITE 3300, POMPANO BEACH, FL 33064

Client Name and Address

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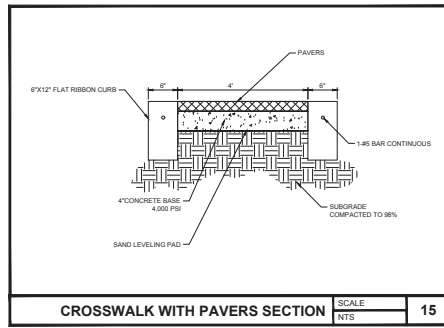
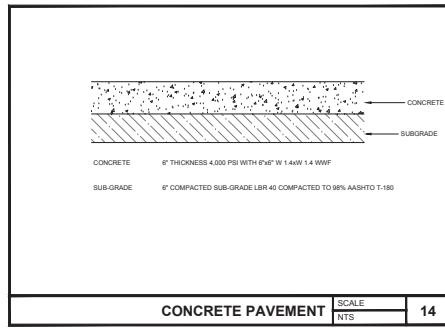
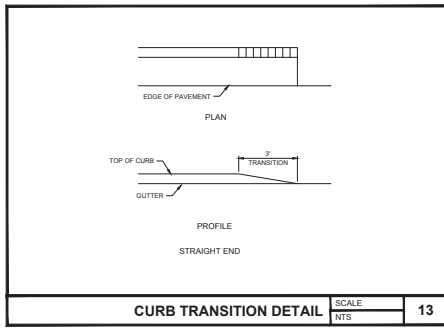
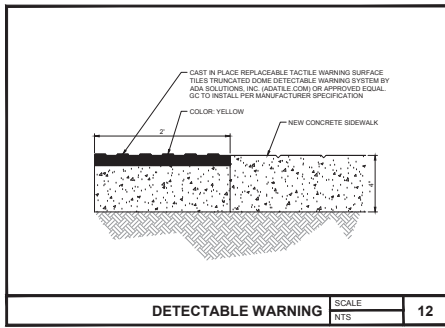
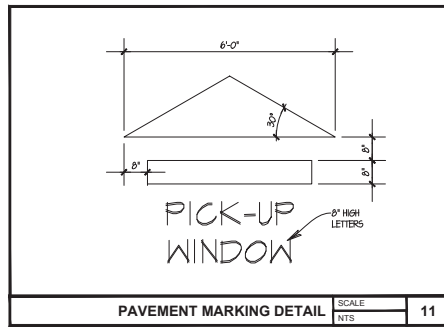
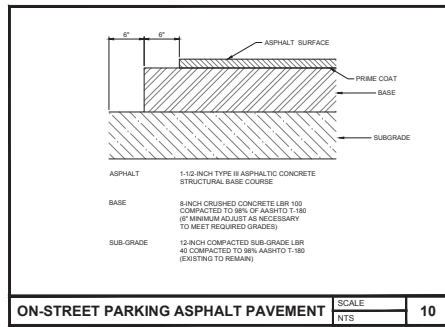
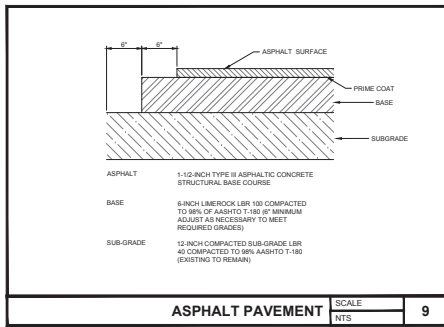
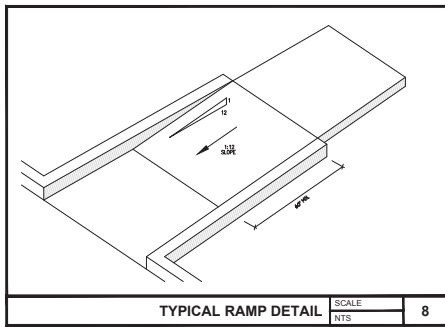
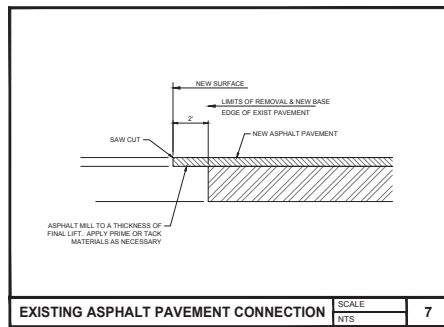
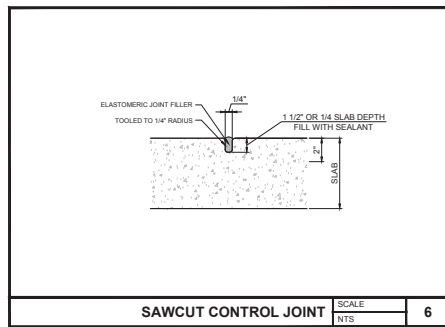
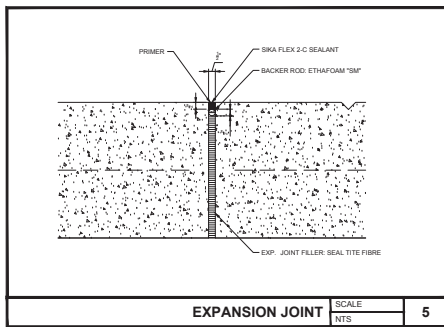
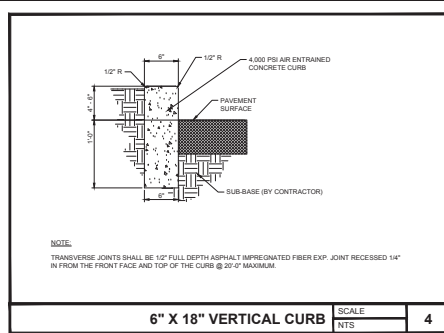
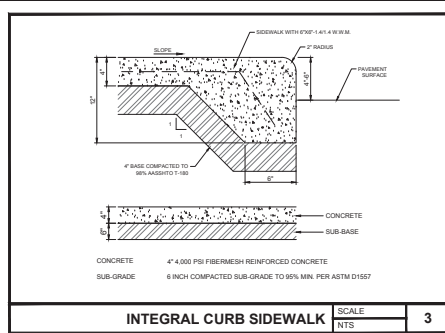
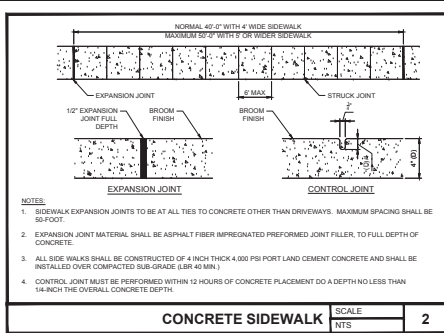
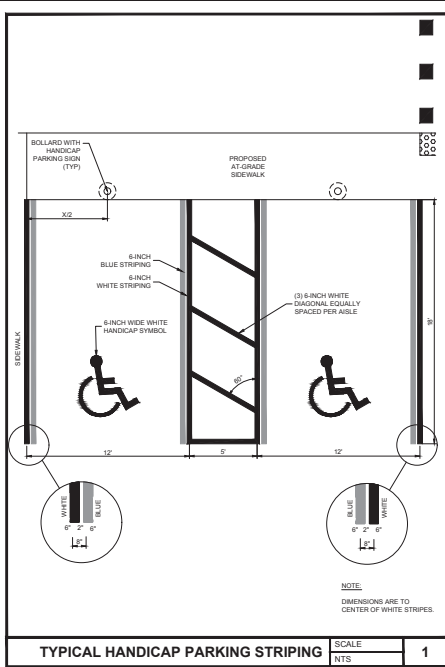
Client Name and Address

NISSIT SAPPARKHAD, P.E.

FL REG. NO. 84065

1180 PARK CENTRAL BLVD S SUITE 3300, POMPANO BEACH, FL 33064

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Date: 2020.08.29 11:49:44 -04'

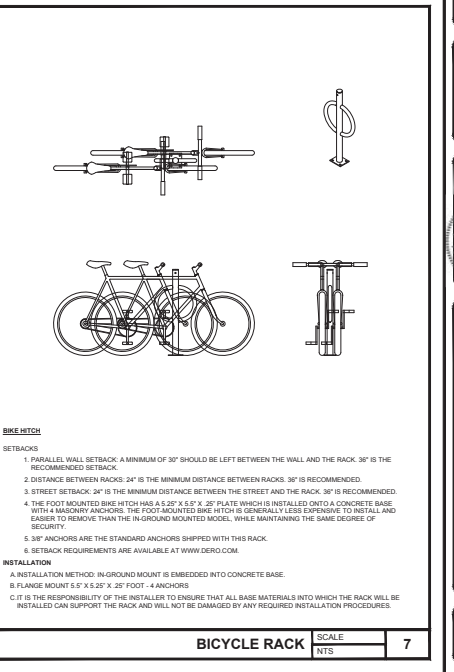
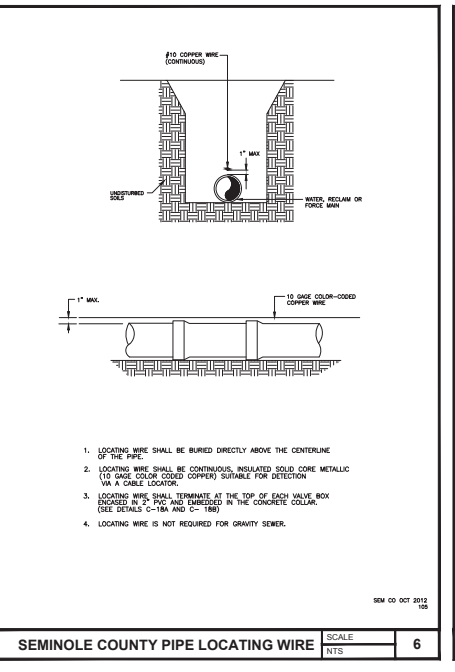
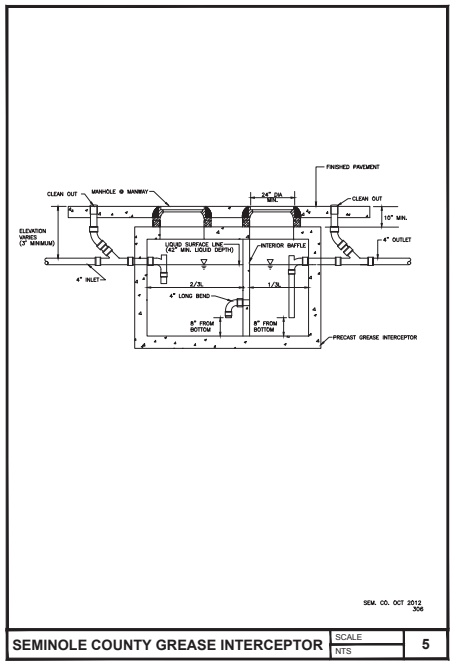
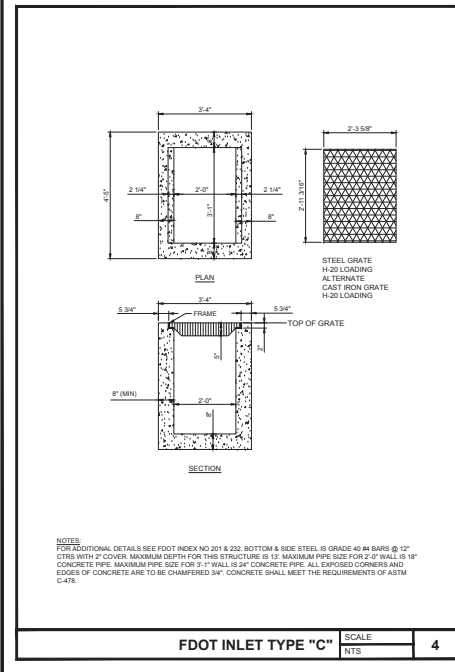
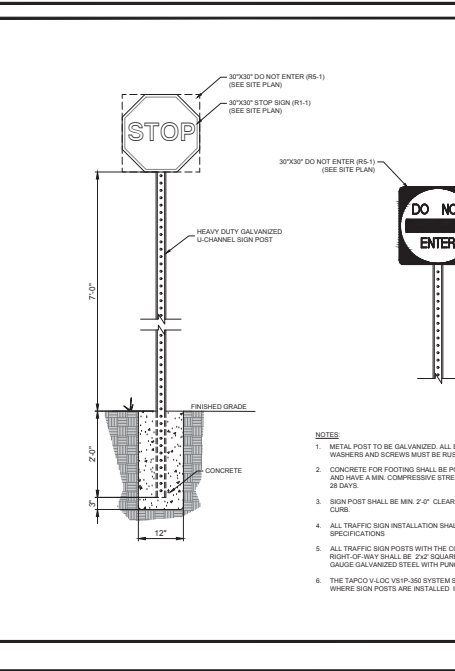
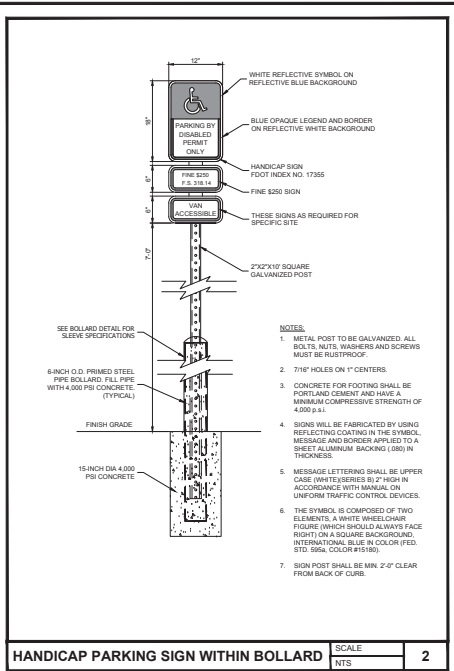
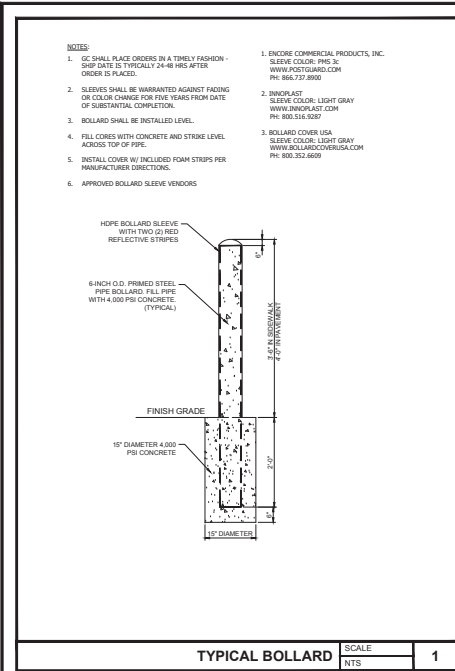


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NSIT SAPPARKHAO, P.E.
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Date: 2020.01.03 11:50:13 -0500

Project Name and Address
WENDY'S STORE NO. 12660
1218 EAST STATE ROAD 204
WINTER SPRINGS, FL 32798
Sheet Title: **DETAILS**
Project No.: 135-84-00
Date: 08/28/19
Scale: AS NOTED
Sheet No.: **C12.01**



NO.	DATE	DESCRIPTION	BY
1	08/28/19	Revised Per City Comments, Issue 03/2020	NTS
2	08/28/19	Revised Per City Comments, Issue 03/2020	NTS
3	08/28/19	Revised Per City Comments, Issue 03/2020	NTS
4	08/28/19	Revised Per City Comments, Issue 03/2020	NTS

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FL REG. NO. 64605

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Date: 2020.08.28 15:05:00

WENDY'S STORE NO. 12860
1218 EAST STATE ROAD #24
WINTER SPRINGS, FL 32789

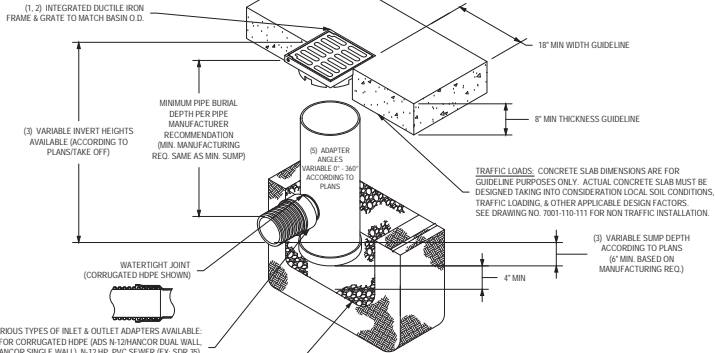
DETAILS

Project Name and Address: WENDY'S STORE NO. 12860
Sheet Title: BIKE RACK

Project No.: 135-84-00
Date: 08/28/19
Scale: AS NOTED

Sheet No.: **C12.02**

NYLOPLAST 12" DRAIN BASIN: 2812AG _ _ X



GRATE OPTIONS	LOAD RATING	PART #	DRAWING #
PEDESTRIAN	MEETS H-20	1296COP	7001-110-202
STANDARD	MEETS H-20	1296CSE	7001-110-203
SOLID COVER	MEETS H-20	1296CSC	7001-110-204
PEDESTRIAN BRIDGE	N/A	1296CSP	7001-110-205
DCME	N/A	1296CSD	7001-110-206
CRIP/R GRATE	LIGHT DUTY	1201E	7001-110-021

- GRATES/SOLID COVER SHALL BE DUCTILE IRON PER ASTM A536 GRADE 70-50-05, WITH THE EXCEPTION OF THE BRIDGE GRATE.
- FRAMES SHALL BE DUCTILE IRON PER ASTM A536 GRADE 70-50-05
- DRAIN BASIN TO BE CUSTOM MANUFACTURED ACCORDING TO PLAN DETAILS. ROUGHEN AREAS ARE REQUIRED FOR BACKFLOW PREVENTION OR TO SUPPORT RESTRICTIONS. SEE DRAWING NO. 7001-110-046
- DRAINAGE CONNECTION STOP JOINT TIGHTNESS SHALL CONFORM TO ASTM D2272 FOR CORRUGATED HDPE (ADD N-12HANCOR DUAL WALL) 12-1/2" HP, A PVC SEWER.
- ADAPTERS CAN BE MOUNTED ON ANY ANGLE 0° TO 300°. TO DETERMINE MINIMUM ANGLE BETWEEN ADAPTERS SEE DRAWING NO. 7001-110-012

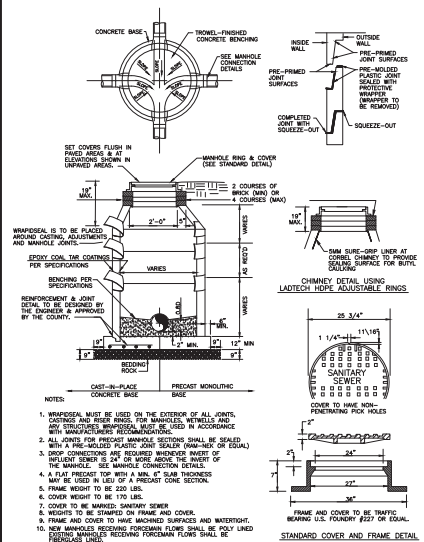
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DRAWN BY: EBC
DATE: 03-29-06
REVISOR: MMH
DATE: 03-11-16
DWG SIZE: A
SCALE: 1:20
SHEET: 1 OF 1

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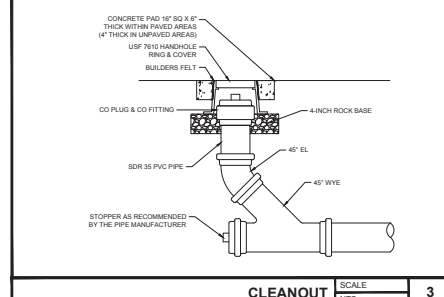
12 IN DRAIN BASIN QUICK SPEC INSTALLATION DETAIL
REV: E

12 INCH YARD DRAIN SCALE: NTS 1

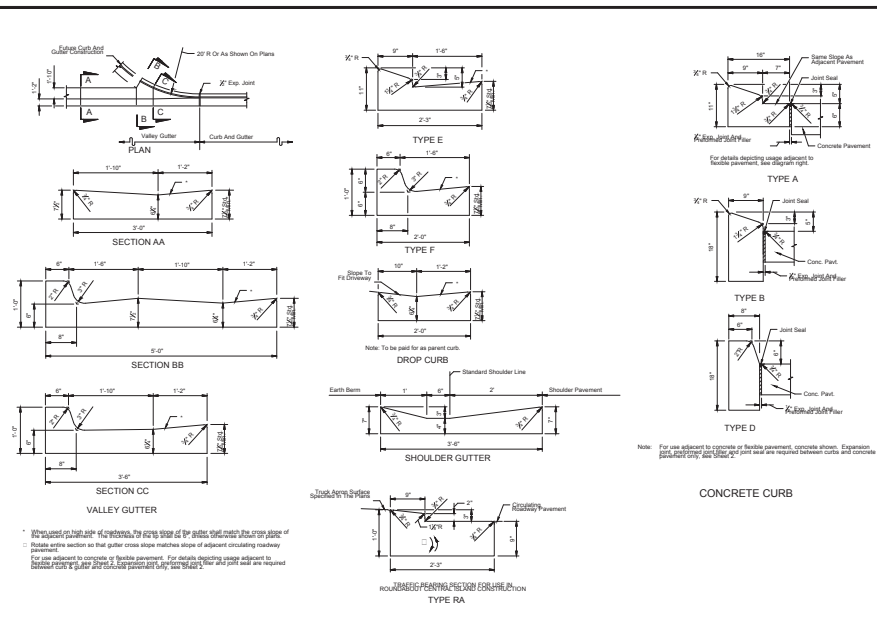


- NYLOPLAST MUST BE USED ON THE EXTERIOR OF ALL JOINTS, JOINTS AND REEF RINGS. FOR MANHOLES, RETIERS AND ADAPTERS. REPAIRS SHOULD BE MADE IN ACCORDANCE WITH NYLOPLAST'S REPAIRING INSTRUCTIONS.
- ALL JOINTS FOR PRECAST MANHOLE SECTIONS SHALL BE SEALED WITH A PRE-FORMED PLASTIC JOINT SEALER (NYLOPLAST OR EQUAL).
- JOINT CONNECTIONS ARE REQUIRED UNLESS THE INVERT OF THE MANHOLE IS 24" OR MORE ABOVE THE INVERT OF THE ADAPTER. SEE MANHOLE CONNECTION DETAIL.
- A 1/4" RAIN TIGHT GASKET IS TO BE USED IN ALL MANHOLES. IT MAY BE USED IN LIEU OF A PRECAST CONE SECTION. FRAME HEIGHT TO BE 200 LBS.
- COVER WEIGHT TO BE 170 LBS.
- COVER IS TO BE MARKED: SWEETNEY'S SERIES
- WEIGHTS TO BE STAMPED ON FRAME AND COVER.
- FRAME AND COVER TO HAVE FINISHED SURFACES AND WATER-TIGHT.
- NO NYLOPLAST REPAIRS FOR EXTERIOR FLOORS SHALL BE POLY UNID FIBERGLASS UNID.

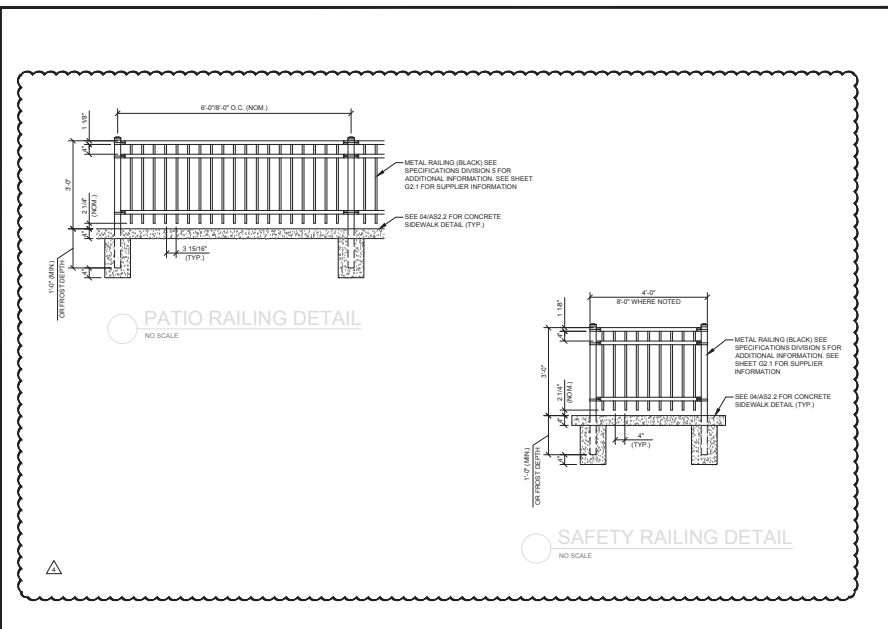
PRECAST CONCENTRIC CONCRETE MANHOLE SCALE: NTS 2



CLEANOUT SCALE: NTS 3



FDOT INDEX 300 - CONCRETE CURB AND GUTTER SCALE: NTS 4



WENDY'S STANDARD SAFETY HANDRAIL SCALE: NTS 5

NO.	DATE	DESCRIPTION	BY	CHKD.
1	08/28/19	ISSUED FOR PERMITS	MMH	EBC
2	08/28/19	ISSUED FOR PERMITS	MMH	EBC
3	08/28/19	ISSUED FOR PERMITS	MMH	EBC
4	08/28/19	ISSUED FOR PERMITS	MMH	EBC
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9	08/28/19	ISSUED FOR PERMITS	MMH	EBC
10	08/28/19	ISSUED FOR PERMITS	MMH	EBC

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WENDY'S STORE NO. 12660
Project Name and Address: 1218 EAST STATE ROAD #24 WINTER SPRINGS, FL 32789
Sheet Title: DETAILS

Project No: 135-84-00
Date: 08/28/19
Scale: AS NOTED

Sheet No: **C12.03**

LANDSCAPE NOTES

1. Work under these documents shall consist of preparation of planting areas, furnishing all new plant material and planting all proposed plant material specified herein and as shown on the drawings, notes and specifications. This includes adjustments to finished grading, furnishing and spreading topsoil, staking, watering, pruning, fertilizing, mulching and laying soil; and maintenance and protection of plants until final acceptance by the OWNER, as well as fulfilling all guarantee provisions.
2. Locations, elevations and dimensions of existing above and below ground utilities, structures, and other features are shown according to the best information available at the time of the preparation of these plans, but do not purport to be absolutely correct. The LANDSCAPE CONTRACTOR shall verify the location, elevations and dimensions of all existing features affecting his work prior to construction. The LANDSCAPE CONTRACTOR shall become familiar with all plans prepared by others that affect the landscape and irrigation work. Any discrepancies shall be brought to the attention of the LANDSCAPE ARCHITECT or OWNER.
3. It shall be the LANDSCAPE CONTRACTOR'S sole responsibility to notify any interested agencies or parties of his intent to excavate and to obtain from all agencies or other interested parties locations of all existing utilities of every kind in the areas where he intends or plans to excavate. Such locations shall be obtained prior to starting construction and shall be maintained during construction. 48 hours before beginning work, contractor may call the utility owner(s) and "TUESDAY STATE ONE" (TELEPHONE: 1-800-282-5861).
4. The LANDSCAPE CONTRACTOR shall coordinate with other contractors performing other construction. It will be necessary for the LANDSCAPE CONTRACTOR to coordinate and schedule activities, where necessary, with other contractors and their subcontractors.
5. The LANDSCAPE CONTRACTOR shall control runoff and erosion during construction through the use of sediment basins, silt fences or any other means as appropriate.
6. The LANDSCAPE CONTRACTOR shall sprinkle or otherwise manually apply water to affected construction areas to control both significant wind erosion and fugitive dust. Also refer to Civil Engineering Drawings for sediment control provided by General Contractor and Site Contractor as part of site work.
7. The LANDSCAPE CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or debris caused by his crew during the performance of the work. The LANDSCAPE CONTRACTOR shall remove all waste materials, debris, surplus material, empty plant containers and all equipment from the project site, on a daily basis.
8. The LANDSCAPE CONTRACTOR shall be responsible for removing existing vegetation on required and proposed planting areas prior to installation of plant materials.
9. The LANDSCAPE CONTRACTOR shall insure adequate vertical drainage in all planted areas. Where applicable, vertical drilling through hardpan and compacted fill may be used to insure drainage. The LANDSCAPE CONTRACTOR shall insure that his work does not impact established or projected drainage patterns.
10. The GENERAL CONTRACTOR, in coordination with the LANDSCAPE CONTRACTOR, shall select a protected area of the site to use as a tree stockpile construction-related material or degrading during the construction process. For the stockpiling of the horizon "O" (litter layer) and "A" (topsoil layer) of the site soil profile.
11. Any new or additional topsoil brought on site shall fall in the pH range of 4.5 to 6.5, prior to addition of fertilizers or organic amendments to support plant life. Organic content of topsoil shall be between 3% and 15%, with pH of 4.5 - 6.5.
12. The LANDSCAPE CONTRACTOR shall test topsoil to verify that the on-site soils are acceptable for proper growth of plant materials and adequate drainage in plant beds and planters. The LANDSCAPE CONTRACTOR shall coordinate the location and procurement of existing on-site materials and replacement soils with the LANDSCAPE ARCHITECT. Representative samples shall be submitted to a certified testing laboratory for analysis. The findings shall be reviewed and approved by the OWNER or LANDSCAPE ARCHITECT prior to delivery and installation of planting materials at the job site.
13. The GENERAL CONTRACTOR shall carry out compaction and infiltration test in accordance with the written specifications.
14. Soil in parking islands and within eight feet of curbs and buildings shall be removed to a minimum depth of six inches for shrubs and groundcovers, and 18 inches within six feet of trees, and replaced with fully amended soil to support plant life. See Specifications for further detail concerning topsoil makeup, depth, etc.
15. When working within existing tree canopy drip lines, LANDSCAPE CONTRACTOR shall take precaution to avoid cutting major root roots of >1" diameter. Shading the position of the plant a few inches may help to avoid damaging tree roots. Use an air hose or water jet to blow soil out of the way to find structural roots. Behavariate roots with water, immediately. If jack and bore technique is required, the process shall be executed at least 12" below the existing grade to avoid root roots.
16. When outside of tree canopy drip line, any roots of existing trees encountered during installation, and obstructing installation, shall be cut off, evenly, with clean, sharp pruning tools. Minimize damage to existing tree systems. Where possible, hand saw above ground existing roots to avoid damaging them.
17. The LANDSCAPE CONTRACTOR shall be responsible for removing all tree stakes and guy wires from trees which are established at the end of one (1) complete growing season. Trees which have been replaced shall remain staked for one (1) full growing season, and the owner shall be responsible for removing tree stakes and guy wires. Staking materials shall be disposed off site.
18. All existing plant beds and trees to remain within the construction limit line shall be left undisturbed. Existing trees, as noted on the drawings, shall be left undisturbed and protected by wooden berms erected at the perimeter of the tree drip line(s). No vehicle shall traverse this area nor shall any storage of materials or equipment be permitted within this area. Any existing plant beds or trees damaged by construction activity shall be replaced by the responsible party at their own expense.
19. Every possible safeguard shall be taken to protect building surfaces, equipment, furnishings and existing plant areas to remain (including lawn). The LANDSCAPE CONTRACTOR is responsible for any damage or injury to person or property that may occur as a result of negligence in the execution of the LANDSCAPE CONTRACTOR'S work. GENERAL CONTRACTOR shall be responsible for removal of construction debris within one (1) foot of building foundation.
20. All planting areas shall be free graded by the LANDSCAPE CONTRACTOR. LANDSCAPE CONTRACTOR shall notify OWNER if site grading is inappropriate for the health of plant material.
21. The OWNER shall have the right to reject any and all work and materials which, in the OWNER'S opinion, do not meet the requirements of the planting plan, details, specifications and these notes. The LANDSCAPE CONTRACTOR shall replace rejected work and continue specified maintenance until reinspected and acceptance. The LANDSCAPE CONTRACTOR shall remove rejected plants and materials from the planting site within 48 hours and replace with acceptable materials. No chains or cables shall be used when installing plant material.
22. No plant or material substitutions or modifications to practices specified or detailed in these documents will be permitted without prior written consent of the LANDSCAPE ARCHITECT or OWNER. If specified materials are not available, LANDSCAPE CONTRACTOR shall identify the extent and quality of the proposed substitution and submit, in writing, along with a recommended substitution that meets or exceeds the initial requirement. If the use of larger plants is approved, the root ball shall be increased in proportion to the size of the plant per Grades and Standards. Minimum container or caliper size of trees may be increased, if necessary, to evergreen overall plant size specified.
23. Prior to planting installation, the LANDSCAPE CONTRACTOR shall confirm the availability of all the specified plant materials, shall take arrangements with the LANDSCAPE ARCHITECT if reviewing and mutually field tagging (specify plant materials), at least 2 weeks prior to procurement and delivery to the job site. The LANDSCAPE ARCHITECT of record may inspect plants at nursery. Review of Grades and Standards will occur at time of delivery at site.
24. Except for characteristic otherwise specified in these documents, all plants shall adhere to qualifications of Florida No. 1 grade, or better, as set forth in the Florida Department of Agriculture and Consumer Services "Florida Grades and Standards for Nursery Plants 2015", and including any revisions as determined by the State Plant Board of Florida. LC shall refer to said document prior to selecting and delivering plant materials. Where there are discrepancies between the Florida Grades and Standards and the descriptions and specifications found in the plans, notes and specifications of this document, this document shall prevail. Plants called out as "specimens" shall be Florida Fancy or better, per above mentioned standard.
25. While LANDSCAPE ARCHITECT, OWNER, or OWNER'S AUTHORIZED REPRESENTATIVE may provide input through joint visits to nurseries with the LANDSCAPE CONTRACTOR, selection of the plant is the responsibility of the LANDSCAPE CONTRACTOR. Inspection of plants shall occur at the site, and on the day of delivery.
26. LANDSCAPE CONTRACTOR shall hire an objective third-party to review the quality of the plants where delivered to the site. See Grades and Standards for related information.

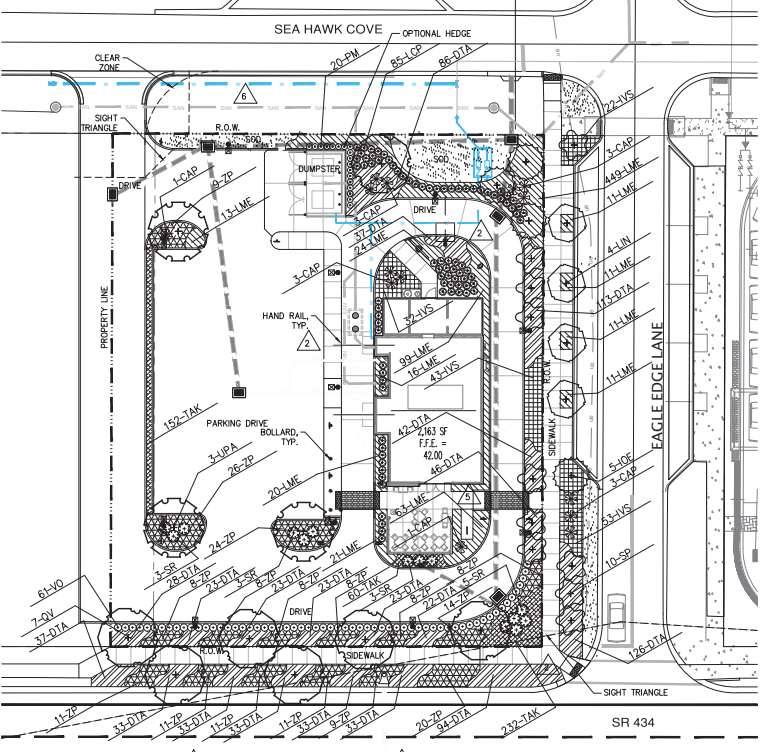
27. The plant quantities shown on the landscape contract documents are for the convenience of the LANDSCAPE CONTRACTOR. Where there are discrepancies in plant quantities, the plan prevails. Spacing of plant material shall take precedence over quantity of materials indicated for planting areas. The LANDSCAPE CONTRACTOR is responsible for verifying all quantities and reporting any discrepancies to the LANDSCAPE ARCHITECT for clarification prior to award of contract and commencement of work.
28. Balled and Burrapped (B&B) trees shall be nursery grown and shall be hardened off with vigorous fibrous non-woody roots, visible outside the ball wrap. Certification of this shall be presented through the balled root wrapping to the OWNER. Representative or LANDSCAPE ARCHITECT from any grower, distributor, transporter, and installer shall be protected from detection and other damage per ANSI A500 (Part 9)-2012, section 63.6.2. No chains or cables shall be used when installing plant materials. LANDSCAPE CONTRACTOR may contact "Nurses' Plant Grower Association" at (800) 837-4001 for names of some nurseries practicing these methods. All other trees to be container grown or as specified.
29. All plants shall be hardy under climatic conditions similar to those in the locality of the project.
30. As per these drawings and specifications, the "TL" (detail) of proposed plant materials, unless otherwise specified, shall mean the actual distance as measured from the soil surface mark on the trunk or base of the plant to the top elevation of the plant. All plants shall comply with Grades and Standards for root ball size, relative to specified plant height and width.
31. All installation of plant material and related construction activity shall comply with applicable jurisdictional codes. The LANDSCAPE CONTRACTOR is responsible for obtaining all permits associated with his work.
32. The LANDSCAPE CONTRACTOR shall field stake the location of all shrub and ground cover plant bed outlines and individual trees, palms, and accent shrubs in accordance with the plans. The LANDSCAPE CONTRACTOR shall obtain the LANDSCAPE ARCHITECT'S approval to proceed with installation; prior to delivery and installation of the plant material. If existing conditions do not allow the design to be laid out as shown on plans, notify the LANDSCAPE ARCHITECT or OWNER immediately.
33. All proposed trees shall be installed either entirely in or entirely out of planting beds. Planting bed outlines shall not be obstructed and shall be smooth and flowing. If trees are located outside of beds in road areas, maintain a minimum 3' wide offset to allow for mowers to maneuver.
34. No trees shall be planted within designated utility corridors or public right of way WITHOUT OF ANY UTILITIES PERMIT. No plants shall be located within four feet (4') of any utility or weak centerline identified on the drawings. Field-adjust as necessary and review adjustments with LANDSCAPE ARCHITECT or OWNER prior to installation.
35. The LANDSCAPE CONTRACTOR shall be responsible for the selection and plumb condition of all installed plant materials and replacing any damaged plant material with plants of equal size and condition of remaining thriving plants, at no cost to the owner. At no additional cost to the owner, it shall be the contractor's responsibility to prevent plants and trees from falling or being blown over and to replace all plants damaged due to inadequate guying or staking.
36. All proposed planting areas for trees, palms, shrubs, and groundcovers shall be top dressed with three (3) inches of other specified fine sands or Pine Bark (suggt) mixed spread uniformly in depth over the planting beds as delineated on the plans. Mulch shall not be installed within one (1) foot of buildings. The landscape scope of work includes mulching as an integral part of the project and not as a separate cost work item.
37. The LANDSCAPE CONTRACTOR shall verify the extent of sod work in the field. The LANDSCAPE CONTRACTOR shall be responsible for providing grass sod in the areas shown on the plan and disturbed by construction activity to provide full coverage. Additional sod required will be adjusted based on a square footage unit price. The surface of all areas to be grained or sodded shall be prepared for the placement of sod by the LANDSCAPE CONTRACTOR. Areas to be sodded shall be amended per soils report to provide required materials, organic matter, etc. in the topsoil. The LANDSCAPE CONTRACTOR shall remove all debris from the areas as shown on the plan to receive sod and lay sod evenly without gaps. All joints shall be staggered. Topsoil depth in sodded areas shall be minimum 3" and graded to elevations per Civil engineering plans.
38. All other areas disturbed during construction shall be sodded or seeded and mulched with Argentine Bahia grass unless otherwise specified on the plans, details or specifications. If grass seed is specified, it shall be delivered to the job in containers with Florida Department of Agriculture tags attached, indicating the seed grower's compliance with the department's quality program.
39. The LANDSCAPE CONTRACTOR shall water, mulch, weed, prune, and otherwise maintain all plants, including sod, until the irrigation system is fully operational and final acceptance by the OWNER. All plant materials shall be watered to insure plant survival, in accordance with Florida Grades and Standards for Nursery Plants 2015.
40. Upon completion of the work, the LANDSCAPE CONTRACTOR shall notify the OWNER and the LANDSCAPE ARCHITECT in writing and request a final inspection. Any items that are judged incomplete or unacceptable by the OWNER or the LANDSCAPE ARCHITECT shall be promptly corrected by the LANDSCAPE CONTRACTOR.
41. The LANDSCAPE CONTRACTOR shall guarantee all shrubs and groundcovers for a period of one hundred eighty (180) calendar days from the date of final acceptance in writing from the OWNER. At the time of final acceptance, the one hundred eighty (180) day guarantee period shall commence. Trees shall be guaranteed for one (1) year. Any materials which have died during this period shall be promptly replaced with specimens that meet the minimum requirements called for in these documents. The LANDSCAPE CONTRACTOR shall not be held responsible for death or damage resulting from lightning, vandalism, or from negligence by the OWNER. The OWNER shall be responsible for watering and otherwise maintaining plants during the guarantee period if a maintenance agreement is not accepted from the LANDSCAPE CONTRACTOR.
42. LANDSCAPE CONTRACTOR shall not recommend and install invasive species as replacement for plants on planting plan. See Pepper.org and invasivespecies.org for problem species.
43. All landscape bids shall be itemized with the amounts based on per plant unit prices, including mulch, fertilizer, etc. Any substitutions, additions or deletions will change the total amount of the CONTRACT FEE based on the above mentioned unit price criteria.
44. See landscape specifications for further requirements.
45. The LANDSCAPE CONTRACTOR shall submit a separate proposal for a one (1) year maintenance agreement.
46. GENERAL CONTRACTOR shall remove all existing invasive exotic plants, as listed on the Florida Exotic Pest Plant Council's Invasive Plant Species List.

Winter Springs Code Notes

1. Owner shall hand water all code plants until establishment and as need, thereafter.
2. All trees transplanted pursuant to Chapter 5 of the Land Development Code shall be maintained in a healthy, living condition. Any such trees which die shall be replaced and maintained by the property owner.
3. Not more than twenty (20) percent of replacement trees shall be of a single species.
4. When landscaping is used to screen mechanical equipment and appurtenances, it shall be maintained at least one (1) foot above the screened object. Landscape screen must be evergreen and reach required height within one (1) year. Screen shall be continuously maintained.
5. Backflow preventers and other above ground valves shall be screened to they are not visible from the street right-of-way, unless other landscaping or an opaque building material.

Landscape Calculations

PROJECT AREA	= 1.25 ACRES
CANOPY TREES REQUIRED (4 PER ACRE)	= 5 TREES
TREES PROVIDED	= 13 CANOPY TREES



If these plans are reproduced in a different size, the scale may not be accurate.

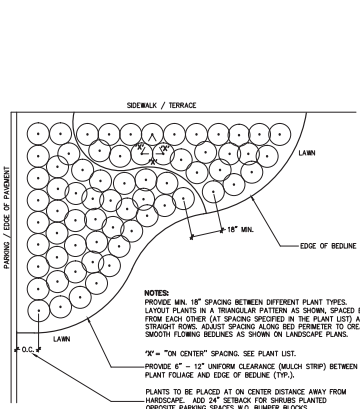
Leone Land Design
 Landscape Architectural Site Planning
 1828 Kings Court • Melbourne, Florida 32935
 Phone: (407) 951-2295 • Fax: (407) 204-3984

NO.	LINE	DESCRIPTION
1	1	ISSUED FOR PERMITS
2	2	REVISED PER OWNER COMMENTS
3	3	REVISED PER OWNER COMMENTS
4	4	REVISED PER OWNER COMMENTS
5	5	REVISED PER OWNER COMMENTS
6	6	REVISED PER OWNER COMMENTS
7	7	REVISED PER OWNER COMMENTS

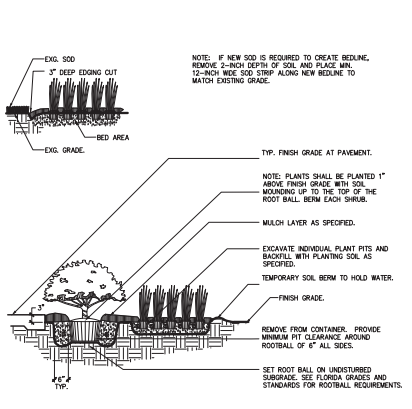
PLANTING PLAN
 WENDY'S NO. 12660
 WINTER SPRINGS, FLORIDA 32788
 FLORIDA

PROJECT NO./FILE NAME	19012	DESIGN	MLJ
DATE	5/9/19	DRAWN	MLJ
SCALE	AS SHOWN	CHECKED	MLJ
SHEET NO. OF NO.	LP-01 OF 2	INFORMATION COPY ONLY - VALUE ENDED	WITH RESERVED LANDSCAPE ARCHITECTURE
APPROVED BY		DATE	07/20
MARK LANIER JOHNSON		FLORIDA LICENSE NO. 1630	

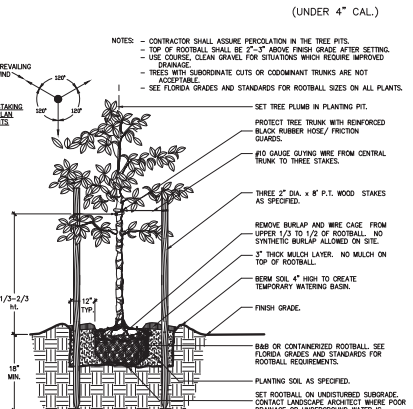
THIS DOCUMENT IS THE PROPERTY OF WENDY'S LANDSCAPE ARCHITECTURE, P.L.L.C. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.



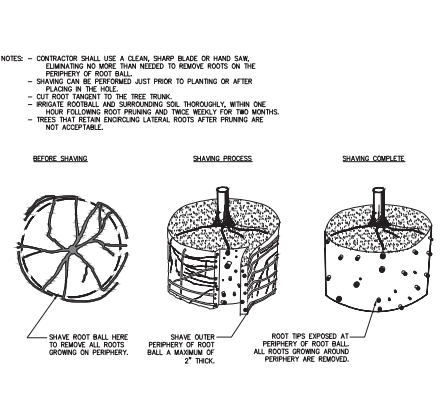
1 SHRUB/GROUND COVER SPACING DETAIL
SECTION SCALE: N.T.S.



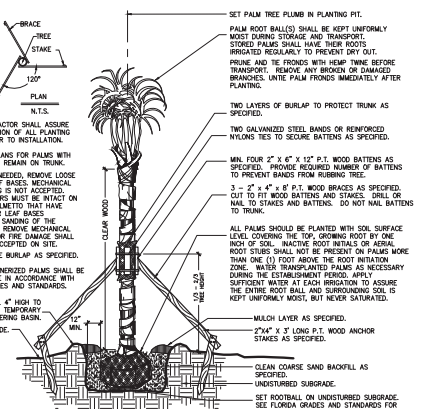
2 PLANTING DETAIL
SECTION SCALE: N.T.S.



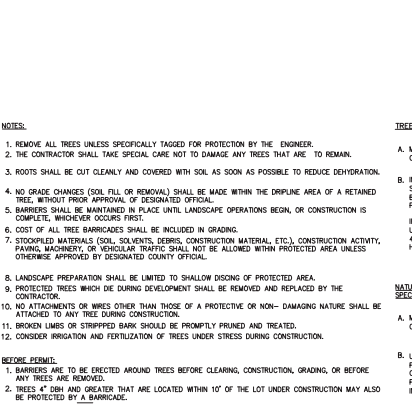
3 TYP. SMALL TREE PLANTING DETAIL
SECTION SCALE: N.T.S.



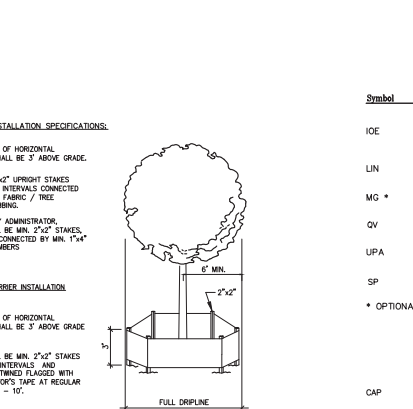
4 TYP. ROOT BALL SHAVING DETAIL
SECTION AND ELEVATION SCALE: N.T.S.



5 TYP. PALM TREE PLANTING DETAIL
SECTION SCALE: N.T.S.



6 TREE BARRICADE
DETAIL SCALE: NOT TO SCALE



7 NATURAL AREA BARRIER INSTALLATION
SCALE: NOT TO SCALE

ABBREVIATIONS:

APPROX. = APPROXIMATE	L.O.C. = LIMITS OF CONSTRUCTION
B.C. = BOTTOM OF CURB	L.P. = LOW POINT
B.O.C. = BACK OF CURB	MAX. = MAXIMUM
B.O.W. = BOTTOM OF WALL	MIN. = MINIMUM
BYD. = BOOTED	M.T. = MULTIPLE TRUNK
CAL. = CALIPER	N.I.C. = NOT IN CONTRACT
C.C. = COMBINED CALIPER	N.T.S. = NOT TO SCALE
C.G. = CONTAINER CROWN	O.A. = OVERALL
CL. = CENTER LINE	O.C. = ON CENTER
C.M.T. = CLEAR MULTIPLE TRUNK	O.D. = OUTSIDE DIAMETER
CMU = CONCRETE MASONRY UNIT	OPT. = OPTIONAL
C.S.T. = CLEAR SINGLE TRUNK	P.L. = PROPERTY LINE
C.T. = CLEAR TRUNK	P.T. = PRESSURE TREATED
D.B.H. = DIAMETER BREAST HIGH	QTY. = QUANTITY
EA. = EACH	R.O.W. = RIGHT OF WAY
EL. = ELEVATION	S.P. = SQUARE FOOT
E.O.P. = EDGE OF PAVEMENT	SPRD. = SPREAD
EX./ADO. = EXISTING	SYM. = SYMBOL
F.O.C. = FACE OF CURB	T. = TALL
FT. = FOOT	T.C. = TOP OF CURB
GAL. = GALLON	T.O.W. = TOP OF WALL
G.C. = GALLON CONTAINER	T.O.S. = TOP OF SLOPE
GALV. = GALVANIZED	TYP. = TYPICAL
H.P. = HIGH POINT	W. = WIDTH
I.D. = INSIDE DIAMETER	W/ = WITH
INV. = INVERT ELEVATION	W/O = WITH OUT
L.A. = LANDSCAPE ARCHITECT	Ø = DIAMETER

PLANT LIST

Symbol	Scientific and Common	Size	Space	Qty
IOE	Ilex opaca 'Eagleston' Eagleston Holly	10'x 3'; 2.5' Cal.; 3.5' C.S.T.	A.S.	4
LIN	Leptostromia indica 'Natchez' White Crape Myrtle	11'x 4'; 2.5' Cal.; 4' C.S.T.	A.S.	4
MG *	Magnolia grandiflora Southern Magnolia	12'x 3.5'; 2.5' Cal.; 4' C.S.T.	A.S.	--
QV	Quercus virginiana Live Oak	12'x 4.5'; 2.5' Cal.; 4' C.S.T.; Full	A.S.	7
UPA	Ulmus parvifolia 'Emer II' Alicia Elm	11'x 4'; 2 1/2" Cal.; 5' C.S.T.; Full	A.S.	3
SP	Sabal palmetto Cabbage Palm	W/ Boots; Florida Fancy; 8' C. T.	A.S.	10
* OPTIONAL CANOPY TREE				

Shrubs, Ground Cover, & Sod

CAP	Crinum asiaticum 'Procerum' Purple Leaf Crinum Lily	15-18"; 40" O.A.; Full; F.F. Minimum 12 Perfect Leaves	A.S.	14
DTA	Dianella tasmanica Blueberry Flax	1 Gal.; 14" O.A.; 9 PPP; Full	18" O.C.	876
IVS	Ilex vomitoria 'Stokes Dwarf' Dwarf Yopaine Holly	3-Gal.; 18" x 9"; Full	24" O.C.	150
LME	Liriod. muscari 'Emerald Goddess' Emerald Goddess Giant Liriope	1 Gal.; 9 PPP; Full	18" O.C.	735
LCP	Loropetalum chinenses Chinese Fringe Bush	3-Gal.; 24" x 12"; Full	30" O.C.	85
PO	Panicum macrophyllum 'Maki' Maki Yew	3-Gal.; 24" x 8"; Full	24" O.C.	20
SR	Strelitzia reginae Bird of Paradise	15 Gal.; 36" O.A.; Full;	A.S.	14
TAK	Trachelospermum asiaticum 'Kenrokuen' Dwarf Mimosa Jasmine	1 Gal.; Full; 18" Runner, Min.	12" O.C.	444
VO	Viburnum odoratissimum Sweet Viburnum	3-Gal.; 30" x 15"	30" O.C.	61
ZP	Zamia pumila Coastal Fern	3 Gal.; 18"x18"; Min. 10+ Fronds	30" O.C.	194
SOD	Paspalum notatum 'Argentine' Bahia Grass	Solid Sod as needed		

Wendy's Land Design
 Landscape Architectural Site Planning
 1830 Major Court • Melbourne, Florida 32931
 Phone: (407) 831-2225 Fax: (407) 204-3884

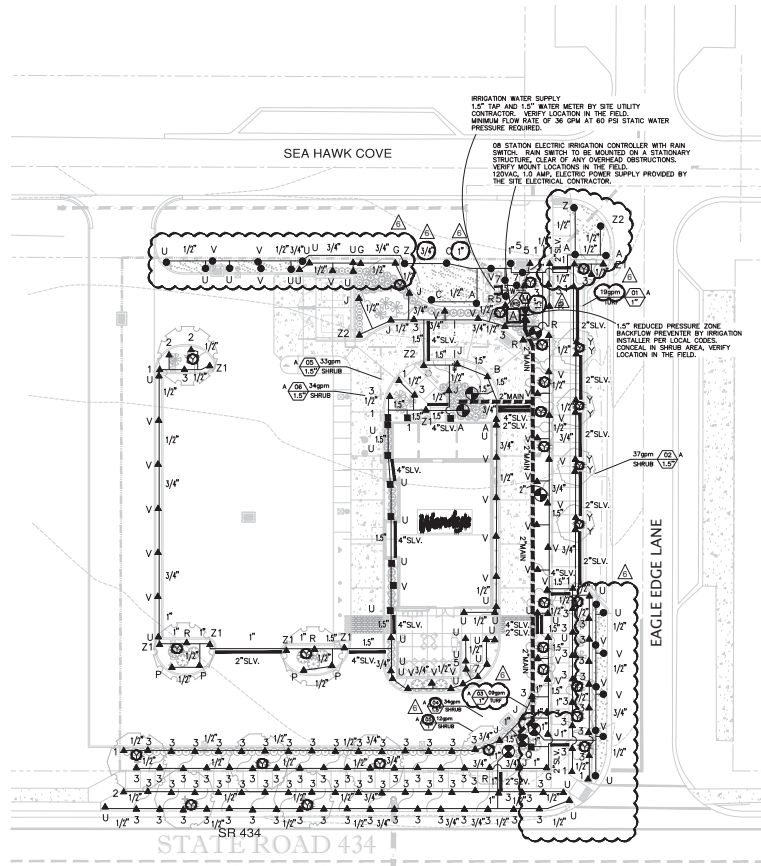
REVISIONS

NO.	DATE	DESCRIPTION
1	10/27/19	ISSUE FOR CITY COMMENTS
2	11/14/19	ISSUE FOR CITY COMMENTS
3	12/17/19	ISSUE FOR CITY COMMENTS
4	1/27/20	ISSUE FOR CITY COMMENTS

PLANTING DETAILS
 WENDY'S NO. 12660
 WATER SPRINGS, FLORIDA 32708
 FLORIDA
 SEMINOLE COUNTY

PROJECT NO./REV. NAME: 19012 MLJ
 DESIGNED: MLJ
 DATE: 5/9/19
 DRAWN: MLJ
 SHEET NO.: LP-02 OF 2
 AS SHOWN
 APPROVED BY: [Signature]
 MARK LAMER, LSC
 FLORIDA LICENSE NO. 1830
 DATE: 5/15/19

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IRRIGATION WATER SUPPLY
 1.5" SVP AND 1.5" WATER METER BY SITE UTILITY CONTRACTOR. VERIFY LOCATION IN THE FIELD. MINIMUM FLOW RATE OF 30 GPM AT 60 PSI STATIC WATER PRESSURE REQUIRED.

 OR STATION ELECTRIC IRRIGATION CONTROLLER WITH RAIN SWITCH. RAIN SWITCH TO BE MOUNTED ON A STATIONARY STRUCTURE CLEAR OF ANY OVERHEAD OBSTRUCTIONS. VERIFY MOUNT LOCATIONS IN THE FIELD.
 120VAC, 1.0 AMP. ELECTRIC POWER SUPPLY PROVIDED BY THE SITE ELECTRICAL CONTRACTOR.

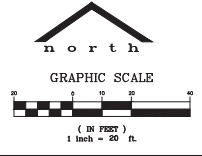
1.5" REDUCED PRESSURE ZONE BACKFLOW PREVENTER BY IRRIGATION INSTALLER PER LOCAL CODES. CRITICAL IN DRINK AREA. VERIFY LOCATION IN THE FIELD.

SEA HAWK COVE

EAGLE EDGE LANE

STATE ROAD 434

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Ecotone Land Design
 Landscape Architectural Site Planning
 1856 Kings Court • Kissimmee, Florida • 34141
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REVISIONS	
NO.	DATE
1	12/01/18
2	12/01/18
3	12/01/18
4	12/01/18
5	12/01/18
6	12/01/18

IRRIGATION PLAN

WENDY'S NO. 12660
 SR 434 AND WAGNER POINT
 WINTER SPRINGS, FLORIDA 32708

 FLORIDA
 SEMINOLE COUNTY

PROJECT NAME	19012	DESIGN	PSI
DATE	9/11/19	DRAWN	MLJ
SCALE	AS SHOWN	CHECKED	MLJ
SHEET NO.	IR-01	OF	2

APPROVED BY

MICHAEL L. PREVOST
 FLORIDA LICENSE NO. 10074
 DATE 09/17/2020

IRRIGATION NOTES

- SOME PIPE LINES ARE DRAWN OFF SET FOR CLARITY. INSTALL ALL IRRIGATION LINES IN LANDSCAPED AREAS.
- REFER TO THE LANDSCAPE PLANS WHEN TRENCHING TO AVOID TREE ROOT BALLS TO INSTALL HEADS AT APPROPRIATE LOCATIONS.
- ADJUST ALL NOZZLES TO REDUCE OVERTHROW ON PAVING & WALLS. THROTTLE ALL IRRIGATION CONTROL VALVES AS REQUIRED TO PREVENT FOGGING. SET CONTROLLER RUN TIMES TO MATCH PLANT WATER NEEDS AND SOIL CONDITIONS.
- INSTALL RISERS 18" FROM WALLS OR BUILDINGS, AND 24" FROM PAVED SURFACES. PAINT ALL RISERS AND SUPPORTS FLAT BLACK.
- INSTALL POP-UP HEADS 18" FROM WALLS, 6" FROM WALKS, DECKS AND CURBS, 6 FEET FROM CURBLESS ROADS, AND 30" FROM THE END OF PARKING SPACES.
- SET TOP OF POP-UP HEAD CAPS 1" ABOVE FINISHED GRADE PRIOR TO SOO OR MULCH INSTALLATION.
- REFER TO UTILITY PLANS PRIOR TO TRENCHING. THE IRRIGATION INSTALLER SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE TO UTILITIES CAUSED BY THEIR WORK DURING THE PROJECT.
- ALL WORK SHALL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE AGAINST ALL DEFECTS IN EQUIPMENT AND WORKMANSHIP.
- ELECTRIC POWER SUPPLY FOR THE IRRIGATION CONTROLLER SHALL BE BROUGHT TO A JUNCTION BOX AT THE CONTROLLER LOCATION BY THE BUILDING ELECTRICAL CONTRACTOR. IRRIGATION INSTALLER TO PROVIDE ELECTRICAL PERMITS AND LICENSED ELECTRICIAN TO CONNECT THE IRRIGATION CONTROLLER EQUIPMENT TO THE POWER SUPPLY.
- IRRIGATION WATER CONNECTIONS AND SYSTEM CONSTRUCTION SHALL COMPLY WITH THE REQUIREMENTS OF LOCAL CODES FOR IRRIGATION INSTALLATION AND CONNECTIONS TO THE WATER SUPPLY.
- IRRIGATION INSTALLER TO ACQUIRE ALL PERMITS AND UTILIZE ALL SAFETY PRECAUTIONS REQUIRED TO WORK IN ROW OF ROADWAY.
- SIXTY (60) PSI MINIMUM STATIC WATER PRESSURE IS REQUIRED FOR THE EFFICIENT OPERATION OF THE IRRIGATION SYSTEM AS DESIGNED. VERIFY THE MINIMUM STATIC WATER PRESSURE IS AVAILABLE AT THE PROJECT SITE PRIOR TO BEGINNING THE IRRIGATION INSTALLATION. NOTIFY THE LANDSCAPE ARCHITECT IN WRITING IF THE MINIMUM STATIC WATER PRESSURE OR WATER VOLUME IS NOT AVAILABLE.
- AT THE END OF PARKING SPACES PLACE HEADS IN LINE WITH PARKING STRIPES OR 2.5 FEET FROM BACK OF CURB. (TYPICAL)
- STARTING THE WORKS INSPECT THE SITE AND LOCATE ALL EXISTING IRRIGATION PIPES, WIRES, AND EQUIPMENT. PROVIDE LABOR AND MATERIALS TO REPAIR ANY DAMAGED EXISTING IRRIGATION. PROVIDE "LIFELINE" PIPES AND WIRES TO KEEP ADJACENT IRRIGATION ZONES OPERATIONAL THROUGHOUT THE WORKS.
- THE IRRIGATION MAINLINE IS DRAINED OFFSET FOR GRAPHIC CLARITY. DO NOT SCALE THE MAINLINE FROM THE DRAWING FOR INSTALLATION. LAYOUT THE IRRIGATION MAINLINE ROUTE IN THE FIELD TO AVOID PROPOSED AND EXISTING TREE ROOT ZONES AND UTILITIES.

IRRIGATION LEGEND

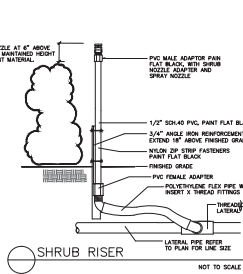
- IRRIGATION WATER TAP AND WATER METER. SIZE INDICATED ON PLAN. PROVIDED BY THE SITE UTILITY CONTRACTOR, PER LOCAL CODES.
- REDUCED PRESSURE BACKFLOW PREVENTER. PROVIDED BY IRRIGATION CONTRACTOR, PER LOCAL CODES.
- IRRIGATION CONTROLLER WITH RAIN SWITCH. NUMBER OF STATIONS INDICATED ON PLAN. 120 VOLT, 1.0 AMP. ELECTRIC CIRCUIT FROM NEAREST ELECTRICAL PANEL, BY THE BUILDING CONTRACTOR. PROVIDE CONTROLLER GROUNDING WITH 1" #6 BARE COPPER WIRE, 5/8" x 8" COPPER CLAD GROUND ROD AND GAWLED COTTING WELD KIT. RAINBIRD ESP-LX MODULAR SERIES WITH WIRELESS RAIN SWITCH. HUNTER I022 SERIES WITH WIRELESS RAIN GUY.
- IRRIGATION CONTROL VALVE. PLASTIC BODY WITH FLOW CONTROL. MOUNT IN 15" RECTANGULAR VALVE BOX. SIZE INDICATED ON PLAN. PROVIDE UP 14AWG COPPER CONTROL WIRE TO ALL VALVES. RAINBIRD PEB PRIS VALVE SERIES, OR EQUIVAL.
- IRRIGATION CONTROL VALVE TAG. INDICATES VALVE LOCATION, STATION NUMBER, SIZE AND ZONE FLOW RATE.
- SIZE 1.5" PVC MAIN LINE PIPE, CLASS 200, PVC. INSTALL 18" DEEP, 2.5" AND SMALLER, SOLVENT WELD PVC PIPE AND FITTINGS.
- SIZE 3/4" AND LARGER, CLASS 200, PVC. 1/2" PIPE SIZE, CLASS 315, PVC. 2.5" AND SMALLER, SOLVENT WELD PVC PIPE AND FITTINGS.
- SIZE SLV. PVC SLEEVE PIPE, CLASS 200, PVC. SOLVENT WELD PVC PIPE AND FITTINGS.

SPRAY BODIES

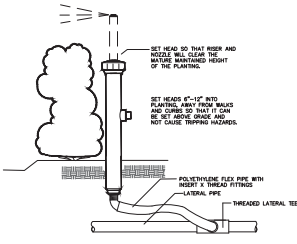
RAINBIRD 1900 SERIES SPRAY BODIES & ADAPTERS
 POLY PIPE AND INSERT FITTING SWING JOINTS
 PROVIDE MPR SPRAY NOZZLES PER PLAN
 USE U-SERIES NOZZLES FOR "8", "10", "12", "14", "16", "18", "20" NOZZLE DESIGNATION
 USE VAN SERIES NOZZLES FOR "22", "22", "22" & "21" NOZZLE DESIGNATION

- 6" POP-UP TURF SPRAY BODY
- 12" POP-UP SHRUB SPRAY BODY
- 1/2" SHRUB NOZZLE ON PVC RISER
- TREE BUBBLER ON FLEX PE PIPE

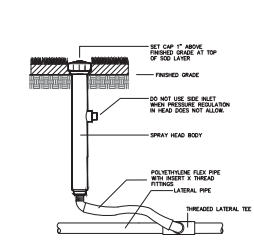
LETTER	GPM AT 30 PSI	RADIUS	PATTERN
A	0.92	15'	QUARTER
B	1.30	15'	ONE THRD
C	1.85	15'	HALF
D	2.48	15'	TWO THRD
E	2.92	15'	THREE QTR.
F	3.70	15'	FULL
G	0.65	12'	QUARTER
H	0.90	12'	ONE THRD
J	1.30	12'	HALF
K	1.75	12'	TWO THRD
L	2.00	12'	THREE STR.
M	2.60	12'	FULL
N	0.39	10'	QUARTER
P	0.57	10'	ONE THRD
R	0.79	10'	HALF
Q	1.58	10'	FULL
U	0.61	4' x 15'	END STRIP
UI	0.5	4' x 15'	LEFT CORNER STRIP
UJ	0.5	4' x 15'	RIGHT CORNER STRIP
V	1.21	4' x 30'	SIDE STRIP
W	1.2	4' x 30'	CENTER STRIP
X	1.7	8' x 18'	SIDE STRIP
Z1	VARIABLES	10'	ADJUSTABLE ARC
Z2	VARIABLES	12'	ADJUSTABLE ARC
Z	VARIABLES	15'	ADJUSTABLE ARC
1	0.5	1"	FLOOD BUBBLER
O	1.0	5'	STREAM BUBBLER
1	0.26	8"	QUARTER
2	0.32	8"	ONE THRD
3	0.52	8"	HALF
4	1.05	8"	FULL
5	.1	5"	QUARTER
6	.2	5"	ONE THRD
7	-.2	5"	HALF
8	-.38	5"	FULL



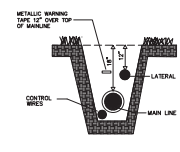
SHRUB RISER
NOT TO SCALE



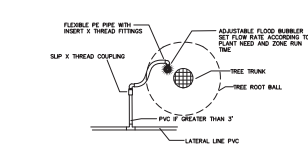
SPRAY HEAD IN SHRUB BED
NOT TO SCALE



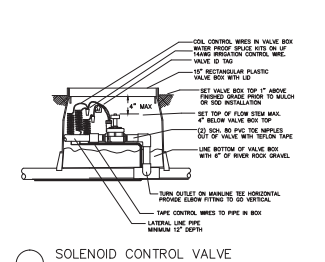
POP UP SPRAY BODY IN TURF
NOT TO SCALE



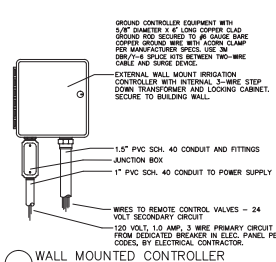
TYPICAL TRENCHING
NOT TO SCALE



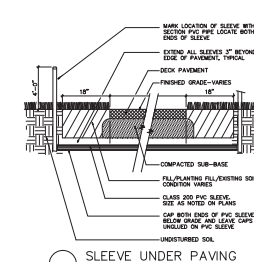
TREE BUBBLER - 0.5 GPM ADJUSTABLE
NOT TO SCALE



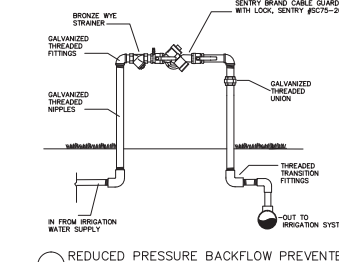
SOLENOID CONTROL VALVE
NOT TO SCALE



WALL MOUNTED CONTROLLER
NOT TO SCALE



SLEEVE UNDER PAVING
NOT TO SCALE



REDUCED PRESSURE BACKFLOW PREVENTER
NOT TO SCALE

Ecotone Land Design
 Landscape Architectural Site Planning

1856 Kings Court • Kissimmee, Florida 34441
 Phone: (407) 831-2225 • Fax: (407) 208-3884

IRRIATION LEGEND, NOTES & DETAILS

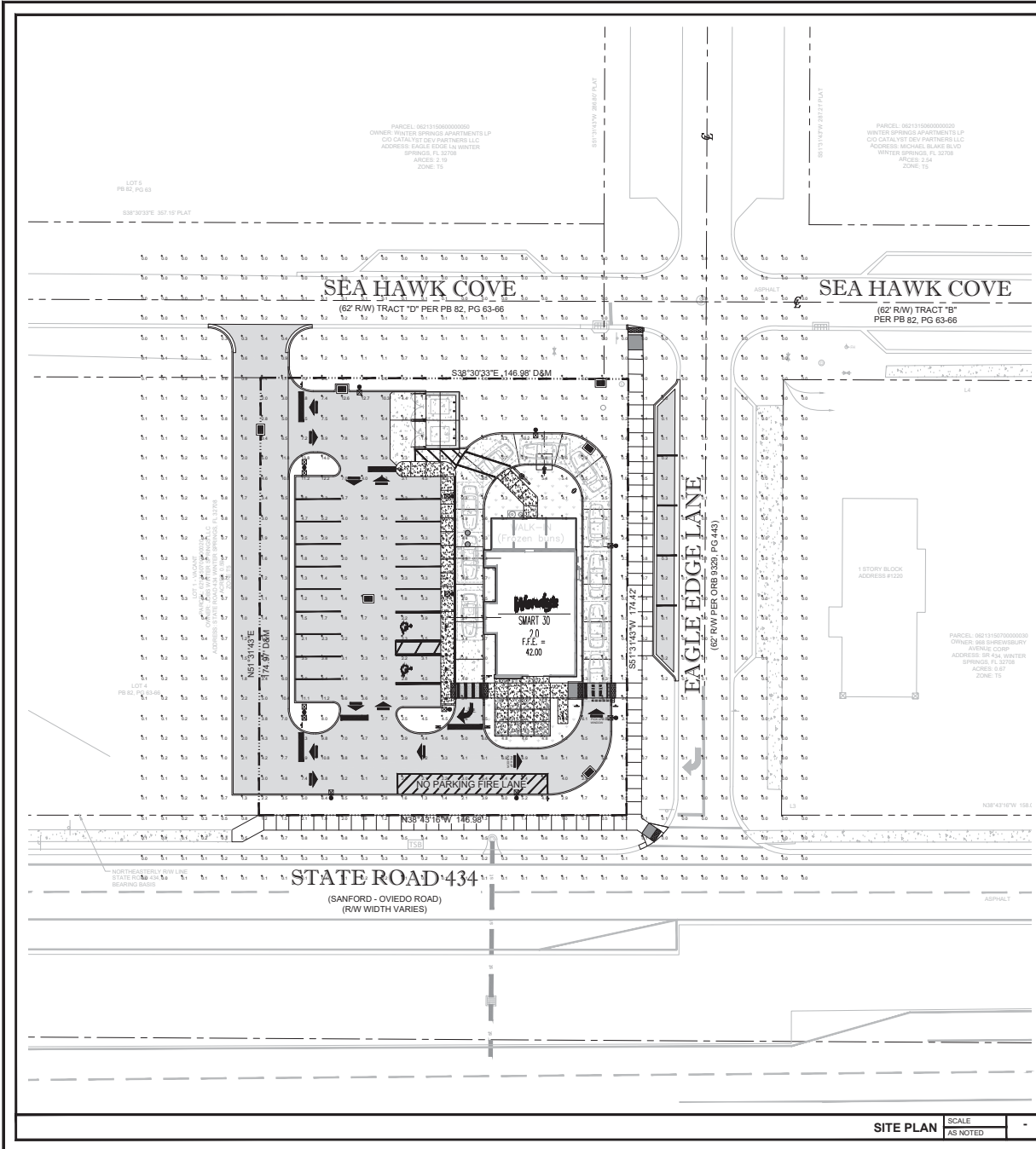
WENDY'S NO. 12660
 SR. 434 AND WAGNER POINT
 WINTER SPRINGS, FLORIDA 32708

REV.	DATE	BY	CHK	DESCRIPTION
1	12/10/24	WENDY'S	WENDY'S	ISSUED FOR CITY COMMENT
2	12/10/24	WENDY'S	WENDY'S	REVISED PER CITY COMMENT
3	12/10/24	WENDY'S	WENDY'S	REVISED PER CITY COMMENT
4	12/10/24	WENDY'S	WENDY'S	REVISED PER CITY COMMENT

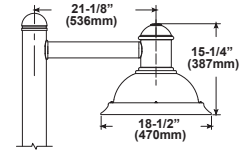
PROJECT NO.	19012	DESIGN	
DATE	9/11/19	SCALE	
SCALE	AS SHOWN	DATE	
SHEET	IR-02	OF	2

APPROVED BY

 MICHAEL L. PREVOST
 FLORIDA LICENSE NO. 90776
 DATE 12/12/19



STEEL POLE DETAIL



SIDE ARM (SA4 S) - BELL SHADE

LED LIFESTYLE SMALL DECORATIVE AREA LIGHTS (XDLS)

BUG LISTING

Row	Color Temp.	Lumens	Watts	LER	Bldg Rating
HD	CW	6463	106.1	81	IE1/00-02
SS	CW	7009	71.4	79	IE1/00-01

Row	Color Temp.	Lumens	Watts	LER	Bldg Rating
HD	CW	8901	106	80	IE1/00-03
NW	7772	103.75	75	83	IE1/00-01
SS	CW	9225	71	89	IE1/00-01
SS	NW	5685	71	80	IE2/00-01
WW	5007	70	72	82	IE1/00-01

Row	Color Temp.	Lumens	Watts	LER	Bldg Rating
HD	CW	8894	105	85	IE1/00-02
SS	CW	6543	71	82	IE1/00-02
SS	NW	5995	71	83	IE1/00-02
WW	5171	70	74	IE1/00-01	

LIGHT OUTPUT - XDLS

Type	Color Temp.	Lumens (Beam)	Watts	Beam Spread
SS	SS	1760	54.02	62.22
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25
SS	NW	1619	53.4	61.25

*Color Temperature: WW=5000K; NW=4000K; CW=3000K

ACCESSORY ORDERING INFORMATION (Accessories are sold separately)

Description	Order Number	Description	Order Number
1/2" Dia Single Drive (20V)	952255	SP400 Single Drive (20V)	952256
1/2" Dia Double Drive (20V)	952257	SP400 Double Drive (20V)	952258
1/2" Dia Double Drive (20V) - 20V	952259	SP400 Double Drive (20V) - 20V	952260

NOTES:

1. Each fixture is finished with LED's Duratrip polymer powder coat process. The Duratrip finish withstands extreme weather changes without cracking or peeling.
2. Each fixture is finished with LED's Duratrip polymer powder coat process. The Duratrip finish withstands extreme weather changes without cracking or peeling.
3. All materials are certified to meet all applicable codes and standards.
4. Fixtures must be located in the field of play.

LUMENS EPA SMART-ADD

Type	Color Temp.	Lumens	Watts	LER	Bldg Rating
SS	SS	1760	54.02	62.22	7.2
SS	NW	1619	53.4	61.25	7.2
SS	NW	1619	53.4	61.25	7.2
SS	NW	1619	53.4	61.25	7.2
SS	NW	1619	53.4	61.25	7.2

LED LIFESTYLE SMALL DECORATIVE AREA LIGHTS (XDLS)

PRODUCT ORDERING INFORMATION

TYPICAL ORDER EXAMPLE: XDLSB 3 LED SS CW UE BLK CH S PCH10

Parts	Quantity	Description	Quantity	Description
XDLSB 3	1	LED	1	LED
LED	1	LED	1	LED
SS	1	SS	1	SS
CW	1	CW	1	CW
UE	1	UE	1	UE
BLK	1	BLK	1	BLK
CH	1	CH	1	CH
S	1	S	1	S
PCH10	1	PCH10	1	PCH10

NOTE

SEE STRUCTURAL PLANS FOR POLE AND FOUNDATION SPECIFICATIONS.

ALL OUTDOOR LIGHTING SHALL CONFORM TO THE GREATEST EXTENT POSSIBLE. ALL EMITTED LIGHT ONLY TO SUBJECT PROPERTY, AND SHALL NOT BE DIRECTED SKYWARD. PARKING LOT LIGHTING SHALL BE INSTALLED AT A 90-DEGREE ANGLE.

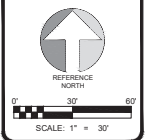
ALL TIMERS/CONTROLS SHALL CONFORM TO 63.405.

Luminaire Schedule

Type	Qty	Label	Arrangement	Description	L1D	LDF	LLE	Air Lum. Lumens	Air. Watts
A	6	A	SINGLE	XDLS-F-LED-HO-CW-SINGLE-1'x1' MH	1,000	1,000	1,000	8094	108
B	3	B	SINGLE	XDLS-S-LED-HO-CW-SINGLE-1'x1' MH	1,000	1,000	1,000	8501	108
C	2	C	DRIP	XDLS-F-LED-HO-CW-DRIP-1'x1' MH	1,000	1,000	1,000	17088	212

Calculation Summary

Label	Calc/Type	Units	Proj	Min	Max	Avg/Min	Max/Min
ALL CALC/POINTS	ILLUMINANCE	Fc	1.58	14.9	5.0	N/A	N/A
INSIDE CURB	ILLUMINANCE	Fc	4.53	12.7	1.2	5.78	10.58



REV	DESCRIPTION	DATE	BY
1	Revised per 02/20/2024	02/20/24	JW
2	Revised per 02/20/2024	02/20/24	JW
3	Revised per 02/20/2024	02/20/24	JW
4	Revised per 02/20/2024	02/20/24	JW
5	Revised per 02/20/2024	02/20/24	JW
6	Revised per 02/20/2024	02/20/24	JW
7	Revised per 02/20/2024	02/20/24	JW
8	Revised per 02/20/2024	02/20/24	JW
9	Revised per 02/20/2024	02/20/24	JW
10	Revised per 02/20/2024	02/20/24	JW

INFINITY
 INFINITY ENGINEERING GROUP, LLC
 1208 East Kennedy Boulevard Suite 230 Tampa, Florida 33602
 [P] 813.434.4770 [F] 813.445.4211
www.infinityeng.net
 FL Cert. of Auth. No. 27889

Client Name and Address

 1180 PARK CENTRAL BLVD S SUITE 3300, FORT LAUDERDALE, FL 33304
 NISIT SAPPAKHAO, P.E.
 FL REG. NO. 64665

WENDY'S STORE NO. 12960
 1218 EAST STATE ROAD 244 WINTER SPRINGS, FL 32789
PHOTOMETRIC PLAN
 Project No: 135-84-00
 Date: 08/28/19
 Scale: AS NOTED

PHOTO101

VICINITY MAP (NOT TO SCALE)



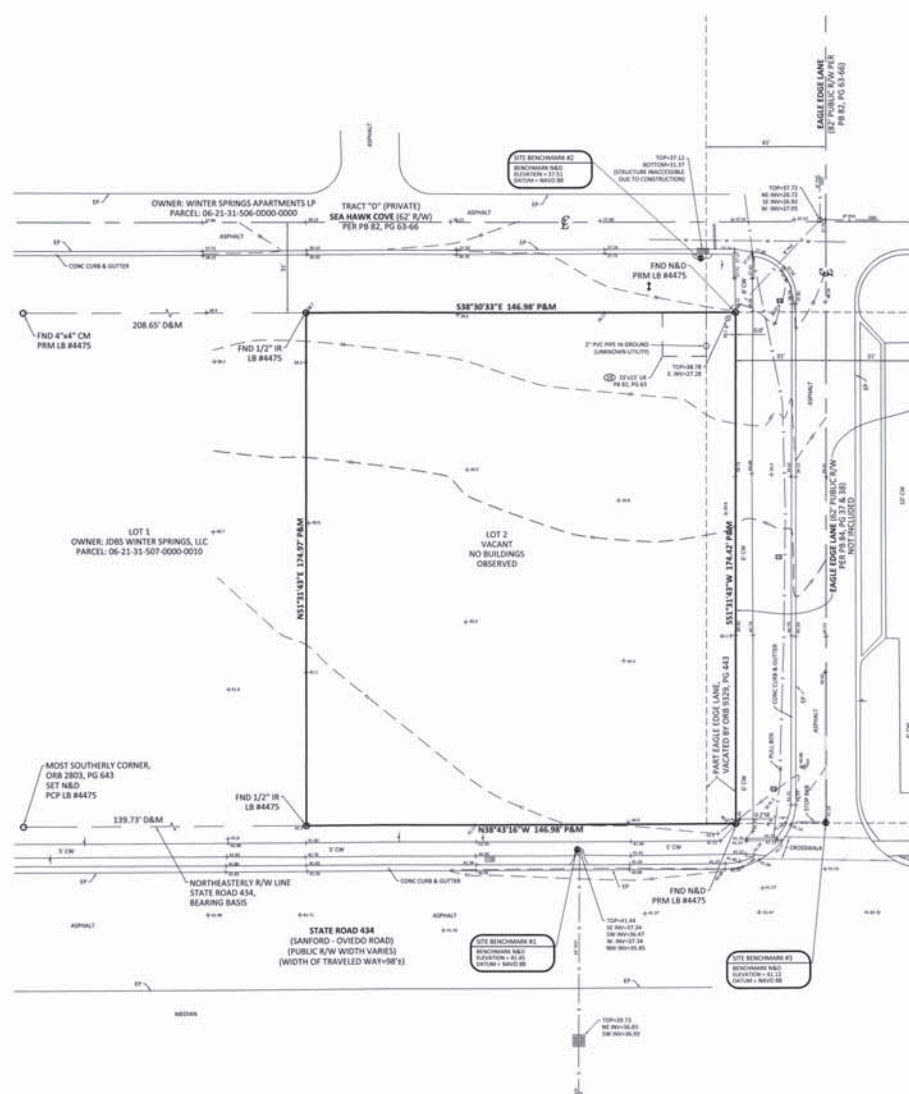
ALTA/NSPS LAND TITLE SURVEY

DESCRIPTION

LOT 2, W/STC OCEAN BLEU, ACCORDING TO PLAT THEREOF, RECORDED IN PLAT BOOK 84, PAGES 37 AND 38, PUBLIC RECORDS OF SEMINOLE COUNTY, FLORIDA.

NOTES

- 1. BEARING STRUCTURE IS ASSUMED AND BASED ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF STATE ROAD 434 BEING N38°43'37"W.
2. THIS SURVEY REFLECTS ONLY MATTERS OF RECORD AS PROVIDED BY THE CLIENT OR CLIENT'S REPRESENTATIVE.
3. THIS SURVEY WAS MADE ON THE GROUND. THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS...



TITLE EXCEPTIONS

- 4. EASEMENT AGREEMENT BY AND BETWEEN SCHIMMSER LAND FUND 1886-6, LTD., A FLORIDA LIMITED PARTNERSHIP, SCHIMMSER LAND FUND V, LTD., A FLORIDA LIMITED PARTNERSHIP, SCHIMMSER LAND FUND VI, LTD., A FLORIDA LIMITED PARTNERSHIP, AND MCDONALD'S RESTAURANTS OF FLORIDA, INC. A FLORIDA CORPORATION...
5. UNRECORDED LEASE AGREEMENT BY AND BETWEEN SCHIMMSER MANAGEMENT, LANDLORD, AND MAKEMEDA, INC. OUTDOOR ADVERTISING, TENANT, DATED APRIL 4, 1990...
6. TERMS AND PROVISIONS OF UNRECORDED LEASE AGREEMENT BY AND BETWEEN CAPITAL GREEN, L.L.C. A GEORGIA LIMITED LIABILITY COMPANY, LANDLORD, AND PUBLIC SUPER MARKETS, INC. A FLORIDA CORPORATION...

ACCURIG logo and contact information for Accuright Surveys of Orlando Inc. including address, website, and phone number.

Table with metadata: SCALE 1" = 20', ORIGINAL DATE 4/16/19, JOB #849917, SHEET 1 OF 1, PREPARED FOR INFINITY ENGINEERING GROUP, LLC, SURVISION NAME: W/STC OCEAN BLEU, LOCATION: 8 STATE ROAD 434 WINTER SPRINGS, FL 32708

LEGEND

Legend table listing symbols for various features: B-B BOTTOM OF BANK, BC BACK OF CURB, BE BENCH MARK, BS BOUNDARY SURVEY, etc.

BOUNDARY SURVEY DATE: 8/20/19

Table with columns: DATE, JOB #, REVISION, BY. It lists a revision for RESURVEY/TITLE UPDATE on 8/20/19 by ANT.

BOUNDARY AND LOCATION SURVEY

TO: INFINITY ENGINEERING GROUP, LLC; J/BS WINTER SPRINGS, LLC; A FLORIDA LIMITED LIABILITY COMPANY; FIRST AMERICAN TITLE INSURANCE COMPANY.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2008 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS...

Signature of Ronald K. Smith, PSM S 2783, dated 8/16/19. Includes text about the date of signature and the survey meeting standards.

Exhibit 4

Traffic Review



Architects
Environmental
M/E/P
Surveyors

Engineers
Landscape Architects
Planners
Transportation/Traffic

5601 Mariner Street
Suite 105
Tampa, FL 33609
Phone: 813.288.0233
Fax: 813.288.0433

Memo

Date: December 19, 2019
To: Christopher Schmidt
Organization: City of Winter Springs
From: Sandra Gorman, PE
Re: Winter Springs Town Center Commercial Outparcels

As requested, CPH has reviewed the traffic study for the Winter Springs Town Center Outparcels dated March 2019. It is our understanding that the traffic analysis was previously reviewed and has been submitted again to support the permitting of the Wendy's restaurant. We have the following comments upon review of the traffic analysis:

- 1) The existing traffic volumes do not appear to be seasonally adjusted to reflect peak season conditions based upon the Seasonal Correction Factors published by FDOT. Based upon the previous acceptance of the traffic analysis, *no revisions are required* to the analysis based upon this comment, however, future analyses should reflect peak season conditions.
- 2) Trip Generation
 - The average rates from ITE Trip Generation 10th Edition were used to calculate the trip generation for all land uses, however, the equation should be used where appropriate. A review of the calculations indicates that only the daily traffic associated with the bank would be impacted significantly by the change (404 daily trips vs. 347 trips reported). However, based upon a review of the roadway analysis the change in calculation would not impact the outcome of the analysis therefore *no revisions to the analysis are required*.
 - Pass-by calculations should be checked for reasonableness to ensure they do not exceed 10% of the adjacent street traffic. Since this only impacts the driveway analysis, *no revisions to the analysis are required*.
 - No internal capture was assumed between uses or in conjunction with the adjacent apartments. This represents a conservative approach to the trip generation and it should be noted that the actual trip generation may be lower as a result of the interaction between uses and the adjacent residential development.



- 3) The signal timings were optimized between existing and future conditions in the Synchro analysis. Signal timings should remain constant between scenarios to better evaluate the actual impact of project traffic and optimization should be noted in the report. Seminole County's dynamic signal system allows for this optimization therefore *no revisions to the analysis are required*, but should be noted in the future.
- 4) SR 434 and Michael Blake Boulevard
 - The traffic analysis recommends monitoring the intersection for future signalization if warrants are met. It should be noted that the intersection does not meet the minimum FDOT signal spacing standard for a Class 3 roadway.
 - A westbound right turn lane is proposed in the traffic study; however it is not reflected in the intersection analysis. Based upon the previous acceptance of the traffic study and the subsequent construction of the turn lane, *no revisions to the analysis are required*. However, upon evaluating the intersection for signalization, the length of the turn lane as recommended in the traffic analysis should be revisited to ensure adequate storage for queueing not required under an unsignalized condition.
 - Similar to the westbound right turn lane, the existing eastbound left turn lane should be re-evaluated upon potential signalization to verify that adequate queue storage is available.
- 5) The proposed Wendy's is 2,163 square feet which is consistent with the trip generation calculations presented in the traffic analysis and therefore the results of the traffic analysis remain consistent with the proposed development.
- 6) The traffic analysis suggested monitoring the intersection of SR 434 and Michael Blake Boulevard for future signalization, based upon the traffic volume projected to use the intersection in the study, it is recommended that a timeframe be established to begin the traffic monitoring. It is recommended to conduct traffic counts and preliminary intersection analysis within 3-6 months of the opening of the proposed development to verify traffic conditions.

If you have any questions concerning the trip generation review, or would like to discuss these items in more detail, please do not hesitate to contact me.

Exhibit 5

Waiver Application

January 14, 2020

Ms. Marla Molina
Sr. Planner
City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708



RE: Project Name: Wendy's Store No. 12660
Site Address: 1218 E. State Road 434
Winter Springs, FL 32708
Application No. ZP2019-00000007

INFINITY ENGINEERING
GROUP, LLC

Waivers Requested:

1. The applicant requests a waiver to increase the front setback from S.R. 434, maximum to approximately ± 54.6 feet. in lieu of a maximum of 8 feet.

Justification:

This waiver necessary based on the inclusion of a number of enhancements in front of the building, including an outdoor patio dining area, landscaping, and an access lane that functions as a frontage road for Wendy's and the adjacent commercial lot to the east. Imposing the 8' maximum setback would create an illogical or unreasonable result because the feature corner building could not otherwise be achieved. This waiver request is necessary to allow for the construction of the building on that corner without compromising the drive thru lane and pedestrian safety.

City Code:

Sec. 20-325. - Transect standards.

T5 (Urban Center Zone)

Principle building setbacks (from property line)

Front/principle plane- 0 ft.—8 ft. max (from front property line)

2. The applicant requests a waiver from the required minimum of zero (0)-foot and maximum of twenty-four-foot (24)-foot maximum side principle plane setback for the building with a side principle plane setback of ± 91.44 feet from the western property line.

Justification:

This waiver request is due lot size, location, and intended use of proposed structure need for on-site parking and pedestrian connections.

City Code:

Sec. 20-325. - Transect standards. Lot Design Guidelines Table.

T5 (Urban Center Zone)

Principle building setbacks (from property line)

Side - 0 ft. min, 24 ft. max. (from side property line)

3. The applicant requests a waiver to reduce the 80% frontage buildout at the front setback required in the T5 transect to approximately ± 25 percent frontage.

Justification:

This Waiver request is necessary that it would be highly impractical for a small stand-alone fast food restaurant building on a $\pm .59$ -acre lot to achieve an 80% frontage buildout at the front setback, while still providing adequate parking, access, landscaping, and pedestrian facilities. To offset the frontage buildout reduction, the site includes enhanced landscaping, and a 6-foot wide sidewalk along the S.R. 434 frontage.

City Code:

Sec. 20-325. - Transect standards. Lot Design Guidelines Table.

T5 (Urban Center Zone)

Frontage buildout - 80% min. (at front setback)

4. The applicant requests a waiver to locate the drive-thru service window on the west side of the building rather than the rear of the building.

Justification:

Since the drive-thru lane is not to the rear of the building and will be visible from S.R. 434, intensified landscaping shall be provided between the drive-thru lane, which effectively blocks the view of vehicles in the drive-thru lane from the surrounding streets and sidewalks. Adjacent parking is proposed along the area adjacent to the two (2) drive-thru windows.

City Code:

Sec. 20-324. - General provisions.

6. Drive-throughs. Drive-through service windows are only permitted in the rear in and alley accessed locations provided they do not substantially disrupt pedestrian activity or surrounding uses.

5. The applicant requests a waiver to allow 10 parking spaces between landscaping islands in lieu of requiring landscaping islands every six (6) parking spaces.

Justification:

This waiver request is due small lot size and the need for adequate parking on site.

City Code

Sec. 20-324. - General provisions.

8. f. Parking lot landscaping requirements.

6. The applicant requests a Waiver to reduce the off-street parking lot setback from S.R. 434 from a required minimum setback of 50-feet to approximately 40-feet.

Justification:

Based on the relatively small sized lot and location of the off-street parking, plus the inclusion of landscaping along the S.R. 434 frontage, it is impossible to meet the minimum setback and to provide adequate screening of the off-street parking lot and provide key pedestrian connections.

City Code

Sec. 20-324. - General provisions.

8c. Off-street surface parking lot placement. Off-street surface parking lots shall be set back a minimum of fifty (50) feet from the property line along the main street to accommodate liner buildings.

7. The applicant requests a waiver for Commercial Area: (A) 6' sidewalk in lieu of a 12' sidewalk and (B) Greenspace to maintain 12' planting area (green space) in lieu of 15' greenspace.

Justification:

There is not enough room on the site and adjacent to the right-of-way to construct a side walk larger than 6' wide. The design is in harmony with current and proposed developments located on S.R. 434.

City Code

Sec. 20-325 Transect T5 (Urban Center Zone)

(c) *Thoroughfare standards.*

(3) Urban Boulevard.

8. The applicant requests a waiver to include a permanent menu board sign and internal lighting. At this time, only temporary menu board signs are permitted subject to the restrictions and uniform design standards set forth in this Town Center Code. The Town Center Code requires that signs shall be externally lit. The menu board sign requires internal lighting.

Justification:

A waiver is required to construct a menu sign and internal lighting for the operation of the Wendy's Fast Food Restaurant.

City Code

Sec. 20-325 Transect T5 (Urban Center Zone)

Sec. 20-327.1. - Signs. (a)

Please do not hesitate to contact us at (813) 434-4770 with any comments or questions.

Sincerely,

Infinity Engineering Group, LLC.



Nisit Sapparkhao, P.E.
President



**CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Waiver

The Community Development Director reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and will be returned to the applicant. The application shall be reviewed per Chapter 20 – Zoning Sec. 20-34. The sufficiency review shall be completed within thirty (30) calendar days per FL Statute 166.033.

Applicants are responsible for posting notice (provided by the city) on the site at least seven (7) days prior to the Planning & Zoning Board (PZB) meeting at which the matter will be considered. Said notice shall not be posted within the City right-of-way.

All applicants shall be afforded minimal due process as required by law, including the right to receive notice, be heard, present evidence, cross-examine witnesses, and be represented by a duly authorized representative. Applicants are further advised that a Waiver is quasi-judicial in nature.

Therefore, APPLICANT ACKNOWLEDGES and AGREES, by signing below, that he or she:

- May be sworn-in as a witness in order to provide testimony to the City Commission;
- Shall be subject to cross-examination by party intervenors (if requested); and
- Shall be required to qualify expert witnesses, as appropriate.

Applicants are encouraged to familiarize themselves with Chapter 2 – Administration Sec. 2-30 of the Winter Springs City Code relating to Quasi-Judicial Rules and Procedures of the City Commission. All Waiver recommendations shall be based from the required information/documentation provided, the Winter Springs Code of Ordinances, and the Winter Springs Comprehensive Plan (to the extent applicable).

The City Commission (CC) shall render all final decisions regarding Waivers and may impose reasonable conditions on any approved Waiver to the extent deemed necessary and relevant to ensure compliance with applicable criteria and other applicable provisions of the Winter Springs Code of Ordinances and the Winter Springs Comprehensive Plan. All formal decisions shall be based on competent substantial evidence and the applicable criteria as set forth in Chapter 20, Zoning. Applicants are advised that if, they decide to appeal any decisions made at the meetings or hearings with respect to any matter considered at the meetings or hearings, they will need a record of the proceedings and, for such purposes, they will need to insure that a verbatim record of the proceedings is made, at their cost, which includes the testimony and evidence upon which the appeal is to be based, per Florida Statute 286.0105.

A Waiver which may be granted by the City Commission shall expire two (2) years after the effective date of such approval by the City Commission, unless a building permit based upon and incorporating the Waiver, is issued by the City within said time period. Upon written request of the property owner, the City Commission may extend the expiration date, without public hearing, an additional six (6) months, provided the property owner demonstrates good cause for the extension. In addition, if the aforementioned building permit is timely issued, and the building permit subsequently expires and the subject development project is abandoned or discontinued for a period of six months, the Waiver shall be deemed expired and null and void, per Chapter 20 – Sec.20-36.



CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Waiver

REQUIRED INFORMATION:

Applicant(s): James Vandercrake (agent) Date: _____

Mailing address: Infinity Engr. Group, 1208 E. Kennedy blvd., Suite 230, Tampa, FL 33602

Email: james@iegroup.net

Phone Number: 813-434-4770

Property Owner(s): JDBS Winter Springs, LLC, Joseph DiGerlando, Manager

Mailing Address: 14608 North Dale Mabry Hwy., Tampa, FL

Email: floridaequitycapital@hotmail.com

Phone Number: 813-961-8715

Project Name: Wendy's #12660

Property Address: 1218 East State Road 434, Winter Springs, FL 32708

Parcel ID(s): 06-21-31-506-0000-0040

Parcel Size: 25,676 s.f./0.589 ac.

Existing Use: vacant/undeveloped

Future Land Use: Town Center District T5

Zoning District: TC (T5)

All waiver requests shall be written in the following format: A waiver is requested from Winter Springs City Code 'X' to allow 'Y' in lieu of 'Z'. After the request, the applicant shall provide a justification for each waiver request.

List Waiver(s)(provide additional sheets if necessary): See attached waiver list.

Demonstrate that the applicable term or condition clearly creates an illogical, impossible, impractical, or patently unreasonable result related to the proposed property and development?

The Wendy's site is bordered on three sides by public streets and the fourth by a shared entrance drive aisle. Setback and buffering requirements along with vehicular circulation for emergency vehicles and patron access adversely limit the developer's ability to comply with code.



**CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Waiver

Demonstrate that the proposed development plan is in substantial compliance with Chapter 20 of the City's Code of Ordinances and in compliance with the Comprehensive Plan?

The project contributes to the Infrastructure Element of the Comprehensive Plan by constructing off-site water & sewer mains. The restaurant building has been architecturally enhanced to conform to the T5 (Urban Center Zone) building height minimum of 2 stories. The restaurant building conforms to side and rear setbacks. Landscaping, site and building lighting and signage in conformance with the code.

Will the proposed development plan significantly enhance the real property?

The development will enhance the real property by providing a food source destination along with a source of employment and tax paying property owner.

Will the proposed development plan serve the public health, safety, and welfare of the City of Winter Springs?

The restaurant will provide a safe work environment and an economic boost to the local economy

Will the waiver diminish property values in or alter the essential character of the surrounding neighborhood?

The waiver will allow development of the parcel in a way consistent with the existing and proposed commercial uses and will not diminish property values in our opinion. Proposed pedestrian access circulation patterns will provide adjacent residents with a meeting destination to reduce vehicular traffic.

Is the waiver request the minimum waiver that will eliminate or reduce the illogical, impossible, impractical, or patently unreasonable result caused by the applicable term or condition under Chapter 20 – Zoning?

The requested waiver items allow the developer to construct a business which conforms to the corporate image that customers easily identify and provides a safe pedestrian and vehicular circulation pattern.

Is the proposed development plan compatible and harmonious with the surrounding neighborhood?

The Wendy's is similar in theme to the adjacent Starbucks and will blend with the Chase Bank and multi tenant retail facility in providing pedestrian access to a variety of services.



CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Waiver

Has the applicant agreed to a binding development agreement required by city to incorporate the terms and conditions of approval deemed necessary by the City Commission including, but not limited to, any mitigative techniques and plans required by city code? Yes _____ No TBD

List all witnesses that the applicant intends to present to the City Commission to provide testimony:

Brian Schultz, Bleu Ocean Group

Mike Muroff, Purdy Muroff Architects

Describe with specificity any evidence which the applicant intends to present to the City Commission, including oral factual testimony, maps, photographs, records or reports and/or expert testimony:

Attach all documentary evidence which the applicant intends to present to the city commission to the back of this application. The Applicant has a continuing duty to update the list of witnesses, description of evidence, and documentary evidence throughout the application process. Additional witnesses or evidence will not be admitted at the city commission hearing if not submitted at least seven (7) days prior to such hearing.

REQUIRED DOCUMENTATION (PDF):

- A complete Application and Fee (\$500.00*)
- A general description of the relief sought under this division
- A brief explanation, with applicable supporting competent substantial evidence and documents, as to why the application satisfies the relevant criteria set forth in this division
- A Legal Description accompanied by a certified survey or the portion of the map maintained by the Seminole County Property Appraiser reflecting the boundaries of the subject property (To scale).
- An Excel mailing list with the names and addresses of each property owner within 500 ft. of each property line, along with the HOA Associations within 1/2 mile of each property line.
- _____ For all new commercial development and new residential subdivisions of ten (10) or more lots or existing commercial buildings being altered by 50 percent or greater of the original floor plan or seating capacity and requiring a modified site plan, or development agreements process under section 20-28.1 of the City Code, or as otherwise deemed applicable by the city to relevantly and competently examine an application for compliance with the city code and the affect and impact the proposed use will have on neighborhood and surrounding properties, applicants shall be required to submit with the following additional information referenced in Chapter 20 – Zoning Sec.20.29 Applications (7) – (11).

* Fees are as shown above plus actual costs incurred for advertising or notification, and for reimbursement for technical and/or professional services which may be required in connection with the review, inspection or approval of any development (based on accounting submitted by the city's consultant) , payable prior to approval of the pertinent stage of development.



CITY OF WINTER SPRINGS
COMMUNITY DEVELOPMENT DEPARTMENT

1126 East State Road 434
Winter Springs, Florida 32708
customerservice@winterspringsfl.org

Application – Waiver

CITY LIMITED RIGHT OF ENTRY: By submitting this Application you hereby grant temporary right of entry for City Officials to enter upon the subject property for purposes of evaluating this Application and posting on the subject property.

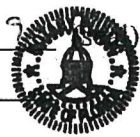
APPLICANT'S AUTHORIZATION: I desire to make Application for a Waiver for the aforementioned project and have read and agree to the terms contained herein. In addition, if the Applicant is a corporate entity, the undersigned hereby represents and warrants that he/she is authorized to act on behalf of, and bind, the corporate entity.

Applicant Name (Print): James Vandercrake (agent)
Applicant Signature: [Signature] Date: 10/17/19
Business Name: Infinity Engineering Group, LLC
Address: 1208 E Kennedy Blvd Ste 230, Tpa, FL 33602 Parcel ID: 06-21-31-506-0000-0040

STATE OF FL COUNTY OF Hillsborough Date _____

The foregoing instrument was acknowledged before me this 17 day of October, 2019, by James Vandercrake who is personally known to me or who has produced _____ as identification and who did did not take an oath.

Edwin Prado Date: October 17, 2019
Notary Public Signature: [Signature]
My Commission expires: April 2, 2022



Note: The Property Owner shall sign and have their signature notarized below if the Applicant is not the owner of the subject property.

Property Owner's Name (Print): Joseph DiGerlando, Manager
Property Owner Signature: [Signature] Date 10/17/19
STATE OF FL COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 17 day of OCTOBER, 2019, by JOSEPH DIGERLANO who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Date: _____ (seal):
Notary Public Signature: [Signature]
My Commission expires: 1/17/2021



JOSHUA C HORROCKS
MY COMMISSION # GG 055965
EXPIRES: January 17, 2021
Bonded Thru Budget Notary Services

Exhibit 6

Development Agreement

THIS INSTRUMENT WAS PREPARED BY
AND SHOULD BE RETURNED TO:

Anthony A. Garganese
City Attorney of Winter Springs
Garganese, Weiss, D'Agresta & Salzman, P.A.
111 N. Orange Avenue, Suite 2000
Orlando, FL 32802

(407) 425-9566

FOR RECORDING DEPARTMENT USE ONLY

DEVELOPMENT AGREEMENT

JDBS Winter Springs, LLC (Wendy's)

THIS DEVELOPMENT AGREEMENT ("Agreement") is made and executed this _____ day of _____, 2020, by and between the **CITY OF WINTER SPRINGS**, a Florida Municipal Corporation ("City"), whose address is 1126 East S.R. 434, Winter Springs, Florida 32708, and **JDBS WINTER SPRINGS, LLC**, a Florida Limited Liability Company, whose address is 10931 N Dale Mabry Hwy, Tampa, Florida 32618-4112.

WITNESSETH:

WHEREAS, Developer is the owner of approximately 0.59 acres, more or less, of real property located in the Winter Springs Town Center, T5 Transect, generally west of the intersection of Eagle Edge Lane and SR 434, Winter Springs, Seminole County, Florida, more particularly described herein ("Property"); and

WHEREAS, Developer has applied for Final Engineering/Site Plan Approval, Aesthetic Plan Approval, and certain Waivers from the Town Center Code in order to construct a Wendy's Restaurant with a drive-through on the Property; and

WHEREAS, pursuant to Chapter 20 Zoning, Article II, Division 1, Section 20-29.1 of the Winter Springs City Code ("City Code"), a community workshop for the Project was held on December 17, 2019; and

WHEREAS, Section 20-29(c) of the City Code requires that all site plans and waivers shall be binding on the use of the subject property and, further, that as a condition of approval by the City Commission, all development projects requiring a community workshop pursuant to Section 20-29.1 of the City Code shall be required to be memorialized in a binding development agreement; and

WHEREAS, this Development Agreement shall be recorded against the property so that the terms and conditions of approval related to the Project shall run with the land; and

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties mutually agree as follows:

1.0 Recitals. The foregoing recitals are true and correct and are hereby incorporated herein by this reference.

2.0 Authority. This Agreement is entered into pursuant to the Florida Municipal Home Rule Powers Act.

3.0 The Property. The real property subject to this Agreement has a tax parcel identification number of 06-21-31-507-0000-0020 and is legally described in **EXHIBIT “A”**, attached hereto and fully incorporated herein by this reference (“Property”).

4.0 Project Description and Requirements. Developer shall, at its expense, design, permit and construct a 2,183 square-foot fast food restaurant with a drive-through and outdoor patio on the Property, located in the City of Winter Springs Town Center. The restaurant and all public and private project infrastructure shall be constructed in a single phase.

(Hereinafter the project description and requirements are referred to as the “**Project**”).

The Developer shall construct the Project in a manner consistent with the approved Final Engineering/Site Plans, Aesthetic Plans, and Waivers that are on file with the City with the following file numbers and consistent with the requirements contained in this Agreement:

File No: ZP2019-00000007 - WENDY'S NO. 12660

Specific conditions of approval for the above-referenced Plans and Waivers include the following, which are also addressed in the staff report for the Final Engineering/Site Plans, Aesthetic Plans, and Waivers:

A. The Developer currently owns both the Property and the adjacent parcel, intended to be a future site of a Chase Bank, which will share a common driveway access. The common driveway access will be constructed to straddle the Property’s western property line. Therefore, should the Developer ever in the future sell or convey either the Property or the adjacent parcel, Parcel ID 06-21-31-507-0000-0010, the Developer shall be required to reserve an ingress and egress easement over the common driveway for the benefit of the remaining parcel. Should the parties ever mutually desire to terminate said ingress and egress easement over the common driveway, prior to executing such termination, the Parties shall seek and receive consent from the City of Winter Springs and obtain an amendment to the site plan.

B. The Developer shall add a decorative railing for safety purposes along the sidewalk located between the parking lot and the drive-through window.

C. The trees proposed to be planted in the public right-of-way by the Developer shall be subject to the obligation of ongoing maintenance and replacement for the first two years following planting, at the Developer's expense. If the City determines, after reasonable inspection, that any tree has become severely diseased or damaged to the point that the viability of the tree has been significantly compromised, the Developer shall be required to replace the tree. In the event that Developer fails to perform the necessary maintenance, repairs or replacements of any of the trees, the City shall have the right, but not obligation, to conduct said maintenance, repairs or replacements and recover the actual cost thereof from the Developer. Prior to exercising that right, the City shall provide the Developer written notice and an explanation of the specific default and at least thirty (30) days in which to cure the default. If Developer fails to cure the default by the end of the cure period, the City may exercise its rights to maintain and replace at any time thereafter.

5.0 Future Permitting. Developer shall be required to receive building permits and substantially commence vertical construction of buildings, which shall at minimum include building foundations, for the Project within two (2) years of the Effective Date of this Agreement.

6.0 Representations of the Parties. The City and Developer hereby each represent and warrant to the other that it has the power and authority to execute, deliver and perform the terms and provisions of this Agreement and has taken all necessary action to authorize the execution, delivery and performance of this Agreement. This Agreement will, when duly executed and delivered by the City and Developer, constitute a legal, valid and binding obligation enforceable against the parties hereto. Upon recording of this Agreement in the Public Records of Seminole County, Florida, the Agreement shall be a binding obligation upon the Property in accordance with the terms and conditions of this Agreement. Developer represents that it has voluntarily and willfully executed this Agreement for purposes of binding himself and the Property to the terms and conditions set forth in this Agreement.

7.0 Successors and Assigns. This Agreement shall automatically be binding upon and shall inure to the benefit of the City and Developer and their respective successors and assigns. The terms and conditions of this Agreement similarly shall be binding upon the Property, and shall run with title to the same upon being duly recorded against the Property by the City.

8.0 Applicable Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The venue of any litigation arising out of this Agreement shall be in Seminole County, Florida or, for federal court actions, in Orlando, Florida.

9.0 Amendments. This Agreement shall not be modified or amended except by written agreement duly executed by both parties hereto (or their successors or assigns) and approved by the City Commission.

10.0 Entire Agreement; Exhibits. This Agreement and all attached exhibits hereto supersede any other agreement, oral or written, regarding the Property and contain the entire

agreement between the City and Developer as to the subject matter hereof. The Exhibits attached hereto and referenced herein are hereby fully incorporated herein by this reference.

11.0 Severability. If any provision of this Agreement shall be held to be invalid or unenforceable to any extent by a court of competent jurisdiction, the same shall not affect in any respect the validity or enforceability of the remainder of this Agreement.

12.0 Effective Date. This Agreement shall become effective upon approval by the City Commission and execution of this Agreement by both parties hereto.

13.0 Recordation. Upon full execution by the Parties, this Agreement shall be recorded in the Public Records of Seminole County, Florida by the City. The Developer shall be responsible for all recording fees associated with this Agreement.

14.0 Relationship of the Parties. The relationship of the parties to this Agreement is contractual and Developer is an independent contractor and not an agent of the City. Nothing herein shall be deemed to create a joint venture or principal-agent relationship between the parties, and neither party is authorized to, nor shall either party act toward third persons or the public in any manner, which would indicate any such relationship with the other.

15.0 Sovereign Immunity. The City intends to avail itself of sovereign immunity and other applicable limitations on City liability whenever deemed applicable by the City. Therefore, notwithstanding any other provision set forth in this Agreement, nothing contained in this Agreement shall be construed as a waiver of the City's right to sovereign immunity under section 768.28, Florida Statutes, or other limitations imposed on the City's potential liability under state or federal law. As such, the City shall not be liable under this Agreement for punitive damages or interest for the period before judgment. Further, the City shall not be liable for any claim or judgment, or portion thereof, to any one person for more than two hundred thousand dollars (\$200,000.00), or any claim or judgment, or portion thereof, which, when totaled with all other claims or judgments paid by the State or its agencies and subdivisions arising out of the same incident or occurrence, exceeds the sum of three hundred thousand dollars (\$300,000.00).

16.0 City's Police Power. Developer agrees and acknowledges that the City hereby reserves all police powers granted to the City by law. In no way shall this Agreement be construed as the City bargaining away or surrendering its police powers.

17.0 Interpretation. The parties hereby agree and acknowledge that they have both participated equally in the drafting of this Agreement and no party shall be favored or disfavored regarding the interpretation to this Agreement in the event of a dispute between the parties.

18.0 Third-Party Rights. This Agreement is not a third-party beneficiary contract and shall not in any way whatsoever create any rights on behalf of any third party.

19.0 Specific Performance. Strict compliance shall be required with each and every provision of this Agreement. The parties agree that failure to perform the obligations provided by this Agreement shall result in irreparable damage and that specific performance of these obligations may be obtained by a suit in equity.

20.0 Attorney's Fees. In connection with any arbitration or litigation arising out of this Agreement, each party shall be responsible for their own attorney's fees and costs.

21.0 Development Permits. Nothing herein shall limit the City's authority to grant or deny any development permit applications or requests subsequent to the effective date of this Agreement in accordance with the criteria of the City Code and the requirements of this Agreement. The failure of this Agreement to address any particular City, County, State and/or Federal permit, condition, term or restriction shall not relieve Developer or the City of the necessity of complying with the law governing said permitting requirement, condition, term or restriction. Without imposing any limitation on the City's police powers, the City reserves the right to withhold, suspend or terminate any and all certificates of occupancy for any building, trailer, structure or unit if Developer is in breach of any term and condition of this Agreement.

22.0 Default. Failure by either party to perform each and every one of its obligations hereunder shall constitute a default, entitling the non-defaulting party to pursue whatever remedies are available to it under Florida law or equity including, without limitation, termination of this Agreement, an action for specific performance, and/or injunctive relief. Prior to any party filing any action as a result of a default under this Agreement, the non-defaulting party shall first provide the defaulting party with written notice of said default. Upon receipt of said notice, the defaulting party shall be provided a thirty (30) day opportunity in which to cure the default to the reasonable satisfaction of the non-defaulting party prior to filing said action.

23.0 Termination. The City shall have the unconditional right, but not obligation, to terminate this Agreement, without notice or penalty, if Developer fails to receive building permits and substantially commence vertical construction of buildings, which shall at minimum include building foundations, for the Project within two (2) years of the effective date of this Agreement. The Developer may apply to the City Commission for an extension of this Agreement, which may be granted upon good cause shown. In addition, the City shall have the right, but not obligation, to terminate the Agreement if Developer permanently abandons construction of the Project, provided, however, the City shall first deliver written notice and an opportunity to cure to the defaulting party as set forth in Section 22 above. If the City terminates this Agreement, the City shall record a notice of termination against the Property in the public records of Seminole County, Florida.

24.0 Indemnification and Hold Harmless. Developer shall be solely responsible for designing, permitting, constructing, operating and maintaining this Project. As such, Developer hereby agrees to indemnify, release, and hold harmless the City and its commissioners, employees and attorneys from and against all claims, losses, damages, personal injuries (including, but not limited to, death), or liability (including reasonable attorney's fees and costs through all appellate proceedings), directly or indirectly arising from, out of, or caused by Developer and Developer's contractor's and subcontractor's performance of design, permit and

construction, and maintenance activities in furtherance of constructing the Project and maintaining the improvements of this Project. This indemnification shall survive the termination of this Agreement.

25.0 Force Majeure. The parties agree that in the event that the failure by either party to accomplish any action required hereunder within a specified time period (“Time Period”) constitutes a default under the terms of this Agreement and, if any such failure is due to any unforeseeable or unpredictable event or condition beyond the control of such party, including, but not limited to, acts of God, acts of government authority (other than the City’s own acts), acts of public enemy or war, riots, civil disturbances, power failure, shortages of labor or materials, injunction or other court proceedings beyond the control of such party, or severe adverse weather conditions (“Uncontrollable Event”), then, notwithstanding any provision of this Agreement to the contrary, that failure shall not constitute a default under this Agreement and any Time Period proscribed hereunder shall be extended by the amount of time that such party was unable to perform solely due to the Uncontrollable Event. The extended time period shall be agreed to in writing by the parties and said agreement shall not be unreasonably withheld by either party.

26. Notice. Whenever either party desires to give notice to the other, notice shall be sent by hand delivery or certified mail, return receipt requested, and shall be sent to:

For the City:

Shawn Boyle, City Manager
City of Winter Springs
1126 East S.R. 434
Winter Springs, Florida 32708

With additional notice to:

Anthony A. Garganese, City Attorney
Garganese, Weiss, D’Agresta & Salzman, P.A.
111 N. Orange Avenue, Suite 2000
Orlando, FL 32802

For Developer:

JDBS WINTER SPRINGS, LLC
10931 N. Dale Mabry Hwy.,
Tampa, FL 33618
Attn: Bryan Schultz
Phone: 813 760-2621
b.schultz@oceanbleugroup.com

copy to:
Graham Legal Group, PLLC
1000 Legion Place, Suite 1200
3208C E. Colonial Drive, Box 292
Orlando, Florida 32803
Attn: Jesse E. Graham, Jr.
Phone: 407-230-6449
Email: jgraham@grahamlegalgrp.com

WEN-ACQUISITIONS, LLC
1100 Park Central Blvd. South, Suite 3300
Pompano Beach, FL 33064
Attn: Sauris Lugo / Jhonny Mercado
Phone: 561-997-6002
Email: slugo@jaerestgroup.com / jmercado@jaerestgroup.com

copy to:
Raul Gastesi, Esq.
Gastesi & Associates, P.A.
8105 NW 155th Street
Miami Lakes, FL 33016
Phone: 305-801-1292
Email: rgastesi@gastesi.com

Either party may freely modify their respective contact person and address contained in this Paragraph by providing written notice of the modification to the other party. Any Notice given as provided herein shall be deemed received as follows: if delivered by personal service, on the date so delivered; and if mailed, on the third business day after mailing.

27.0 Assignment. Prior to completing the construction of the Project and reaching final build-out of the Project, Developer shall not assign this Agreement without the prior written consent of the City. Such assignment shall also require the written approval of the City by amendment to this Agreement, which shall not require a public hearing and shall not be unreasonably withheld. However, Developer shall be entitled to assign its rights and obligations under this Agreement to a parent, subsidiary, or affiliated entity in which Developer or its members are members or interest holders without City consent, provided that the City is given notice of such assignment in accordance with Section 26.0 herein. Any assignment authorized by this subparagraph shall require the assignee to be a formal signatory to this Agreement and fully assume all of Developer's obligations, commitments, representations, and warranties under this Agreement. In any assignment, the rights and obligations contained herein shall be binding on successors in interest to the Property, and the terms and conditions of this Agreement shall bind and inure to the benefit of the parties hereto and any respective successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal on the date first above written.

CITY OF WINTER SPRINGS

By: _____
Charles Lacey, Mayor

ATTEST:

By: _____
Christian Gowan, Interim City Clerk

APPROVED AS TO FORM AND LEGALITY
For the use and reliance of the City of Winter Springs,
Florida only.

CITY SEAL

Date: _____

By: _____

Anthony A. Garganese, City Attorney for
the City of Winter Springs, Florida

Signed, sealed and delivered in the presence of the following witnesses:

JDBS WINTER SPRINGS, LLC

Print name and title: _____

Date: _____

Signature of Witness

Printed Name of Witness

Signature of Witness

Printed Name of Witness

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of (___) physical presence or (___) online notarization, this _____ day of _____, 2020, by _____, the _____ of JDBS Winter Springs, LLC, a limited liability company, on behalf of the company, who is personally known to me or produced _____ as identification.

(NOTARY SEAL)

(Notary Public Signature)

(Print Name)

Notary Public, State of _____

Commission No.: _____

My Commission Expires: _____

DEVELOPER IS HEREBY ADVISED THAT SHOULD DEVELOPER FAIL TO FULLY EXECUTE, AND DELIVER TO THE CITY, THIS AGREEMENT WITHIN THIRTY (30) DAYS FROM THE DATE THAT THE CITY COMMISSION APPROVES THIS AGREEMENT, THIS AGREEMENT, AND THE DEVELOPMENT PERMIT APPROVALS REFERENCED HEREUNDER, SHALL AUTOMATICALLY BE DEEMED NULL AND VOID.

EXHIBIT A

PROPERTY LEGAL DESCRIPTION

Wendy's 12660, 1218 East State Road 434, Winter Springs, FL

LOT 2, WSTC OCEAN BLEU, ACCORDING TO PLAT THEREOF, RECORDED IN PLAT BOOK 84, PAGES 37 AND 38, PUBLIC RECORDS OF SEMINOLE COUNTY, FLORIDA.

CONTAINS 25,677 SQUARE FEET OR 0.590 ACRES MORE OR LESS.



REGULAR AGENDA ITEM 500

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

Veteran and Family Advisory Committee Discussion

SUMMARY

Staff request the City Commission discuss the creation of a Veteran and Family Advisory Committee. Winter Springs is home to many veterans and veteran-related organizations. Veteran Committees can assist to plan, promote, and coordinate programs and services which contribute to the quality of life for veterans and their families in Winter Springs.

Veteran Committees usually consists of veterans, family members of veterans, or leaders of veteran organizations in the City. This committee could provide information of developments regarding veterans and coordination of veteran related activities, issues, and events which affect the entire community.

Financial considerations include:

- Staff, whether part-time or full-time, to manage the committee
- Food, supplies, transportation support and/or stipends.
- Event costs if veterans host community engagement or other events, and
- Training and leadership development.

RECOMMENDATION

Staff recommends the City Commission discuss and review the information provided.



REGULAR AGENDA ITEM 501

CITY COMMISSION AGENDA | FEBRUARY 10, 2020
REGULAR MEETING

TITLE

City Clerk Applications

SUMMARY

On December 10, 2019, the City published a notice soliciting candidates for the City Clerk Position. The deadline for candidates to submit qualifications for the position was January 31, 2020. Approximately 1040 applicants submitted timely resumes/applications.

During the December 9, 2019 City Commission meeting, the Commission provided direction to Staff to preliminarily sort through the received resumes following the same process previously used to fill the City Manager position. This involved separating the experienced, relevantly qualified applicants from the other applicants. Further, each City Commissioner could individually identify such applicants to present to the City Commission.

Therefore, the applications were preliminarily sorted for the City Commission's convenience into two general categories: (1) candidates with relevant experience as a city or county clerk, assistant city or county clerk, or court clerk; and (2) candidates without such city, county, or court clerk experience. The Experienced Candidate List is presented in alphabetical order by last name. ("Experienced Candidate List").

Note: The other candidates without relevant city or county clerk experience had varying levels of experience ranging from serving in a variety of other local government positions to having no local government or administrative experience whatsoever.

RECOMMENDATION

Staff recommends the City Commission to review the Experienced Candidate List of relevantly experienced candidates, and any other candidates identified by the City Commission, and to take whatever action the City Commission deems appropriate and necessary in its discretion to fill the position of City Clerk pursuant to Section 4.10 of the City Charter.

City of Winter Springs/ City Clerk Candidates

	Candidate's Name	Current or Former Position	Employer or Residence	Page #'s
1	Anette Bayona	Deputy Clerk III	Orange County Clerk of Courts, FL	1-3
2	Brenda Bedillion	Deputy Clerk III	Clerk of Circuit Courts- Volusia County, FL	4
3	Janise Bennett	Town Clerk	Howey-in-the-Hills, FL	5-7
4	Kelly Brett	Clerk	Village of Hammond, WI	8-9
5	Melani Brown	Deputy City Clerk	City of Orange City - Orange City, FL	10
6	Charlene Centeno	Deputy Clerk	Fairfax County General District Court House, VA	11-13
7	Yessenia Encarnacion	Deputy Clerk	Seminole County Clerk of the Circuit Court, FL	14-15
8	Judith Frazier	Executive Assistant to Mayor and City Attorney	City of Rutland, VT	16-18
9	Kimberly Gay	Interim City Manager/ City Clerk	City of Avon Park, FL	19-21
10	Christian Gowan	Interim City Clerk	City of Winter Springs, FL	22-23
11	Barbara Hawley	Clerk	St. Lucie Circuit Court	24-28
12	Tracie Hester	Intermediate Clerk	Los Angeles County / DPHS Payroll - Apopka, FL	29-30
13	Edward T. Howard Jr	Records, Taxes and Treasury Specialist	Broward County - Ft Lauderdale, FL	31-34
14	Leslie Howington	Town Clerk	Town of Century, FL	35-36
15	Michelle D. Keegan	Public Records Project Coordinator	Orange County Govt. - Orlando, FL	37-38
16	Ashlee Martin	Criminal/ Civil Court Clerk III	Brevard County Clerk - Melbourne, FL	39-41
17	Stephanie McDonald	Deputy Court Clerk	Washtenaw County, MI	42-44
18	David Parker	Justice System Clerk II	County of Santa Jose, CA	45-46
19	Bonnie Pineda	Assistant City Clerk	City of Mascotte, FL	47-50
20	Kyle Douglas Reynolds	Board Coordinator	City of Orlando, FL	51-53
21	Pamela Roberts	Clerk	City of McIntyre - McIntyre, GA	54-55
22	Etienne Seales	Records Manager Liaison Officer	City of Daytona Beach, FL	56-57
23	Stacy Tebo, CMC	City Clerk	City of Debary, FL	58-59
24	Mary Tew	Deputy City - Secretary	City of Winston Salem, NC	60-61
25	Phibbe Wallace	Records Coordinator	City of Miramar, FL	62-63
26	Ruth Wasiukiewicz	Deputy City Clerk	City of Berwyn, IL	64-67
27	Keeli Young	Sr. Deputy Clerk	Orange County Clerk of Courts, FL	68-69

** Approximately 1040 candidates applied - list represents only candidates with relevant city/county/court experience referenced on resume*

** Sorted alphabetically by last name*

Anette Bayona



Orlando, FL, 32807 • Phone: 321.917.1640 • E-Mail: abayona@outlook.com

Summary

Detailed-oriented professional with eighteen years of administrative and customer service experience. Successfully work among a diverse student population, including international students.

Skills

- Management and supervisory experience
- Excellent organizational skills; time management and documentation management
- Create, compile and export data
- Manage highly sensitive and confidential information with integrity.
- Detail oriented and efficient.
- Record keeping
- Ability to adapt communication style to a wide variety of personalities.
- Excellent interpersonal, oral and written communication skills
- People-oriented
- Self-driven, highly organized, and detail oriented.
- Tech savvy; proficient with Microsoft and Mac operating systems
- Ability to work under pressure of deadlines and time limitations- Prioritize effectively and reliable.
- Bilingual: English and Spanish
- Quick learner, excellent leadership skills, independent but also a great team player

Experience

- | Assistant Registrar | <i>Barry University</i> | 2008-Present |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------|
| <ul style="list-style-type: none">• Frontline for complaints and issues.• Provide excellent customer service to all faculty and students of the law school.• Assist with management of the department.• Address general and specific inquiries.• Prepare proctor's payroll• Provide clerical and administrative support as needed.• Assist with hiring, supervising and training of staff and proctors.• Build rapport.• Ensure technology is used efficiently.• Proofread emails and letters.• Ensure office is in compliance with all federal, state, and institutional policies.• Provide assistance on special projects and duties as assigned by the Registrar.• Support requests for use of facilities for internal and external parties.• Collaborate with other departments.• Perform audits.• Performs research. | | |



- Determine program and graduation eligibility.
- Assist with room scheduling for all courses, exams and events.
- Provide leadership for special projects.
- Generate ad hoc reports to various departments.
- Create and provide database management for Registrar's department.
- Manage the department's office supply, including the purchase and maintaining of supplies.
- Ensure project deadlines are met.
- Explain and/or clarify procedures.
- Research and resolve disputes.
- Coordinate special projects and meetings with designated offices.
- Make presentations regarding examination policy and academic advising sessions.
- Manage, administer, and implement academic policies and procedures.
- Manage and monitor enrollment.
- Evaluate transcripts from other institutions.
- Facilitate advising and registration assistance.
- Manage and administer all exams.
- Maintain accurate student records.
- Monitor academic progress of at risk students.
- Serve as close liaison with other departments.

Assistant to the Registrar

Barry University

2007-2008

- Assist with the registration and examination process.
- Process student personal data and other official forms.
- Academic Advising.
- Maintain student files.
- Complete student deferments and other enrollment verifications.
- Counsel students and assist faculty with interpretation of policies and procedures.
- Data entry
- Assist on various project as directed by the Registrar.
- Assist with management of reception desk and answer incoming calls.

Deputy Clerk III

Orange County Clerk of Courts

2005-2007

- Proofread court minutes, verdicts and judgments.
- Maintain and update case files.
- Research case disposition via computer case tracking capabilities.
- Update, open, close and satisfy automated case management.
- Set and schedule court hearings or appearances.
- Sort and distribute daily mail and packages.
- Data entry.
- Update filing.
- Provide exceptional customer service.



Education

Master of Arts Educational Leadership	<i>University of Central Florida</i>	August 2014
Bachelor of Arts Major: Political Science Minor: Business Administration	<i>University of Central Florida</i>	May 2005

References

Ms. Anita Daphnis
Associate Director of Student Financial Services
Relationship: Professional/personal
321-206-5646

Mr. Michael Manglardi
Attorney
Relationship: Former supervisor/personal
(407) 207-0644

Judge A. Leo Sereni
Retired Judge/Adjunct Professor
Relationship: Professional
484-557-6800

Brenda Bedillion

PO Box 536
1150 West Park
Slippery Rock, PA 16057
(412) 926-9915

Essential Skills:

- Customer Service: via phone, email or fax
- Experienced working in a fast-paced environment
- Able to prioritize multiple responsibilities & tasks with minimal supervision
- Effective in both written & verbal communication
- Proficient in multiple computer applications including word, excel & Mobius

Work Experience:

***Reconciliation Agent & Treasury Services/Work Leader- Assistant Supervisor Treasury Services
BNY Mellon, Pittsburgh, PA*** ***04/2008-Present***

- Customer service interdepartmental & directly with the clients
- Conduct interviews for candidates
- Train employees on all functions performed on the team
- Assist in writing & Updating procedure manuals
- Maintain stats
- Records management

Settlement Agent I

NREIS, Crafton PA ***05/2007-08/2007***

- Prepare HUD & affidavits for countrywide mortgage closings
- Responsible for communications between lender & closing agent
- Able to comply with deadlines

Deputy Clerk III - Micrographics, Recording & Evidence Dept

Clerk of Circuit Courts, Volusia County, Deland FL ***04/1996-04/2007***

- Assistant Records Management Liaison Officer-Comply with Local, State & Federal Laws
- Record Documents in Recording Dept
- Custodian of evidence & certified court documents
- Verified & completed Expunged/Sealed Court orders

Certificates

- Insider Trading/OFAC & Trading sanctions
- Anti-Money Laundering
- Yearly renewal of certification as necessary

Awards

- Customer Service Award
- Integration Out-Performance Award
- Teamwork Certificate

Education

- 1984 Graduate of Assabet Valley Reg Voc HS Marlborough, MA
- ACT Travel School, Ft Lauderdale, FL

Janise Bennett

10312 Barrington Court
Leesburg, Florida 34788
352-396-5298
janiseb57123@gmail.com

SKILLS

I am very good with accounts payable, accounts receivable, payroll, bank reconciliations, quarterly reports, W-2, 1099, invoicing, and collecting past due accounts, purchasing. I wore many hats when I worked for Sign Design.

Proficient City Manager and Town Clerk effective at representing the city and the Town, enhancing operations and maximizing individual department effectiveness. Familiar with current trends, strategies and technologies in municipal management. Seeking a permanent role dedicated to improving processes and procedures across the board. Scheduled and maintained records of all municipal boards and commission meetings in town. Validated official documents and oversaw posting of official notices. Deposited funds into bank account on a daily basis. Prepared ordinances, resolutions, and proclamations to be executed, recorded, archived and distributed. Prepared and managed city clerk division budget, including forecasting necessary funds for staffing, materials, and supplies. Served as notary public and issued various permits and licenses, including fishing, hunting, dog and marriage licenses. Issued public notification of all official meeting and activities. Performed general office duties such as typing and proofreading correspondence, distributing and filing official forms and scheduling appointments. Directed public relations, media relations and crisis communications campaigns. Streamlined chain of command and internal structural roles, relationships and responsibilities. Prepared and submitted annual report on finances and administrative activities of city projects. Wrote and revised memos, budgetary documents and press releases.

Sign Design Of Florida Inc.

3602 Parkway Blvd., #2
Leesburg, Florida 34748
352-787-3882

Accounting Assistant

03/19/2007 - 09/10/2019

Used Quickbooks to track all income and expenses for Sign Design of Florida Inc. Generated profit and loss statements to detail company's revenues and expenses. Monitored open accounts and pursued payments to control account balances. Calculated and verified all figures, calculations and documents. Compiled financial data including compliant ledger and journal

records. Coordinated timely payments from vendors, clients. Investigated and resolved discrepancies in monthly bank accounts. Updated accounting records with client checks and cash receipts. Balanced reports and batch summaries to submit for approval. Prepared month-end closing entries for detailed reporting and record keeping. Eeping. Reconciled operations database with accounting system information to calculate and determine monthly revenue. Payment Processing Prepared weekly payroll for more than [Number] salaried and hourly employees. Answered office phone calls and emails to direct customers and answer questions. Maintained account books and accounting systems with accuracy by entering data precisely and proofreading. Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy. Resolved vendor and employee inquiries about invoices and purchases quickly through research. Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

Supervisor: Todd Hayes

thayes@midflsigns.com

Town Of Howey In The Hills

101 North Palm Avenue

Howey-in-the-Hills, FL 34737

352-324-2290

Town Clerk

03/1997 - 02/2007

(Have forgotten exact dates)

Scheduled and maintained records of all municipal boards and commission meetings in town. Validated official documents and oversaw posting of official notices. Deposited funds into bank account on a daily basis. Prepared ordinances, resolutions, and proclamations to be executed, recorded, archived and distributed. Prepared and managed city clerk division budget, including forecasting necessary funds for staffing, materials, and supplies. Served as notary public and issued various permits and licenses, including fishing, hunting, dog and marriage licenses. Issued public notification of all official meetings and activities. Performed general office duties such as typing and proofreading correspondence, distributing and filing official forms and scheduling appointments. Directed public relations, media relations and crisis communications campaigns. Streamlined chain of command and internal structural roles, relationships Experience and responsibilities. Prepared and submitted annual report on finances and administrative activities of city projects. Wrote and revised memos, budgetary documents and press releases.

Supervisor: Scott Kearney, Mayor

City of Mascotte

**100 E. Myers Boulevard
Mascotte, Florida 34753
352-429-3341**

City Manager

02/1994- 03/1997

(Have forgotten exact dates)

Scheduled and maintained records of all municipal boards and commission meetings in town. Validated official documents and oversaw posting of official notices. Deposited funds into bank account on a daily basis. Prepared ordinances, resolutions, and proclamations to be executed, recorded, archived and distributed. Prepared and managed city clerk division budget, including forecasting necessary funds for staffing, materials, and supplies. Served as notary public and issued various permits and licenses, including fishing, hunting, dog and marriage licenses. Issued public notification of all official meetings and activities. Performed general office duties such as typing and proofreading correspondence, distributing and filing official forms and scheduling appointments. Directed public relations, media relations and crisis communications campaigns. Streamlined chain of command and internal structural roles, relationships and responsibilities. Prepared and submitted annual report on finances and administrative activities of city projects. Wrote and revised memos, budgetary documents and press releases.

EDUCATION

Northwest Academy

**2700 West Sam Houston Parkway North
Houston , Texas 77043
Graduated in 1977**

Kelly Brett

Lake Mary, FL
kellybrett5_uhp@indeedemail.com
612-508-1801

Work Experience

BUSINESS SYSTEMS COORDINATOR-EDI ANALYST

Abbott/Alere
2018 to Present

ABBOTT/ALERE

Monitor and maintain all EDI activity including:

New customer/trading partner set-ups, modifying raw data for successful transmissions, investigating and resolving errors, documenting work processes, periodic testing for new customers and system upgrades, and assist with customer inquiries.

CLIENT SERVICE SUPPORT REPRESENTATIVE-JR BUSINESS ANALYST

Abbott/Alere
2013 to 2018

ABBOTT/ALERE

Provide support for customer service and sales teams:

Create daily sales reports, perform periodic data quality checks, resolve order issues, create test scripts and test SAP system functionality, create and maintain procedures, and assist with customer inquiries.

CLERK/TREASURER-ADMINISTRATIVE OFFICE MANAGER

VILLAGE OF HAMMOND
2006 to 2013

Managed all responsibilities of the Village office including:

Utility billing and payment collection, annual tax statements and payment collection, official meetings and minutes, payroll, accounts payable, annual budgets, elections, ordinances and policies, record retention, and audits.

Education

None in DRAFTING AND DESIGN

NORTH CENTRAL TECHNICAL COLLEGE
1997

GENERAL COURSE WORK

UW-MARATHON COUNTY
1996

Skills

- Sap
- Excel
- Outlook
- Powerpoint
- Word
- testing
- Business Intelligence
- access
- SQL
- MS Office
- Microsoft Office
- HTML

Additional Information

SKILLS

- Talent for quickly mastering technology
 - Diplomatic and tactful with professionals and non-professionals at all levels
 - Accustomed to handling sensitive, confidential records
 - Flexible and versatile
 - Ethical and competent
 - Someone who thrives in a deadline-driven environment
-
- Intermediate skill level: Adobe, Word, Excel, Outlook, PowerPoint, SAP, IBM InFlight, Ensur document solution
 - System experience: Access, UltraEdit

Melani Brown

Deputy City Clerk

Orange City, FL 32763

melaniberinger2_p7r@indeedemail.com

7192149962

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Deputy City Clerk

City or orange city - Orange City, FL

Present

Certified Municipal Clerk, CMC

Certified Business Tax Official

Official record keeper for the City. Generate and deliver City Council, Planning Commission and Code Agendas, packets, and minutes. Supervisor. Business tax receipts for all businesses within the City, populating official documents. City charter, city ordinances and resolutions. city clerks office budget.

Education

Bachelor's in Alternative medicine

Everglades University - Maitland, FL

January 2010 to November 2013

Skills

- Microsoft excel, word, powerpoint, outlook, energov, lazerfische, . Typing skills 50+ words a minutes. (10+ years)
- Administrative Experience

Additional Information

CMC, CBTO

Charlene Centeno

8 Farnum St, Pawtucket, RI 02861 · 401-548-5999 · Desvic6783@gmail.com

Driven Sales Coordinator adept at developing and implementing programs for rapid market penetration and growth that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives.

Skills

- Extremely organized
- Self-motivated
- Advanced MS Office Suite knowledge
- 60 WPM typing speed
- Schedule management
- Multi-line phone proficiency
- Conflict resolution
- Sales
- Oral and written communication
- Salesforce; Goldmine; Oracle software
- Business writing
- Accurate and detailed

Experience

JULY 2019 – PRESENT

Sales Coordinator/ Reade Advanced Materials, Riverside, RI

- Create and implement innovative sales techniques for my team to aggressively seek out new business opportunities.
- Consult with new and existing C level clients to determine business need, while developing actionable recommendations and solutions to grow the business.
- Participate in local and national networking events with the goal to enhance and maintain Reade brand awareness.
- Handle minor accounts.
- Aggressively strive to meet and exceed set sales targets.
- Support Account Managers in all areas of order processing and quoting new and existing customers domestically and internationally.
- Provide customer assistance with any issues (quality, technical, logistics, etc).
- Answer phone calls and file as needed.
- Maintain, organize and execute annual vendor performance evaluations.
- Complete new vendor paperwork for sales team.
- Follow ISO 9001 standards and cybersecurity policy as written in our company manuals.

SEPTEMBER 2017 – DECEMBER 2018

Enrollment & Eligibility Specialist / AmWINS Group Benefits, Inc, North Kingstown, RI

- Execute daily policy administrative transactions and procedures including enrollments, terminations, plan changes, census changes and billing changes.

- Prepare, reconcile, and maintain new Member or Group Health Insurance enrollments and related data.
- Analyze data from several sources (ie. Centers for Medicare & Medicare Services) to determine eligibility changes and to resolve enrollment or eligibility errors or other related issues that arise.
- Prepare certificates and schedule of benefits including any required endorsements for the policy while keeping current on technical carrier requirements.
- Identify system-related issues within AmLink, data, and reports.
- Execute business unit or client requests, provide explanations and research of significant and/or unusual transactions.
- Provide ongoing quality control reporting at the departmental and individual levels.
- Assist other team members, including management, in their daily duties during absences or peak periods.
- Train new hires as well as provide the ongoing training of tenured employees.

JANUARY 2015 – FEBRUARY 2017

Client Care Agent / Collette, Pawtucket, RI

- Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments.
- Organized memorable and exquisite travel itineraries and vacations for high-level clients.
- Discussed travel documents required for their destinations.
- Arranged travel accommodations for groups, couples, executives and special needs clients.
- Supervised payments via credit and debit cards and handled all sensitive information with professionalism and discreteness.
- Asked open-ended questions to better ascertain client needs and determine the best travel offerings.
- Discussed benefits of and information regarding travel insurance with clients and ensured that they got the best rates.
- Responded to clients' questions, issues, and complaints in a timely manner and found appropriate solutions when needed.
- Performed to and exceeded qualitative and quantitative performance goals and standards.

Other Experience

SEPTEMBER 2012 – JUNE 2013

Customer Service Representative / Blue Cross & Blue Shield of RI, Providence, RI

JULY 2010 – MARCH 2011

Spanish Customer Service Representative / Neighborhood Health Plan of RI, Providence, RI

OCTOBER 2008 – JUNE 2010

Deputy Clerk / Fairfax County General District Court House, Fairfax, VA

JANUARY 2006 – AUGUST 2008

Spanish Prime Customer Service Representative / Bank of America, East Providence,
RI

Yessenia Encarnacion

Sanford, FL 32771

yesseniaencarnacion2_ovg@indeedemail.com

(414) 241-8623

Bilingual self-starter with a strong desire to work in an industry that will support my goals of establishing a career that allows me to advance in my field to the furthest of my own personal abilities. Highly skilled in developing relationships and providing exceptional individualized service.

Work Experience

Permitting Coordinator

Pike Engineering - Longwood, FL

September 2019 to Present

- Coordinate with peer team member on schedule, delivery and status of all permits.
- Obtain documents from Engineers to facilitate the permit application process
- Obtain all required approvals for permits and act as liaison between the company and client
- Prepare and submit applications to client to support various agencies/ boards having jurisdiction over required permits and/or approvals
- Review any plans issued out for correct revision dates and permit details
- Coordinate paperwork and applications with client which includes updating and monitoring status in work management system
- Work closely with the client on the status of permits and ensure they are processed in a timely manner
- Coordinate with engineers to solve any plan deficiencies and mitigate permit comments
- Produce and maintain schedules for all communities and coordinate with all stakeholders from inception to approval of permitting process
- Schedule and coordinate meetings, appointments, etc.

Community Grants Program Specialist I

Osceola County Board of County Commissioners

November 2018 to August 2019

- Assist in the implementation of the State Housing Initiatives Program, Community Development Block Grant Entitlement Program, and the HOME investment Partnership Program.
- Perform a variety of routine administrative functions; data entry, report preparation and processing, and documentation review.
- Generate various correspondence, articles, memos, agendas, and manuals.
- Manage client files including, but not limited to basic client screening, income verification and preparing the client file with program required information.
- Work closely with contractors to ensure major rehabilitations, reconstruction, or minor repairs are completed within schedule.
- Provide trainings and seminars to lenders and first time homebuyers that are utilizing government grants.

Deputy Clerk

Seminole County Clerk of the Circuit Court and Comptroller

March 2017 to October 2018

- Reviewed legal documents, correspondence, motions, and orders
- Collected and applied fines and fees for criminal cases and traffic citations
- Processed marriage licenses and performed marriage ceremonies
- Completed a variety of clerical duties within the county court systems

Paraprofessional

Seminole County Public Schools

October 2016 to March 2017

- Provided assistance to students with behavioral disabilities
- Prepared instructional materials to use in daily classroom settings
- Assisted the school by filling in for full time teachers when needed in the classroom

Paraprofessional

Milwaukee Public Schools

October 2014 to October 2016

- Coordinated activities to develop students' physical, emotional, and social growth
- Supervised students' indoor and outdoor playtime alongside the classroom teacher
- Constructed bulletin boards and set up teacher/student work areas

Dispatcher

Milwaukee County Sheriff's Office

February 2013 to September 2014

- Transmitted calls to deputies over a computer-aided dispatch system
- Referred unresolved customer grievances to designated departments
- Effectively managed a high volume of inbound and outbound customer calls in a fast-paced and challenging call center environment

Education

Bachelor of Science in Business Management

Cardinal Stritch University - Milwaukee, WI

Skills

- Microsoft office (10+ years)
- Data Entry (3 years)

Certifications and Licenses

Human Resources Management

Present

Certificate in Human Resources Management

Judith Frazier

802-770-9456

jmfrazier.frazier@gmail.com

Professional Summary

For the past ten years my career has carried a diverse number of responsibilities in human resource administration with a major emphasis on strategic planning, safety and compliance, risk management, training and development, union negotiating and employee relations.

<u>Soft Skills</u>	<u>Hard Skills</u>
Communication	Strategic Planning
Critical Listening	Collective Bargaining
Collaboration	Recruitment
Conflict Management	Writing policy/procedures
Networking	Development and Training

Professional Experience

City of Rutland May, 2017 – present

Director of Risk Management and Government Operations

Prior Executive Assistant to Mayor and City Attorney

Assumed workers compensation claim process and overall losses from injuries and incidents, finding ways to decrease losses, increase awareness, and create a municipality that functions as one organization rather than separate entities.

- Implement measures to reduce workplace injuries and worker's compensation claims through; safety training, creating a city wide safety committee, and conducting claim investigations
- Perform safety audits for Police, Fire, Recreation, Public Works and City Hall
- Assist and prepare final City budget for presentation to the Board of Aldermen
- Collective Bargaining Agreements for Fire/Police/Public Works/Recreation & Parks
- Strategic planning
- Develop policy, procedures and training
- Legal research for case law, municipal ordinances, charters and grievances
- Assist in property tax sales
- Chair of the Health and Wellness Committee
- Chair of the ADA Compliance Committee

College of St. Joseph- Rutland, Vermont July, 2012 – May, 2017

VP of Human Resources

Associate Vice President of Administration and External Affairs

Admissions Director and Assistant to the President

Responsible for building a strong brand image for the College through consistency in internal and external relations through my involvement with the following:

- Research and restructure performance reviews for standardization
- Compliance Officer
- Strategically plan initiatives to establish, convey and facilitate employee engagement
- Create job description with future alignment to salary ranges
- Updated and transformed HR policies
- Resolve employee relations issues and performs investigations.
- Conduct new employee orientation and processes new hire paperwork.
- Responsible for building a strong brand image for the College through consistency in internal and external relations
- Participates in the development and execution of strategic initiatives for the college
- Supervises safety standards in my role as Title IX Coordinator and Chair of the Judicial Board
- Develop strong internal and external relationships and alliances with staff, faculty, students, businesses and the community
- Served as member of the President's Council
- Prepared all contracts for fulltime, part-time faculty and staff

Associate Professor 2009 – present

Adjunct faculty teaching undergraduate and graduate level courses in:

- Human Resource Management
- Ethics for the Professional
- Organizational Design
- Organizational Behavior
- Marketing

VELCO (VT Electric Power Co., Inc.) - Rutland, Vermont 2005 - 2012

**Compliance and Risk Management and Records Coordinator
Executive Assistant to the President/CEO/CFO**

Began as a support to the CEO of the company and changed the entire dynamics of the executive suite by creating a more friendly and open culture, thereby reducing issues allowing the CEO to focus on urgent needs while I handled the minor daily problems.

- Implement NERC/FERC compliance guidelines
- Ensures company is in compliance with regulations
- Upload documentation and evidence into CatsWeb
- Prepare for mock audits and annual audits
- Create and maintain spreadsheets for tracking self-certification
- Support President/CEO of the organization, managing a complex schedule of meetings, appearances, events, travel, as well as personal calendar, correspondence and agenda
- Review RCI's and determine resolution to accidents
- Conduct performance reviews and strategize for performance improvement
- Training for Safety programs
- Participated in Stakeholder Relations, Health and Safety, and Business Management teams presenting strategic goals to ensure that company associates created objectives for company-wide compliance.

Education

MS Leadership and Organizational Management

Antioch University New England, Keene, New Hampshire 2009

BA Marketing – graduated with honors

Concordia University, St. Paul, Minnesota 1998

Presentations

Presented on "Energy and Its Financial Impact" to community audience

Presented "Affirmative Consent" lecture to Ivy League administration

Presented lecture on "Women in Sports" to a class on "Women in History"

Presented workshops on resume writing, interviews, and follow-ups

Board/Committee Member and Coach

Select Board Vice-Chair in Town of Proctor - current

Board of Trustee College of St. Joseph–current

Chair of the Rutland City Safety Committee

Chair of the CAIR Committee for ADA Compliance - current

Chair of Wellness Committee City of Rutland - current

Rutland County Solid Waste Committee representative - 2017

Board of Trustee Chaffee Art Gallery - 2016

Board of Trustee Green-Up Vermont - 2009-2012

Basketball Coach – 12 years (Jr High/ High School/ College Women)

Kimberly Gay

Lake Wales, FL 33898
kimberlymgay3_hfh@indeedemail.com
863-559-1585

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Interim City Manager/City Clerk

CITY OF AVON PARK - Avon Park, FL
August 2019 to Present

Currently the Interim City Manager

TOWN CLERK

Town of Oakland - Oakland, FL
April 2013 to Present

Custodian and Records Manager for all Town records. Custodian of Town Seal. Prepare and maintain official records/documents for meetings, liens, Business Tax Receipts and Department budget. Attend all Town meetings of Commission and various Boards/Committees. Receive and respond to public records requests. I am the Acting Town Manager in the Manager's absences. Maintain portions of the Town's website. Provide Notary Public duties. Chief Elections Official. Have been involved with the re-working of the Town's Code of Ordinances. Implemented Laserfiche, a records archival and retrieval program. The goal is to become a paperless agency. I Use and supervise the use of this program as we are imaging and storing back-logged files. Documenting and destroying records that have met their retention. The Town owns and operates a Charter School. We have a School Advisory Committee that meets monthly as needed.

TOWN CLERK/CHIEF FINANCIAL OFFICER

Town of Lake Hamilton - Lake Hamilton, FL
October 2008 to April 2013

This position is now titled "Town Administrator" in the Town of Lake Hamilton. Responsible for Accounts Payable/Receivable. Prepared and monitored Town's Annual Budget. Prepared and distributed quarterly financial reports. Responsible for all financial transactions, balances, reconciliations, and Town assets. Assisted Town Auditors. Developed and implemented job descriptions and employee evaluations. Recorded, prepared, and maintained official records of the Town. Handle public records requests. Custodian of Town records. Custodian of Town Seal. Attend all meetings of Council and Boards. Prepared and published all public notices and bid advertisements. Chief Elections Official. Implemented and maintained Town website. Revised Policy and Procedures Manual. Worked with vendors, customers, contractors and engineers. Obtained quotes for services and equipment. Contract negotiations, utility billing and collections. Record management and retention. Notary Public duties. Conducted annual elections. Maintained Town Code books. Updated employee files and benefit packages. Responsible for all aspects of Human Resources, such as payroll, benefits, insurances and

risk management. Supervision of Town Employees. Worked under the direction of the Town Mayor and Town Council.

ASSISTANT TOWN CLERK/TOWN CLERK

Town of Dundee - Dundee, FL
February 2008 to October 2008

Started as Assistant Town Clerk. Responsibilities included records management and retention, attending meetings of Commission and Boards, preparing agendas and minutes, maintaining Town website and Notary Public duties. Conducted annual election. Was promoted to Town Clerk. Worked under the direction of the Town Manager and Assistant Town Manager.

ASSISTANT CITY CLERK FOR DEVELOPMENT COORDINATION

City of Bartow - Bartow, FL
February 2005 to February 2008
February 2008

Prepared agendas and minutes for various meetings. Records management, retention, archival and imaging with Laserfiche program. Assisted Planning Director with legal notices and advertising. Assisted customers with zoning and land use questions, variances and applications for zoning changes. Occupational licensing, cemetery deeds and records. Maintained updates to City Code Books. Assisted with candidates and elections.

ADMINISTRATIVE SUPPORT ASSISTANT

City of Bartow - Bartow, FL
April 2003 to February 2005

Answered phones, scheduled appointments for City Manager and Assistant City Manager. Typed business letters and memos. Processed, distributed and posted daily mail to and from 20+ departments. Assisted City Manager's Executive Assistant with various duties including preparation of the daily Interoffice Bulletin and preparation of Annual Ridge League Dinner and Annual Employee Appreciation Dinner. Handled and filed employee drug screens and other confidential and sensitive paperwork. Designed and assembled Hometown Connections quarterly newsletter and coordinated its distribution to the citizens. Participated in and coordinated teams and fundraisers for Annual Relay for Life Cancer Walk and American Heart Association Heart Walk events. Operated switchboard when necessary. Assisted customer service and utilities with collections and assisted the Planning and Zoning Director with appointments and clients. Interacted with Department Heads, employees and customer on a daily basis.

Education

MASTER in MUNICIPAL CLERK

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Skills

- billing (4 years)
- collections. (6 years)

- Credit (6 years)
- Human resources (4 years)
- zoning (10+ years)
- Customer Service
- Data Entry
- Filing

Certifications/Licenses

Florida Notary Public

March 2023

Florida Certified Records Manager

Present

Certified Business Tax Official

Present

Groups

International Institute of Municipal Clerks

February 2005 to Present

Florida Association of City Clerks

February 2005 to Present

Florida Association of Business Tax Officials

May 2007 to Present

Florida Records Management Association

May 2011 to Present

Christian D. Gowan

(386) 956-8005

cgowan@winterspringsfl.org

EDUCATION

University of Oregon – Eugene, Oregon

Master of Public Administration, June 2017

- Concentration: Community Engagement

Stetson University – DeLand, FL

Bachelor of Arts, History & Political Science, May 2015

- Phi Eta Sigma, Phi Alpha Theta, Pi Sigma Alpha

EXPERIENCE

Interim City Clerk

December 2019 – Present

City of Winter Springs

Winter Springs, FL

- Oversee day-to-day functions of City Clerk's Office including attending City Commission meetings, Advisory Board meetings (as needed), drafting and distribution of agendas and minutes, maintaining the records of the City, and administering elections.
- Developing written administrative procedures to establish accountability, consistency, and efficiency.
- Working collaboratively and improving communication with all departments to ensure accurate and timely filing of City ordinances, agreements, resolutions, and minutes of the City Commission.
- Supervise issuance and verification of election documents and provide information to candidates.
- Research official City records for City Commissioners, Staff, and Residents.
- Facilitate public records requests ensuring compliance with the Sunshine Law and timely responses.
- Maintain records of appointments and terms of office for all Boards of the City.

Assistant to the City Clerk

April 2019 – December 2019

City of Winter Springs

Winter Springs, FL

- Facilitate the agenda process, requiring communication with all departments, the City Manager, and the City Attorney.
- Act as Clerk for several City Advisory Boards which includes meeting set-up, taking minutes, and fulfilling requests made by Board Members.
- Fulfill public records requests.
- Fulfill lien search requests.
- General administrative work (answer/direct phone calls, data entry, scans/faxes/copies)

Management Analysis Intern

January 2019 – April 2019

City of Treasure Island

Treasure Island, FL

- Developed public meeting administrative policy
- Reviewed and began update of financial policies manual
- Assisted Community Improvement Department with identifying and compiling information on short-term rental violations
- Assisted Finance Department with budget formatting and accessibility

Management Intern

Oct 2017 – July 2018

Alachua County Board of County Commissioners
Gainesville, FL

- Rotated through all County departments to gain understanding of the entire organization.
- Completed Alachua County Management Academy (ICMA Curriculum).
- Reviewed and updated Administrative Code.
- Converted and verified information on 800+ employees from “green screen” software to new state-of-the-art software.
- Directed phone calls and visitors to appropriate departments.

Finance Intern

Mar 2016 – Jun 2016

City of Junction City
Junction City, OR

- Drafted graphics and language for the budget document
- Gathered information and drafted the Five-Year Forecast in partnership with staff.

Conference Planning Intern

Jan – May 2015

Stetson University
DeLand, FL

- Worked in a team environment to plan the annual research showcase.
- Scheduled keynote speakers and presenters.
- Planned logistical operations of conference.

Summer Conference Assistant

Jun 2014 – Aug 2014

Jun 2015 – Aug 2015

Stetson University
DeLand, FL

- Managed a residence hall, inventoried keys and conditions. I was responsible for ensuring good conditions and accommodating resident needs.
- Event set-up

Intern – Office of the City Manager

Aug – Dec 2014

City of DeLand
DeLand, FL

- Organized the city’s efforts and participation in the county-wide Feed the Need food drive.
- Researched and compiled recommendations for increasing diversity and inclusion initiatives to be included in the strategic plan.
- Compiled presentations for national conferences.
- Assisted staff in beginning of application process for an Innovation in City Government Award.

Sales Associate

Aug 2011 – Jun 2014

Aug 2014 – May 2015

Follett Higher Education Group – Store 1221 (Stetson University)
DeLand, FL

- Assisted customers (students, parents, faculty/staff, alumni, and visitors) while practicing great customer service skills.
- Opened and closed the store on weekends, managing one or two employees.
- Trained new employees in varying aspects of the job.

Barbara Hawley

Fort Pierce, FL 34982
barbarahawley9_qio@indeedemail.com
772-359-1218

To work for a public sector based organization where I can use my knowledge and skills to provide outstanding customer service to both internal and external customers.

Authorized to work in the US for any employer

Work Experience

Deputy Clerk Reporting and Training Specialist

Performance Management

March 2019 to Present

This position is responsible for complex support duties related to state reporting interfaces requiring thorough knowledge of the reporting and transmitting process. Requires the Deputy Clerk Professional to apply the specialized functional knowledge to independently analyze reports and correct errors. Perform complex and confidential functions to ensure structured departmental operations. This position provides support to Managers as a resource for internal and external communications, and interacts with all levels of leadership within the organization in addition to the public.

Responsibilities include:

- Create organization wide policies and procedures.
 - Organizing and scheduling training.
 - Training Deputy Clerk's as needed for various processes and policies.
 - Tracking departmental action items.
 - Monitoring Schedule of Reports due to all agencies.
 - Review and submit SRS reports for all departments.
 - Review and submit Pending Case Load Report to State Courts Administrator.
 - Review and submit Jury Management Reports to State Courts Administration.
 - Review and submit BOTS Report to FDLE.
 - Create and submit all Clerk of Court Operations Corporation reports; Timeliness report and collections reports.
 - Notify and work with IT Department on operational issues with the Case Maintenance System. Test all updates prior to going live. Act as intermediary between departments and IT.
 - Receive, record and maintain Administrative Orders and state Attorney Assignments.
 - Review and balance all automated payments to ensure financial reports are correct.
 - Validation of data in Case Maintenance System using case lists, work lists etc. to ensure data quality.
-
- Monitor and review Florida Statutes as applicable to the Clerk of Court and work with Department Managers in a timely manner.

St. Lucie Clerk

Circuit Court

October 2014 to Present

Deputy Clerk Professional

Criminal Division

June 2016 to March 2019

The essential functions and responsibilities for this position include a broad range of duties.

Knowledge of professional court room decorum and procedures for clerking trials, hearings and marking evidence, administering oaths and to read court verdicts. Requires competency to handle a variety of activities with attention to detail and quality. Maintain a high level of professionalism and confidentiality.

Responsibilities include:

- Phone inquiries - assist the public and other agencies with information concerning criminal cases provided/stored by the Clerk's office.
- Process Court documentation within a timely fashion. Including Judgment and Sentence and Final Judgments for Fees/Costs.
- Create and process new cases and maintain case files to ensure accuracy of information.
- Assist with all aspects within the Criminal Department such as: consolidations, transfers, processing, various types of warrants, generating and sending court notices, redactions of confidential information and filing.
- Process paperwork - documents and orders, copy, certify and distribute to required parties.
- Court preparation - check files, and paperwork to determine if all needed documents are ready for court. Check dockets for special instructions. Prior to court, check jail transport list with Sheriff's Department to determine if all inmates have been transported for court.
- Maintain case files to ensure accuracy of information.

Demonstrated competence to handle a variety of activities with a strong attention to detail.

Deputy Clerk - Collections and Central Cashiering

Deputy Clerk

October 2014 to October 2016

The duties and responsibilities for this position are vast. Most important is to always maintain Composure and to provide the most amazing customer service possible.

Responsibilities:

- Responsible for cashiering, accepting telephone payments, mail payments and balancing daily in multiple case types.
- Perform computer functions on an advanced level.
- Provide Driver License records.
- Verify valid licenses, registrations and insurance.
- Process mail daily and correspond accurately with customers as needed.
- Process Department of Correction and CORE payments.
- Data entry skills to input traffic tickets into the computer.
- Accurately process all incoming information in the case management system.
- Enter dispositions from court and maintain accurate records.
- Enter fees as assessed by the court.
- Process cash bond monies from the sheriff's office and enter into the case management system.
- Release cash bonds to specific cases with outstanding fees or process refund request to bond depositor.

- Clear suspended licenses and process reinstatement orders.
- Release cash bonds.
- Review cases and generate the appropriate collection notice to defendant
- Set cases for Collection Court - generate Notice of Hearing
- Generate and process payment plans for outstanding court fines/fees/costs
- Daily review of the following lists:

- * Notice of Fines and Costs Due
- * Final Judgement for Unpaid Fees and Costs Due
- * Notice of Unpaid Judgment
- * Error Report for Suspension or DL Affidavits issued
- * Financial Obligation Suspension to be sent to Collections
- * Email Payment Plan Defaults
- * Default Payment Plans (first default)
- * Prior Default Payment Plans
- * Collections Court Case Issues
- * Reinstated Payment Plans
- * Cash Bond not yet released
- * Automatic Payments Posted
- * Suspension Issued Review
- * Release Issued Review
- * New Payment Plans Created
- * Fees/Costs due without Case Tasks

- Verify cases on the above list for the appropriate actions
- Generate notice(s) to defendant as appropriate for the above reports
- Process driver license suspension for non-payment
- Send unpaid cases to collection agency
- Generate default notifications to defendants on payment plans
- Generate and send for recording Satisfaction of Judgments
- Review cases and prepare order for Judge to sign releasing D6 - license suspensions
- Review payments plans to confirm that DL Affidavits were generated to clear driver license
- Work with Court Assist and the Collection Agencies to recall cases as applicable
- Ability to focus and process detail oriented work in a fast pace environment.
- Supporting the mission of the organization by providing Amazing Customer Experiences.
- Answer questions in person/by phone from the public, attorneys, and outside agencies regarding general information, fees, pending cases, case status, etc.

Public Defender Intern Investigator

19th Judicial Circuit - Fort Pierce, FL
2012 to October 2014

performing various interviews with defendants and witnesses on cases ranging from misdemeanor to 1st Degree Felonies including both adult and juvenile defendants. Interviews were performed in various locations including the jail. Typically handled 4-6 cases per week not including service of subpoenas. Experience includes testifying as an Investigator on behalf of the defendant through the Public Defender's Office.

QUALIFICATIONS

- Certified in the Component Method(TM) of Criminal Investigation.
- Ability to develop and pursue leads and evidence in accordance with accepted investigative practices and procedures.
- Proficient in conducting effective and thorough interviews of clients and witnesses focused upon recovering testimonial evidence.
- Trained in the art and science of incident scene examination, inspection, photography, and diagrams.
- Capacity to effectively perform records checks and research in pursuit of available sources.
- Ability to effectively communicate and document results of investigation within a formal written report of investigation.
- Skilled in the practices and procedures of results oriented surveillance operations.

Self Employed

Self Employed

January 2013 to November 2013

Loan Operations Consultant

Completed contract assignment with a financial institution in the State of Florida. Assignments were to develop written policy and procedures within their loan processing, closing and operations area. Train employees and validate skills sets. Acted as interim Manager for the bank Loan Operations Department due to staffing challenges. Assisted with the new hire of the Loan Operation Manager and provided training of the new hire. Worked with third party loan auditors, government regulators and the internal compliance department to identify compliance deficiencies, review outstanding audit items and assisted in bringing the loan operations functions within regulatory compliance. Attended the bank loan training sessions providing training to lenders and loan operations staff, management meetings and provided various reports and updates to Board of Directors.

Senior Vice President - Core Services (Loan Servicing Operations)

Riverside National Bank of Florida

1992 to 2011

Primary responsibility was to provide leadership and guidance to all Core Service Management and Staff. This position was responsible for all applicable loan compliance as required by the various regulators, Federal and State loan regulations. In addition this position was responsible for developing work solutions/processes that would allow the Core Services team to deliver excellent customer service and maintain servicing efficiencies. This position was responsible for the loan servicing of multiple banks which required one to be diversified and extremely flexible.

Core Services included, but not limited to, the following functions and responsibilities:

- Loan Servicing
- Imaging
- Loan Collateral Vault
- Quality Control, Risk Reviews and Reporting
- Escrow Analysis/Disbursement (including Taxes and insurance)
- Real Estate Property Tax/Insurance Tracking for non-escrowed/escrowed accounts
- Loan Document Preparation
- Loan Booking
- Loan Document/Collateral Exception Tracking/Reporting
- GL Reconciliation

- Secondary Marketing - Investor Reporting & Remittance (previously certified as a Freddie Mac Servicing Representative)
- Lien Release - Satisfaction/Partial Release of Mortgages
- Loan Recovery Servicing
- Lease Servicing

Vice President - Mortgage Operations

Residential Mortgage

1992 to 1997

This position was responsible for the loan processing of Residential Mortgage Loan Applications including Underwriting, Secondary Marketing Loan Sales and management of the Construction Disbursement Unit. Specific areas of Management responsibilities are below:

Loan Products

Loan Rate/Parameters

Underwriting

Secondary Marketing - Loan Sales/Participations

Loan Processing

Loan Closing

Construction Disbursement/Tracking

Residential Builder Approvals

Assistant Vice President

Harbor Federal Savings Bank - Fort Pierce, FL

July 1983 to May 1992

Manager of Residential Mortgage Loan Underwriting and Secondary Market Loan Sales

Education

Public Defender Investigator Training Program

February 2013

PUBLIC DEFENDER INVESTIGATOR TRAINING ACADEMY - Fort Pierce, FL

2012

Applied Technology

Indian River Community College

2003

Everest University

Skills

- Microsoft Office
- Time Management
- Management Experience
- Management Consulting

Tracie Hester

Intermediate Clerk - Los Angeles County /DHS Payroll

Apopka, FL
traciehester9_u4n@indeedemail.com
323-303-8650

To obtain a responsible and challenging position in the area of data entry position, making full utilization of my skills and knowledge in a general office.

Work Experience

Intermediate Clerk

Los Angeles County /DPHS Payroll - Commerce, CA
June 2018 to Present

Perform specialized clerical duties. Processes documents according to procedures, reviews documents for completeness accuracy and compliance with legal and other requirements. Sorts, arranges and files documents. Customer service to the entire Los Angeles DPS.

Medical Systems Specialist

Apex Systems Agency/QTC Management - Diamond Bar, CA
January 2018 to Present

Responsible for reviewing and analyzing data, creating standard and AD HOC reports and troubleshooting problems in QTC Medical Examination System.

Clerk NC EOC

Los Angeles County /DPHS Payroll - Norwalk, CA
November 2016 to April 2017

Prepare for upcoming elections, inventory, data entry, filling and call center, post data, keep records, mark stock items using ID tags, stamps, electric marking tools, answer inquiries by telephone, assist poll chiefs with assignments.

Data Entry/Customer Service

California Drive Away Inc - Santa Fe Springs, CA
November 2014 to October 2016

Managing and distributing information within the office. Administrative and clerical support including mailing, scanning, faxing, and copying to management and sort and distribute incoming correspondence, reports, drafts, memos and emails. Dispatching drivers.

Lab Technician, Medical Assistant

Cumming Family Medicine - Cumming, GA
January 2009 to October 2014

Front and back office, Collect and process specimens to help physicians diagnose diseases. Analysis of culture and tissue samples, inform patients of procedures and results, disposal of bio hazard waste, general administrative and assistant duties for the physicians, billing, bi-lingual translator, coding, assist with minor surgical procedures, physicals, well checks, print and view all pathology

reports, medical instruments sterilization, medical exam prep scheduling appointments, vital signs management, medical history recording, suture removal, phlebotomy, immunizations, communications,

Clinical Technician

Cedar Sinai Medical Center - Los Angeles, CA

January 1998 to March 2003

Assist patients with personal care, infection control, dietary care, charting, ADLS, specialized in infectious disease HIV/AIDS unit.

Education

Business Information

West Los Angeles College - Culver City, CA

October 2017

Nursing Program

Rio Hondo College - Whittier, CA

May 1998

Skills

- Scheduling
- Receptionist
- Data Entry
- Filing

EDWARD T HOWARD JR.

7625 NW 14TH Court

Miami, Fl 33147

Phone: (305) 491-2737

Email: ETH2829@gmail.com

OBJECTIVE: To obtain a position in which I can excel to far greater standards than average. Where I can not only exercise the knowledge I hold but to implement it creating an even greater individual for the world that awaits me.

EDUCATION

AUG 2002-May 2006 Hialeah Miami Lakes High School

Aug 2006-May 2007 Tallahassee Community College

AFFILIATIONS

- 5000 Role Models of Excellence
- Future Business Leaders Of America

EMPLOYMENT

Sept 2016-Present Broward County
115 South Andrews Ave Ft. Lauderdale, Fla 33301
Records, Taxes and Treasury Specialist-35,000
Jose Ardila-954-357-7277

- Performs office functions including issuing correspondence, opening and processing mail, validating payments, answering phones, checking payment history, printing tax bills, processing installment plan requests, processing address changes, and researching refund requests.
- Performs activities associated with collection of delinquent taxes, including seizing, auctioning and levying; performs review of reports for County or State related transactions processed; reviews and processes registrations for local business tax or tourist development tax; and processes a variety of records associated with tax collection
- Processes money received for vehicle tag/title fees, personal property/real estate taxes, tourist development tax, local business tax receipts, hunting/fishing licenses, recording fees and/or information/research fees; prepares receipts for imaging and archiving; and balances cash drawer in accordance with established cash-handling procedures.

- Provides customer service, in person or by phone, fax, or e-mail in connection with document recording, taxes, or vehicle/vessel registration; reviews and processes applications for Florida title for vehicles, vessels, mobile homes and parking placards; and issues new, transfer, or renewed license plates and registrations, with or without application for Florida title, per Florida Statutes and DMV (Department of Motor Vehicles) rules and regulations.
- Assists customers with tax or official record searches with microfiche/microfilm; supplies certified copies, and prepares Clerk's certificates as required.
- Scans documents into a database; reviews scanned documents for quality control; processes the return of recorded documents to owners using appropriate methods; and redacts confidential information from documents pursuant to Florida Statutes.
- Deputy Clerk

Sept 2008- Sept 2016 *FCI Federal*
20135 Lakeview Center Plaza suite 300 Ashburn, VA 20147
Courier/Mail clerk/Record Clerk -30,000
Arlene Franks-305-762-8736

- Responsible for the receipt, retention and disposition of evidence for the field office
- Legal Assistant
- Handled, stored, wrapped, packaged, and shipped all types of evidence and hazardous materials
- Established automated history of materials using a database to ensure tracking and location
- Ensured that incoming public inquiries and staff mail is correctly opened, logged, date stamped, and sorted into traditional categories for distribution to appropriate units and staff
- Administrative Assistant
- Adjusted and monitored the operation of automated mail processing equipment
- Assisted other mail clerks regarding ongoing office moves and misdirected mail
- Transporting files, people and other time sensitive materials locally in company car/van.
- Auditing of immigrations files and time sensitive material
- Data Entry
- Responsible for the input of immigrants PII into database.
- Receiving, shipping and packaging of freight
- Customer Service specialist
- Warehouse work
- Handling , sorting and logging of application fees
- Records Management

- Process, collect, and store police reports and records
- Municipal Government Experience

NOV 2007-MAY 2008 *Continental Airlines*

900 Grand Plaza Dr Houston, TX 77210

Baggage Handler- 30,000

Daruis Lawson-832-359-2402

- Baggage Handling
- Did maintenance to the planes to keep them in good condition
- Parked planes
- Greeted Customers
- Unloaded and Uploaded planes
- Unloading & Loading of animals

MAY 2006- MAY 2007 *Teen Upward Bound Inc.*

3869 NW 125TH ST Opa Locka, FL 33054

Youth Counselor- 25,000

Jannie Russell- 305-953-3397

- Managed the team to be sure that policy and procedure was enforced.
- Maintained the building's appearance to ensure it was up to management standards.
- Transported children to and from the business.
- Recruited and Trained Staff.
- Custodian

JAN 2006-MAY 2006 *Law Apparel*

Hialeah, FL

Sales Associate-15,000

- Assisting Customers on the sale floor.
- Did the Accounting work for the merchandise.
- Providing customer satisfaction through effective and timely resolution of a variety of customer inquiries.
- Made sure that all the customer's needs were met within the store.
- Cashier

May 2004-Nov 2004 *Party City*

775 W 49TH ST Hialeah, FL 33012

Stock Associate-15,000

Mike Carier-305-556-4200

- Assisted customer to find products they needed.
- Did inventory on the store merchandise.
- Assisted with documenting the store's profit and loss for the day.
- Apply appropriate communication techniques when responding to customers, particularly in stressful situations.
- Cashier

SKILLS

- Computer skills include but are not limited to Microsoft Word , Excel, Outlook, PowerPoint, Windows XP & NT, and Lotus Notes
- Type 40wpm
- Ability to work independently with minimal supervision.
- Ability to multitask, prioritize workload and outstanding time management skills.
- Excellent written and verbal communication skills
- A team player can work well in a group as well as by self
- Great administration skills
- Good at diffusing stressful situations
- Keep an optimistic mind set
- Can adapt to change quickly and fluently

CERTIFICATIONS

Department of Homeland Security Basic Record Management

Department of Homeland Security Electronic Records Management

U.S Citizenship & Immigration Services Mail Handling

REFERENCES

- Roketa Mansfield *USCIS* Section Chief
 Phone: (305) 322-0650
- Stephanie Black *USCIS* Supervisor
 Phone: (786) 385-3947
- Sandy Owens *El Portal Police* Police Officer
 Phone: (786) 210-2987
- Gloria Anderson *USCIS* USCIS District Director Assistant
 Phone (305) 762-8718
- Antavia Cutler *Comcast* Supervisor
 Phone (786) 955-4757

CORE COMPETENCIES

Summary Action Minutes	Elections Management	Legal Advertising of Public Notices
Budget Management	Financial Disclosure Coordinator	Records Management Policies & Procedures
Staff Supervision	Executive Team Experience	Interpretation of Charter, Code, FL Statutes
Time Management	Project Administration	Local / Regional / State Leadership
Public Records Requests	Policy Execution	Custodian of Town Seal and Documents
Maintain Code of Ordinances	Administers Oaths of Office	Certified Municipal Clerk

Southtowne Apartments, March 2018 – Present Pensacola, FL

Relational Sales

- Develop rapport with prospects and match their needs with property inventory
- Present Southtowne to prospects, painting word pictures over the phone and demonstrating benefits when they visit
- Overcome objections in an appealing, realistic and tactful manner

Business

- Methodically create and maintain compliant, detailed, organized files from application through renewal process
- Administer resident move-in and move-out procedures
- Clarify resident account balances and community policies
- Process internal day-end reporting to executive management
- Actively maintain numerous software systems daily
- Methodically create and maintain compliant, detailed, organized files from application through renewal process
- Administer resident move-in and move-out procedures
- Clarify resident account balances and community policies
- Process internal day-end reporting to executive management
- Actively maintain numerous software systems daily

Town of Century, Town Clerk, August 2010 – March 2018

Council

- Prepared Agenda and Agenda Packets
- Prepared Minutes of Meetings, Workshops and Committees
- Composed and Processed Resolutions and Ordinances
- Prepared revisions to and codified City Code of Ordinances
- Attested and Sealed Official Documents
- Published and Posted Public Notices
- Facilitated Elections and Canvassing Board in Conjunction with County Supervisor of Elections
- Approved Local Business Tax Receipts
- Responded to Public Records Requests
- Ensured Sunshine Laws were followed in accordance with Florida Statutes 119 and 286
- Represented Council and Mayor in communication with media

Finance

- Converted concepts and data from Council Budget Workshops into the fiscal year budget
- Performed all aspects of TRIM
- Performed financial and managerial analyses for the Mayor and Town Council pertaining to Town operations and programs under consideration
- Directed the development of the capital improvement plan budget, enterprise accounts, and general controlling budget
- Monitored the implementation of adopted budgets

Supervisory

- Recruited, trained, supervised and motivated to consistent excellency Town team members
- Conducted Staff Meetings the morning after Each Council Meeting
- Worked closely with the Mayor to plan, organize and evaluate the work of all Town departments to ensure that operations and services followed the direction set by the Town Council and complied with the policies of the Town Charter and Personnel Manual
- Instructed and Supervised Certified Records Management Liaison Officer
- Played key role in the interviewing and hiring process of all employees

Projects

- Facilitated placing the Code of Ordinances online
- Researched Florida Statutes and Attorney General Opinions to facilitate the change from Local Business License to Local Business Tax via Ordinance; and, crafted Ordinance and subsequent Charter change to allow local election to coincide with State Election
- Maintained inspirational employee bulletin board

Education and Certification

- Bachelor of Arts, Public Administration, Keiser University, anticipated graduation Spring 2021
- Associates of Arts, Paralegal Studies, Keiser University, 2015
- Certified Municipal Clerk, FSU Institute of Government, 2012
- Master Municipal Clerk, FSU Institute of Government, in progress

Service and Memberships

- International Institute of Municipal Clerks, 2010 – 2018
 - Florida Association of City Clerks, 2010 – 2018
 - Northwest District Director, FACC Board, 2013, 2014, 2015, 2017
 - Board Member, Council on Aging of West Florida, 2017 – 2018
 - Century Area Chamber of Commerce, Recording Secretary, 2010 – 2014
 - Reimagine Century Organizational Committee, 2013, 2014, 2015
-

Michelle D. Keegan

12719 Lakebrook Drive, Orlando, FL 32828 ~ (407)-408-5458 ~ mdkeegan@comcast.net

OFFICE ADMINISTRATION~MANAGEMENT~MULTI-TASKING~ORGANIZATION

Professional and highly motivated individual with extensive experience including a broad range of abilities in office administration and management, staff training, payroll, documentation, typing, filing, research, data entry, postal requirements, switchboard operator and radio dispatch. I can meet or exceed deadlines and possess an excellent ability to assess a situation analytically and provide quick and concise resolutions.

EDUCATION

- 2018 Bachelor of Science/Business Management and Information Management, Seminole State College
- 2010 Associate in Arts Degree for Accounting, Valencia Community College
- 2004 Intermediate Spanish for Law Enforcement-Killeen Police Academy
- 2004 Crimes in Progress Dispatcher Training for Crimes of the Millennium
- 2004 Diploma National Academy of Emergency Medical Dispatch of the United States of America-Certified Emergency Medical Dispatcher
- 2003 Texas Department of Public Safety Law Enforcement Academy TLETS/NLETS Operators Course
- 2003 TLETS/NLETS Procedures
- 2003 Message Format and Composition
- 2002 Killeen Police Academy NCIC/TCIC Full Access Operators Course
- 2001 Texas Department of Criminal Justice Region II Training Academy for Correctional Awareness
- 1995 Mathematics Major, Southwest Texas State University San Marcos, TX
- 1993 Advanced Honors Diploma, Gonzales High School, Gonzales, TX

EMPLOYMENT

- 01/19 to Present Public Records Project Coordinator, Orange County Govt., Office of Professional Standards
A Project Coordinator is responsible for many duties: Developing, implementing, and conducting training classes for Public Record Custodians and conducting informational presentations for Orange County Staff to include new hire training and refresher training, administering and testing the Public Records Management Software, performing accounts payable functions including processing vendor invoices for payment (P-card holder), researching outstanding, partially paid, and unpaid invoices, and negotiating acceptable solutions to address constituent concerns, designing, implementing, analyzing and providing monthly/quarterly reports of all statistical data to the Departments and other governmental agencies, administering the public payment system, coordinating county-wide public record requests, serving as a liaison between all county departments to ensure necessary information is included in training and/or staffing any escalated concerns, determining applicability per Florida Statutes and HIPAA as it pertains to the redaction and release of public records for all departments (County Mayor's Office, Board of County Commissioners, County Administration, Human Resources, Fire, Public Works, Utilities, Code Enforcement, PEDS, Family Services, Animal Services, etc.), and staffing any escalated requests with County Attorney's Office to determine liability. Maria Ventura 407-836-0023
- 09/13 to 12/19 Background Investigations Examiner/Trainer, Orange County Govt., Office of Professional Standards
My position with Orange County Government involved conducting extensive background investigations of applicants to ensure hiring standards and employment suitability was achieved which was done by formalizing final reports, tracking costs associated with the background, and communicating with various departments the results of the investigation. This was done by analyzing all findings within the background to achieve compliance with applicable laws, departmental policies, and procedural requirements. Our department serves as a liaison between Human Resources and Hiring Managers. Other duties included conducting panel interviews for new staff, training background investigators, creating procedural manuals, fingerprinting applicants, coordinating polygraph appointments, purchasing inventory for office (P-Card Holder), reviewing/approving vendor contracts for procurement purposes, coordinating caseloads, evaluating final reports for accuracy and completeness, and providing assistance in intake and investigative activities. Michelle Barrett 407-836-6776

- 12/11 to 09/13 Credit and Collections Customer Service Representative, Orange County Utilities
My position within the Credit and Collections department was to pursue revenue using various databases such as Accurant, Clerk of Courts, Comptrollers, PeopleSoft, Oracle CC&B, GIS, Maximo, and Property Appraisers websites to reduce fraudulent activities. To assist in these endeavors, I handled the processing/Excel tracking of Bankruptcies, foreclosures, Probate, lease verification/new account creation, defunct accounts, and lien searches and lien payoff requests. Other customer service duties involved handling escalated lobby situations, explaining customer accounting, billing policies, tamper charges, turn on/off accounting, meter removal/installation, viability of reclaim or irrigation meters, leak adjustments, pool fills, and rain gauges for irrigation meter. Russell Stoner 407-254-9758
- 02/10 to 12/11 Emergency Utilities Dispatcher, Orange County Utilities
My responsibilities included receiving customer service calls with emergencies related to water distribution, reclamation, sewer collection or general knowledge questions. I dispatched the appropriate emergency standby personnel using an 800 mhz. radio system and a paging system using Microsoft Outlook. Other duties include monitoring SCADA Alarms or Dialer alarms for any pump stations or reclamation facilities, creating work orders for standby personnel, creating IT tickets for any computer hardware or software problems, using GIS mapping to assist field personnel, processing of delinquent account payoffs, and monitoring all radio traffic such as security, distribution, field personnel, collections, tankers, and reclaim personnel. Investigate and resolve caller issues reference sewer issues, reclaimed water, water leaks, claims for damages from backups, work order scheduling, and explaining policies and procedures and providing status to customers. Linda Young-(407)-254-9775
- 12/06 to 02/09 Service Internet Administrator/Accounts Payable/Receivable, Courtesy Chevrolet at the Airport
My responsibilities included accounts payable/receivable, managing all service and parts internet leads, submitting and collecting extended warranty claims, handling all invoices from internal inventory by creating purchase orders for detail, body shop and other sublet companies, closing out repair orders and parts invoices, and calculating and tracking service up sell requests in Microsoft Excel. I also assisted with tracking service satisfaction surveys, verification forms, and typing any correspondence and contracts for the director. Leila Carter-Administrative Warranty Mgr. (407)-857-5700
- 07/02 to 06/06 Emergency Communications 911 Training Officer, Copperas Cove Police Department
As a communications officer, I was responsible for monitoring and/or dispatching all radio traffic on an 800 mhz. system to include police, fire, medical, air ambulance, sheriff's office and city channels for other departments such as water, sewer, wastewater, and animal control. I was also responsible for answering all phone lines to include enhanced 911, administrative lines, Telecommunications Device for the Deaf (TDD), and a fire department ring down phone. In addition, I was responsible for warrant checks, running vehicle registration, driver's license records, entry deletion, querying and confirming into the TLETS/NLETS database for wanted and missing persons, stolen vehicles, articles, boats, guns, and emergency protective orders. Other duties included composing a police blotter for media relations, filing, updating manuals, updating RIMS computer for warrant service attempts, pawn ticket entry, case entry, business phone list for emergency contact after hours, updating street listings and directions, recording and playback of calls for investigative purposes, monitoring the Amber Alert computer for missing children and performing female searches. Sgt. MacDonald-(254)-547-4272
- 12/98 to 06/02 Legal Clerk III, Texas Department of Criminal Justice-Hughes Unit
As a clerk in a mailroom, I was required to process paperwork such as submitting denials and appeals, notifying recipients of decisions, and allowing for disposition of appealed items. Other duties included being responsible for computer data entry/processing, filing, audits, phone-in customer relations, indigent postage, mail sorting, delivery and pickup, weighing mail for correct postal rates, inspecting mail for deniable items, and logging and delivery of legal mail and packages. Glenda Vandiver or Debra Brock-(254)-865-6663

AWARDS

- 2018 President's List
- 2017 President's List
- 2016 President's List
- 2013 Employee of the Month-July
- 2011 Employee of the Month-April
- 2010 Employee of the Month-July
- 2010 Phi Theta Kappa International Honor Society Member
- 2006 Dispatcher of the Year
- 2002 Central Texas Council of Governments Certificate of Appreciation 9-11
- 2000 Employee of the Month-October

Ashlee Martin

Rockledge, FL 32955
ashleemmartin9_z4o@indeedemail.com
(407) 616-2163

Work Experience

Criminal / Civil Court Clerk III - Brevard County Clerk

Search files, contact witnesses and attorneys - Melbourne, FL

March 2017 to Present

Florida

- Prepare docket and/or calendar for cases to be called
- Record case dispositions, court orders, and arrangements made for payment of court fees
- Prepare and issue orders of the court, such as; probation orders, release documentation, sentencing information, and summonses
- Prepare documents recording the outcomes of court proceedings
- Search files, contact witnesses and attorneys, in order to obtain information for the court
- Proficiency in Adult Felony Drug Court proceedings

Sales Associate

Dillard's Department Store - Tallahassee, FL

March 2014 to April 2016

- Greet and assist customers as well as maintain store and merchandise appearance
- Perform register sales transactions quickly and accurately within customer service guidelines
- Communicate with customers, peers, and management with proper etiquette
- Maintain departmental visual displays

Legal Assistant

Dillard's Department Store - Tallahassee, FL

August 2015 to October 2015

- Assist attorney in preparing for trials and court proceedings
- Support attorney in a legal office
- Compile, analyze, and organize information
- Prepare written reports
- Draft pleadings and motions filed in court
- Organize and track files from case documents and make them available and easily accessible to the attorney
- Track hours to bill to clients

Sales Associate

Pier 1 Imports - Tallahassee, FL

October 2012 to July 2014

- Manage store inventory and assure merchandise is in proper place
- Replenish merchandise, make exchanges and returns, and process opening store credit cards
- Deter shop lifters as a Loss Prevention (LP) agent

Dietary Aide

Miracle Hill Nursing Home - Tallahassee, FL

June 2012 to August 2012

- Prepare meals to satisfy patients' dietary needs
- Assist cooks and health-care staff with residents' nutrition
- Discuss food preferences with patients and diet needs with health-care staff
- Assist in menu planning and maintain diet records
- Sanitize dishes, utensils and cookware, prepare the kitchen for inspections and assist with food ordering and storage

Activity Leader-Alliance

Neighborhood Restoration - Cocoa, FL

June 2006 to August 2006

- Supervised primary and secondary students in Leon County school district
- Instructed students on how to grasp subject content
- Tracked students' attendance and academic performance
- Served as a conduit for 30 low-performing students
- Facilitated students with reading and writing development
- Worked with administration on proposing alternatives for reducing the literacy gap and improving parental involvement
- Provided students with reading take-home activities

Education

Master's in Public Administration

Florida A&M University - Tallahassee, FL

August 2014 to December 2016

Bachelor's in Political Science

Florida Agricultural and Mechanical University - Tallahassee, FL

August 2009 to December 2013

High school or equivalent

Rockledge Senior High School - Rockledge, FL

August 2006 to May 2009

Skills

- Access
- Adobe Acrobat
- Excel
- LinkedIn
- Microsoft Word
- Outlook
- PowerPoint
- SharePoint
- Skype

- Snap Chat
- Twitter

Assessments

English Communication Skills: Typing — Proficient

January 2020

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_assignment/lauqutjhwlv6nbqt

Legal Skills — Familiar

January 2020

Assisting practicing attorneys in the preparation for litigation proceedings.

Full results: https://share.indeedassessments.com/share_assignment/ize4q3quqnjzscxr

Written Communication — Familiar

January 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: https://share.indeedassessments.com/share_assignment/olleq-g11sxx3nos

Microsoft Word — Familiar

January 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: https://share.indeedassessments.com/share_assignment/pnw-kkqe1m2hmy59

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Stephanie McDonald

Orlando, FL
stephaniemcdonald824_4no@indeedemail.com
407.235.0952

Work Experience

Provider Enrollment Specialist

Med Advantage
May 2018 to Present

MAY 2018 - PRESENT

- Manage the completion and submission of provider enrollment applications
- Maintain documentation and reporting regarding provider enrollments in process
- Retain records related to completed provider enrollments
- Maintain provider enrollment information within the credentialing database
- Interact professionally with providers, ancillary staff and plan representatives
- Respond to inquiries regarding status of applications received
- Solely responsible for coordinating, monitoring and maintaining initial hospital applications and re-appointment applications for several major hospitals.

CREDENTIALING COORDINATOR • FLORIDA CANCER SPECIALIST

April 2016 to March 2018

- Keep up to date provider enrollment process and records and track provider participation levels
- Responsible for coordinating, monitoring, and maintaining the credentialing and re-credentialing process
- Review National Practitioners Data Bank for adverse charges pending or filed against Provider
- Assist with other duties as assigned
- Enter and maintain Provider applications, contracts and updates into the system.

DEPUTY COURT CLERK

WASHTENAW COUNTY-14A DISTRICT COURT - Ann Arbor, MI
August 2013 to July 2015

Prepares and files various court documents including opening and closing court files. Checks for accuracy

and completeness of information, attaches any necessary verifications and/or related records;

- Answers telephone calls, assist public by ascertaining needs, explaining department policies and procedures, initiating any paperwork, and/or referring them to other court locations or staff members;
- Accepts, records, and receipts payment of fees, fines and costs, cash bonds, and other monetary transactions required by the Court as required by the Court's financial policy;
- Schedule proceedings before the Court, issuing summons, arranging for process service, and coordinating proceedings among the judge, defense attorneys, plaintiff attorneys, prosecutors and other court participants;
- Prepares forms, warrants, summons, orders and other legal documents;

- Prepares the daily bank deposit;
- LEIN certified, and JIS experience.

PROBATION CLERK

14B DISTRICT COURT - Ypsilanti, MI
May 2012 to August 2013

- Provides client and customer service in-person, via telephone or correspondence by ascertaining needs, explaining policies and procedures;
- Assists the Probation Agent in preparing for court proceedings. Attends court proceedings as required to provide information and/or take action as directed by the court;
- Acts as a liaison between the court and probation office in the absence of the probation agent;
- Prepares pre-sentence reports, extensions, discharges, bench warrants and other documents. Checks for accuracy and completeness and attaches any necessary related information.

COMMUNITY DIRECTOR

CONCORD MANAGEMENT - Canton, MI
February 2009 to August 2011

Develop financial budgets and forecasts relating to revenues and operating expenses and set occupancy

goals based on historical records and competitive markets;

- Monitor work quality and assist to resolve operating problems, counsel and coach employees, establish

standards of performance and appraise performance. Provide technical, managerial, and performance guidance. Interpret company rules and regulations, and clarify policy, maintain discipline, handle employee

grievances, and maintain harmonious employee relations.

LEASING MANAGER

AIMCO, FARMINGTON HILLIS, MI
October 2007 to September 2008

Perform functions to manage and participate in the implementation of the marketing and business plan for one or more properties, track and report on results against plan, manage leasing staff, lease properties,

participate in lease renewal and recertification process, ensure file compliance, and provide resident services;

- Interview, recommend hire and train leasing staff. Schedule, assign, and explain work. Monitor work quality

and assist to resolve operating problems. Counsel and coach employees, establish standards of performance and appraise performance. Interpret company rules and regulations, and clarify policy, maintain discipline, handle employee grievances, and maintain harmonious employee relations.

LEASING CONSULTANT

RIVERSTONE/TRAMMEL CROW RESIDENTIAL - Orlando, FL
October 2003 to August 2007

- Leased and marketed vacant apartment homes, accepted and processed applications for approval.
- Completed all leasing paperwork pertaining to move-ins, in addition to processing renewal and recertification documentation, explained lease and all appropriate addenda to new residents.
- Showed apartment homes to prospective residents.

Education

Bachelor of Science in business

Eastern Michigan University

2013

Skills

- Written and verbal
- Self-starter
- Data Entry
- Medical Billing
- Medicaid
- Medicare

Additional Information

OTHER SKILLS

8+ years' experience in managing and leading teams

ü Experience handling

confidential documents Self-starter with the ability to proactively engage and develop

ü Proficiency in Microsoft relationships necessary to achieve company goals

Office applications

ü Managing employee Exceptional written and verbal communication skills with experience records

presenting to executive leadership to help guide strategic solutions

STEPHANIE MCDONALD

David Parker
San Jose, CA 95110
(669)-222-4008
SJDavidParker@Yahoo.Com

Objective: A public-related professional position utilizing my education, management and job skills and experience within the non-profit, private and public sectors.

Professional Experience:

County of Santa Clara, San Jose, CA

10/06-Present

Justice System Clerk II:

- Retrieved, researched, created and/or modified legal files and computer data relative to the automated criminal justice system (CJIC) and departmental filing management systems under strict regulatory timelines
- Maintain and safeguard records, files and documents within the unit
- Prepare legal documents for civil, small claims, criminal and traffic cases
- Process and review summons, writs, warrants, subpoenas, releases, grants, complaints, motions, affidavits, revocations and other legal documents
- Interact with law enforcement, judicial officers, attorneys, defendants and public concerning cases, functional procedures and protocols and, on occasion, diffuse highly stressful situations
- Utilized Ariba procurement software to requisition department supplies, payments and resolving accounts with vendors
- Provided integral customer service and resolution of issues for internal and external customers.
- Developed training processes and implemented guidelines for new staff within department.
- Provided the necessary training of new staff and provided feedback and performance evaluations as needed
- Scheduled client and officer court appearances, reminded clients of appointments and resolved discrepancies as needed
- Collaborated with clerical and officer staff to evaluate office procedures and established new workflow guidelines
- Calculated a variety of items, including percentages, ratios and time for procurement and time-keeping

Superior Court of California, Redwood City, CA

04/05-12/05

Courtroom Clerk:

- Provided direct administrative assistance to judges and supervisors
- Filed and maintain court records, including civil and criminal documents and files
- Maintained accurate and timely records of Court proceedings
- Interacted with attorneys, the public and other government agencies
- Processed a variety of legal documents including subpoenas, summons and memoranda
- Maintained a high level of professionalism, motivation, trust, pride, and integrity
- Acquired knowledge of data entry and courtroom automated systems
- Maintained confidentiality and privacy over sensitive material and subject matter
- Enhanced listening and writing skills within fast-paced court settings

WDI International Inc., San Francisco, CA

09/03 – 02/05

Manager:

- Managed a \$2.2M gross income business revenue
- Managed, trained, scheduled, and resolved issues of over seventy employees
- Maintained staff schedules and calculated employee time-sheets to ensure proper payment and created labor projections
- Responsible for development of job announcements, recruitment, selection, hiring, performance evaluations and separation
- Maintained appropriate confidentiality over human resources issues and personnel files
- Upheld business policies and local, state, and federal employment laws
- Developed public relations strategies and promotions to increase customer traffic
- Diffused and resolved complaints of customers
- Assisted General and Regional Managers with operations and finances including payroll processing and inventory control
- Audited inventory and purchase orders to ensure accuracy and resolve inaccuracies.

Government Service and Experience:

Appeals Hearing Board, San Jose, CA

2/11-7/18

Chair:

- Presided over commission meetings and hearings to ensure proper compliance with local and state open-meeting laws
- Affirmed and signed official orders and resolutions passed by the Board
- Conducted code enforcement appeal hearings of blighted conditions, illegal building activity, unsafe and unsanitary living conditions, abandoned, dismantled and inoperative vehicles on private property, neglected vacant houses, weed abatement liens, traffic plans and garbage liens.
- Conducted appeals hearings of police permit denials or revocations, sign removal fees, utility billing and graffiti abatement fees.
- Presided over enforcement procedures used in lieu of criminal and civil judicial enforcement, including the imposition of penalties up to \$2,500 a day per violation.
- Imposed orders requiring compliance, reimbursement of all City enforcement costs, and payment of civil penalties.
- Collaboratively conducted hearings within a highly diverse seven (7) member quasi-judicial panel of commissioners

Human Rights Commission, San Jose, CA

01/07-2/11

Vice-Chair / Commissioner:

- Developed programs promoting the fulfillment of human rights
- Facilitated resolution of issues between colleagues and/or members of the public
- Reviewed, evaluated and made recommendations to the City Council relative to matters affecting human rights including discrimination and harassment
- Recommended courses of action regarding the City's equal opportunity and equal access efforts and its programs relating to City employment

Sunshine Ordinance Task Force, San Francisco, CA

03/02-12/05

Commissioner:

- Enforced California Public Records Act, Ralph M. Brown Act and Sunshine Ordinance open government and public records laws within the City and County of San Francisco
- Enforced local and state laws regarding access to public records and documents
- Collaborated with colleagues to resolve records and open-government complaints filed by citizens
- Drafted numerous amendments to local Sunshine Ordinance records and public meeting law

San Francisco Delinquency Prevention Commission, San Francisco, CA

03/01-03/02

Commissioner:

- Developed a network of government and community-based youth services and prevention activities
- Drafted legislation to create a Juvenile Mentoring and SafeFutures Programs
- Conducted outreach to community-based organizations and neighborhood leaders to create best practices for the city

Volunteering and Community Service:

StopAIDS Project, San Francisco, CA

3/00 – 12/04

Team Captain and Outreach volunteer:

- HIV Prevention/Education on Polk Street and with Q-Action Program

HelpCenter, University of Maryland, College Park, MD

09/94-05/96

Crisis Counselor

- Suicide Prevention Counselor for youth and students in crisis situations
- Community relations liaison and fundraiser for the hotline

Education and Training:

University of Maryland, College Park, MD

09/94-12/97 Major: Criminal Justice and Criminology (78 Units)

- Spring, 1996, Internship, Annapolis Police Department

Bonnie Pineda

Executive Assistant - North American Crane Bureau

bonniepineda4_ki5@indeedemail.com
407-285-4755

Work Experience

Executive Assistant

North American Crane Bureau - Lake Mary, FL
June 2017 to Present

- Manage staff of 30 including 10 trainers across the USA preparing work schedules, assigning duties, planning travel and ensuring correct training materials are prepared and shipped to their respective locations
- Manage bids and contracts for services with various hotels, suppliers and vendors.
- Track and review training enrollment income and expenses related to training and performance of trainers.
- Prepare RFP's, collecting and reviewing bids for services, scoring and selecting contractors
- Track expenses and performance data to measure productivity and goal achievement to determine areas needing cost reduction and/or program or process improvement.
- Manage confidentiality procedures, paperless document system and train new employees on correct procedures
- Review, revise and disburse updated employee manuals, including office procedures and health and safety training and updating safety and compliance portals used by industrial clients.
- Coordinate directly with specific clients to schedule annual and quadrennial inspections on their lifting devices.
- Manage office safety, security, and maintenance including HOA fees, building repairs and maintenance, insurance, inspections and fleet management entailing up to a dozen or more various vehicles and trailers.
- Determine staffing requirements, interview and train new employees and plan and direct employee team building activities and promote wellness.

Director of Human Resources /Corporate Trainer

Infinity Provisions, Inc - Orlando, FL
February 2009 to April 2017

- Training liaison between Boars Head, Publix Supermarkets, and various independent companies
- Conduct all training seminars for all new hires working in Publix Deli and all independent deli's
- Oversee all employee validations for 24 Publix Supermarkets and Boars Head
- Directly responsible in overseeing that the orders, rotations, and paperwork are in compliance with Boars Head and Publix
- Responsible for overseeing special events and grand openings
- Work in partnership with Publix to secure that proper sanitation and product handling is consistently being taught
- Conduct any special training classes or store re- training as needed

- Create and implement employee handbooks, job descriptions, annual goals, compensation surveys and strategies, employee disciplinary procedures, and general human resources policies
- Work directly with the Owner and General Manager to insure all binders for all meetings and trainings are completed in a timely manner, schedule all meetings for both the owner and the GM, handle all travel arrangements and expenses for the Owner and GM as well as screen all incoming calls
- Responsible for all Accounts Receivable and Payable
- Process all checks and deposits as well as write the checks for the payables
- Coordinate and maintain all records, files, schedules, and paperwork for all Selling Event Specialist
- Insure that incredible relationships between Boars Head and Publix are maintained at all times

Executive Vice President

CertumHR - Tampa, FL

February 2014 to October 2014

- Act as a business partner and consultant for client companies to recruit and retain qualified individuals for their open positions
- Cold and warm call prospecting and marketing to increase the client base
- Payroll and benefits coordinator
- Administer staff surveys and conduct confidential meetings with staff and management at client companies in order to identify trends, prepare trend analysis reports, and provide recommendations to senior management
- Coordinate project work including creation and delivery of performance management materials and communication with client companies and their staff
- Create and implement employee handbooks, job descriptions, annual goals, compensation surveys and strategies, employee disciplinary procedures, and general human resources policies
- Conduct research regarding employment laws and human resources practices, drafted reports and other written documentation for clients
- Recommend additional projects and services to clients, including retainer agreements
- Assist client companies in maintaining compliance to federal and state employment laws
- Write proposals and give presentations to prospective clients
- Establish and maintain client and employee relationships
- Serve as a subject matter expert on worker's compensation claims and unemployment

Director at Large LSSHRM

Sumter Society for Human Resource Management

2001 to 2013

Marketing Chair

HR Florida

2007 to 2010

Managing Partner

Orlando, FL

2007 to 2009

- Acted as a business partner and consultant for client companies to recruit and retain qualified individuals for their open positions
- Cold and warm call prospecting and marketing to increase the client base
- Recruited using traditional and non-traditional methods such as: Advertising, networking, website, and internet resume databases

- Administered staff surveys and conducted confidential meetings with staff and management at client companies in order to identify trends, prepare trend analysis reports, and provide recommendations to senior management
- Coordinated project work including creation and delivery of performance management materials and communication with client companies and their staff
- Created and implemented employee handbooks, job descriptions, annual goals, compensation surveys and strategies, employee disciplinary procedures, and general human resources policies
- Conducted research regarding employment laws and human resources practices, drafted reports and other written documentation for clients
- Recommended additional projects and services to clients, including retainer agreements
- Assisted client companies in maintaining compliance to federal and state employment laws
- Wrote proposals and give presentations to prospective clients
- Established and maintain client and employee relationships
- Served as a subject matter expert on staffing for clerical positions
- Pre-screen, interview, test, and perform background checks for all field employees
- Oversaw day to day operational duties, and payroll

Past Chapter President

Sumter Society for Human Resource Management
2006 to 2008

Immediate Past President of Bayanihan International Ladies Association, (B.I.L.A.)

Chamber of Commerce
2006 to 2008

- Director at Large - Christian Help
- Director at Large - KidWorx
- Have received numerous community service awards both professional and private

Assistant City Clerk

City of Mascotte - Mascotte, FL
2006 to 2007

- Served as liaison between the City staff, City Council, and the Citizens of Mascotte and Lake County
- Implemented all Council packs including all agendas for the Council
- Kept all City records and files including Ordinances, Resolutions, Grants, Agreements, Contracts, and City personal files.
- Assisted with all City functions including but not limited to, the City hosted Cinco de Mayo Festival, the City Family for Families program, and the City Christmas Party
- Created and implemented project deliverables including employee handbooks, job descriptions, annual goals, compensation surveys and strategies, employee disciplinary procedures, and general human resources policies
- Directed and oversaw Administrative duties including but not limited to, Legal Advertising, Coordination of meetings, meeting notes and minutes, meeting agendas and notices, public communication, documentation management, Grant and City Project Management
- Coordinated and oversaw City elections, and City records
- Assisted City Mayor and City Council Members as they requested or needed assistance
- Drafted Proclamations for the City Managers review
- Assisted the City Manager with Code updates to Municipal Codes

- Administered training programs for City employees
- Member - Society for Human Resource Management (SHRM)
- Member - Greater Orlando Society of Human Resources (GOSHRM)
- Member - HR Florida

Chapter Ambassador

HR Florida
2006 to 2006

Past Certification Chair

Sumter Society for Human Resource Management
2004 to 2005

Skills

- Office Management
- Outlook
- Data Entry
- Scheduling
- Word
- Event Planning

Certifications/Licenses

Notary Public

Additional Information

- Dynamic Communication and Training Skills
- Over 20 years of Professional Human Resource experience
- Proficient in Microsoft Word, Excel, PowerPoint, PeopleSoft, QuickBooks, and Data Entry
- Specialized in training, recruiting, hiring process, personnel contracts and policy and procedures
- Vast experience in the HR arena including government, private, not for profit, and fortune 500 companies
- Consistently promoted to positions of increased responsibility
- Excellent track record for achieving goals and results
- Detailed oriented and able to multi task

KYLE DOUGLAS REYNOLDS

1208 Oakley Street · Orlando, Florida 32806 · 407.467.6133 · kyledreynolds3@gmail.com

PROFILE

- Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an administrative assistant, office clerk and general manager.
- Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
- Offer advanced computer skills in Microsoft Office Suite, Kronos, Workday, Motorola Elite Gold Radio System and Software, Motorola PremierCAD, and more.

KEY SKILLS

- | | | |
|---------------------------------|-----------------------------------|----------------------------|
| • Office Management | • Report & Document Preparation | • Public Records |
| • Teambuilding & Supervision | • Spreadsheet & Database Creation | • Meeting & Event Planning |
| • Staff Development & Training | • Accounts Payable/Receivable | • Inventory Management |
| • Policies & Procedures Manuals | • Bookkeeping & Payroll | • Expense Reduction |
| • Emergency Medical Dispatch | • Emergency Fire Dispatch | • Call Taking/Dispatching |

PROFESSIONAL EXPERIENCE

WILLIAMSON COUNTY GOVERNMENT, Franklin, Tennessee

2018 to Present

Administrative Manager, Solid Waste Department

Supervise and manage the daily operations of the business office for the Solid Waste Department including directly supervising administrative personnel, allocating tasks and assignments, scheduling employees and covering shifts, reviewing work for accuracy and compliance, and handling citizen/customer complaints. Providing administrative support to assist the department Director. Provide all human resources functions such as scheduling interviews, drug test, immunizations, hiring, orientation, and documenting safety meetings to ensure compliance with OSHA regulations. Maintain records in compliance with State and County regulations. Significant accounting responsibilities including budget development and administration for a \$6+million dollar budget, ensuring we remain within the guidelines of our budget as set forth by the County's Budget Committee, payroll calculating and processing, accounts payable, accounts receivable, purchase orders, and supervision of the cash handling. Routinely inspect eleven convenience centers to ensure they are in compliance with State regulations.

CITY OF ORLANDO, Orlando, Florida

2017 to 2018

Administrative Specialist to the Chief Financial Officer

Support key financial officers for the City – Chief Financial Officer and Deputy Chief Financial Officers. Coordinate departmental budget development and administration, accounting, purchasing, and supervise clerical employees. Conduct studies and special research projects, administer and explain policies and procedures, investigate complaints and recommend and implement solutions to operational administrative issues. Research, monitor, and maintain complex financial records and preparation of budget. Served on CAD Implementation and Build Team for new joint ORI CAD with Tyler Technologies for Orlando Police & Orlando Fire Departments.

CITY OF ORLANDO, Orlando, Florida

2016 to 2017

Senior Administrative Assistant, Office & Accounting

Under general direction, to support the Executive Director of the Mennello Museum of American Art, by providing highly responsible and varied secretarial and administrative support work including budget and fiscal work; contract monitoring; research; project coordination to ensure they are complete, accurate, and meet deadlines; personnel transactions; travel, training, and meeting arrangements; prioritizing correspondence, mail, and calls; preparing and/or compiling reports and correspondence for self or manager's signature; records meetings; handles inquiring within own capacity performing a variety of duties, etc. Works independently in completing several administrative

projects/processes. Performs paraprofessional accounting and financial record keeping work requiring knowledge of the practices and methods of accounting and familiarity with the operations and procedures of accounting systems

CITY OF ORLANDO, Orlando, Florida

2015 to 2016

Board Coordinator

Serve as executive assistant to the management team, answer phone system, function as liaison to customers and ensure a consistently positive customer experience. Manage and coordinate all City Board appointments, meetings, and board records.

- Developed efficiency-enhancing workflow/process improvements for attendance tracking and board administration for all board secretaries by migrating to NovusAgenda for legislative management and public transparency and posting of agendas and minutes for City Boards. Develop the training guide for new City board members.
- Serve as Secretary and Administrator for the Citizens' Police Review Board and the Nominating Board. Decreased excess spending by transferring all Citizens' Police Review Board documents to digital and releasing the digital documents to board members instead of mailing packets each month.
- Receive public records requests in accordance with the Florida Public Records Act. Answer general questions related to public records. Redact and fulfill public records requests with regard to City Boards.
- Coordinate meetings for twenty-five City boards; notify board members to ensure quorum; ensure all meetings of City Boards are compliant with Florida Government in the Sunshine Law; record, transcribe and distribute meeting minutes; maintain complex records and files; collect and prepare items for meetings; and prepare correspondence for Mayor's signature. Complete and submit meeting minutes for processing on the City Council agenda. Administer the official City meeting calendar in the absence of the City Clerk Aide scheduling meeting and event spaces posted for public notice as well as internal only.
- Work closely with the City's elected and appointed officials. Work closely with the Mayor's Office regarding Nominating Board recommendations for Mayoral appointment and City Council confirmation. Assist Office of the Commissioners in the absence of the Staff Assistant.
- Other tasks and duties as assigned by the City Clerk, Deputy City Clerk, or Senior Assistant City Clerk.
- Recruit, process and manage volunteer applications and database. Manage and provide support and guidance to 20 City board liaisons and more than 160 volunteers on 25 City Boards. Oversee creation of annual reports, coordinate meeting schedules, and monitor attendance reports to ensure City Code provisions are in compliance.

ORLANDO FIRE DEPARTMENT, Orlando, Florida

2011-2015

Emergency Communications Specialist III

Served as first responder for 9-1-1, emergency, and administrative business telephone lines for the Orlando Fire Department, and performed skilled work in emergency fire communications. Emergency Communications Specialist III acts as a supervisor in the absence of a supervisor.

- Receive, screen, dispatch and manage communications for a vast array of emergency incidents, often simultaneously. Assisted distressed callers of all socio-economic backgrounds, remaining calm and obtaining necessary information in order to provide the information to the first responders in the field and administer proper medical instructions over the phone. Use of independent judgment in a fast-paced environment in order to make split-second decisions in life or death situations while adhering to Orlando Fire Department Policies & Procedures.
- Served as a Communications Training Officer ensuring that development and training of employees was consistent with the training program for new hires. Administered and developed tests and quizzes for trainees. Evaluated and provided counseling to trainees after each telephone call or radio transmission to provide constructive feedback on their performance of each incident and the overall training progress of the day. Developed ECS III program training guide including all of the relevant information to the ECS III's role in the absence of a supervisor.

General Manager

Repeatedly promoted during two-year tenure with Doorstep Delivery, culminating in responsibility for coordinating and managing all office functions and managing a team of ten administrative professionals and thirty-five independent contractors. Served as liaison to the owners for over 150 restaurant partners managing accounts receivable and accounts payable, payroll and the multi-million dollar budget.

- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions and payroll budget restrictions, largely decreasing expenditures in order to remain in line with fiscal budget. Processed restaurant accounts and finances. Processed and distributed bi-weekly restaurant accounting statements and payments for over 150 restaurant partners including discounts on services rendered.
- Increased sales nearly 83% in the first year as General Manager.
- Developed and implemented Standard Operating Procedures, Customer Service Handbook, and a training program for staff members to ensure all persons trained received the same information consistently and were set up for success. Hired new administrative professionals, counseled and disciplined employees for any wrong doing or policy violations including all disciplinary action leading up to termination.
- Create and coordinate the weekly employee schedule, approval and denial of requests for time off and vacation bids. Oversaw and processed time card punches and administered payroll accordingly. Processed payments to the Federal Internal Revenue Service for employee and employer taxes.

EDUCATION

COLUMBIA COLLEGE, Columbia, Missouri 2018

Bachelor of Arts, Public Administration

VALENCIA COLLEGE, Orlando, Florida 2007

WILLIAM R. BOONE HIGH SCHOOL, Orlando, Florida 2006

High School Diploma

CERTIFICATIONS

- State of Florida – Notary Public
- State of Tennessee – Notary Public
- Accounting Operations
- Disaster Operations
- Communications Training Officer
- Florida 911 Public Safety Telecommunicator

Professional references available upon request.

Pamela Roberts

Clerk, and Municipal Court Clerk - City of McIntyre

McIntyre, GA

pamelaroberts575_ugo@indeedemail.com

478-233-0934

find a position that will utilize my experience, training and education.

Personal

Statement: My greatest goal in my life is to always find the answer or solution, whether it takes me 10 minutes or 10 days. I look for inventive ways of accomplishing any goal; they always say if at first you don't succeed, try again. I have strived in my life to do my best in everything, and have always set my sights to the next level. I want to learn, work and succeed, and I want the same for my son, and the only way I can show him how it's done, is to do it.

Willing to relocate: Anywhere

Work Experience

Clerk, and Municipal Court Clerk

City of McIntyre

July 2007 to Present

Duties: Accounts Receivable/Payables, Billing, Issue Business License, Recorder for Council Meetings as well as Municipal Court, Payroll, Record Citations and Post fines, import and export information from the Georgia Department of Driver Services, Bank Reconciliation, Prepare Yearly Budget, Prepare correspondences for Mayor and Council as well as for city information, Maintain City Web-site, research grant opportunities and work with the Middle GA Regional Commission, Prepare yearend audit information for Auditors, and Payroll information for Workman's Compensation audit. Qualifying Officer, assist Election Superintendent in preparation of city elections. Human Resource.

Member

Georgia Rural Water Advisory Board

2014 to 2014

District 6 Director for Georgia Municipal Clerks Association

Member of the Hospitality Committee, Membership Committee, and Records Committee.

Assistant Clerk

City of Gordon

2002 to 2007

Duties: Water Billing, Receive and Post payments, assisted with payroll. Prepared end of the month reports, Prepare correspondences for Mayor. Assisted Public Works Superintendent, served as secretary for the zoning board

Office Manager

Wilkinson County News

2002 to 2002

Duties: Prepared weekly column for Newspaper, Typing, receive payments for advertisement. Put paper together for publishing, delivered papers and collected money.

Customer Service Representative /Assistant Manager

First Family Finance
1999 to 2001

Duties: Accounts Receivables, Processed loan payments, Debt Collection,

Accounts Receivable Clerk

Geico
1999 to 1999

Duties: Corrected errors in Insurance Policies, Bad Debt posting, and trained others.

Customer Service

Elite Coatings
1996 to 1999

2001-2002 Duties: Processed orders and invoiced customers, Shipping, Inventory, Schedule meetings with departments for delivery of shipments General office duties.

Clerk

Newton Lumber Supply
1992 to 1996

Duties: Processed invoices, monthly statements, and assistant to payroll clerk.

College Work Study/Financial Aid Administrator

Crandall Jr. College
1989 to 1992

Duties: Processed loan application, received and recorded grant/loan documents and monies for incoming students and did exit paperwork for graduating students

Civic Organizations: Wilkinson County Soccer League - President, Vice President, Certified Coach, Certified Referee.

Vice President Crandall Jr. College

Student Government Association
1989 to 1989

Participating Member: Member of the International Institute of Municipal Clerks

Education

Diploma in General Business

Crandall Jr. College
1989 to 1990

Diploma

Wilkinson County High School
1986

Etienne Seales

Daytona Beach, FL 32114
etiennerseales6_33i@indeedemail.com
(386) 868-8195

To utilize my education and employment experience to obtain employment.

Work Experience

Field Organizer

For our future Florida - Daytona Beach, FL
February 2018 to January 2019

- Created turf with Van system to increase voter turnout in Volusia County Florida.
- Supervised employees on turf tactics to increase voter turnout by using Van system.
- Organized volunteers and taught them how to use the Van system for door knocks and calls.

Sales Associate

Ralph Lauren Polo
2019 to 2019

2019

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.

Canvasser

Progressive Pac - Richmond, VA
July 2017 to January 2018

- Conducted door knocks to increase voter turnout.
- Used Van system to increase voter turnout.

Administrative Assistant

Manpower - Daytona Beach, FL
January 2014 to January 2018

- Maintenance Technician
- Laborer

Xerox Technician contracted to SunRail

Xerox Corporation - Orlando, FL
2015 to 2017

- Machine Technician repaired & performed preventative maintenance on point of sale hardware.
- Performed troubleshooting on SunRail ticket vending, and ticket validating machines.
- Responded to dispatch calls to perform maintenance at SunRail platform.

Sunrail Ambassador contracted to SunRail

Manpower

2014 to 2015

- Customer service
- Assisted passengers in purchasing tickets from ticket vending machines
- Monitored train station for safety and security.

Records Manager Liaison Officer (RMLO)

The City of Daytona Beach Clerk's Office

2006 to 2010

- Managed City Archive Facility with adherence to records retention, policy and procedure.
- Technical support for records management programs and electronic database maintenance.
- Coordinated storage, transmittal, retention, and disposition of city records.

District Legislative Assistant I, Office of Former State Senator Anthony Hill

State of Florida Legislature - Tallahassee, FL

2003 to 2004

Sr.

- Managed district office and served as a liaison for constituents.
- Counseled district's constituents and reported public relations matters to Senator Hill.

Education

First Year Law Student

Florida A&M University - Orlando, FL

2019 to 2020

Master of Science degree in Management and Administration of Educational Programs

Nova Southeastern University - Fort Lauderdale, FL

2008

Bachelor of Science degree in Political Science

Florida A&M University - Tallahassee, FL

2001

Skills

- NIMS/FEMA training
State Library and Archives of Florida 2006 Records Management Training Seminar
Software Proficiencies: Microsoft Office, Alchemy Electronic Records Storage

STACY TEBO, CMC

595 Jameson Drive Orange City, FL 32763 | 386.456.1252 | stacy.c.tebo@gmail.com

EDUCATION

Seminole Community College, Sanford, FL
Associate of Arts

1991

University of FL, Gainesville, FL
Bachelor of Arts in Political Science

1993

University of Central FL, Orlando, FL
Master of Public Administration

1996

PROFESSIONAL EXPERIENCE

Town of White Springs

Town Manager

Sept. 2015 – Nov. 2019

Managed the daily operations of the Town's departments: Police, Fire, Utilities, Public Works, Finance, Parks/Recreation, Planning, Code Enforcement, and HR. Developed Town budget and oversaw departments' expenditures. Prepared and presented items for Council consideration. Coordinated with Town's consultants and managed town projects. Researched grant opportunities and prepared grant applications. Served as Grants Administrator, Land Development Regulations Administrator, and staff liaison to boards/committees. Managed contracts and ensured compliance. Communicated with other governments at local, state, and federal level as needed. Interacted with citizens to resolve issues.

City of DeBary

City Clerk

April 2005 – May 2015

Served as HR Director and performed all functions of human resource management and benefit administration from April 2005 - March 2014. Prepared all agendas & related materials for City Council and Board/Committee meetings. Assisted in the drafting, advertising, presentation, execution, and recording of ordinances and resolutions. Responsible for city website maintenance and webcasting of all Council meetings. Supervised municipal elections and qualifying candidates. Responsible for all public records requests. Performed research for inquiries from the public, Council, and staff. Answered questions regarding city processes, City Charter, Code of Ordinances, Land Development Code, and applicable FL Statutes. Served as RMLO for City during entire tenure. Trained city staff on public records law and State retention guidelines. Assisted in development of the City's budget.

Volusia County, Growth & Resource Management Dept.

Zoning Technician

October 2004 – April 2005

Reviewed building permit applications for zoning compliance. Maintained variance, rezoning and special exception files and processed applications. Provided information to the public regarding the Zoning Ordinance and Land Development Code.

City of Sanford, Planning & Community Development Dept.

Code Enforcement / Licensing Manager

July 2000 – January 2004

Directed daily operations of code enforcement and occupational licensing divisions. Prepared annual budget for both divisions. Interviewed and hired for the department. Supervised four code enforcement officers and one administrative assistant. Prepared and presented agenda items to the City Commission and Code Board. Prepared ordinances. Proposed monthly condemnations to the City Commission and coordinated entire process with Building Official. Inspected properties for minimum housing standards. Coordinated community functions and represented the City during special events. Served as acting department director in his absence.

City of Sanford, Planning & Community Development Dept.

Contracts Coordinator

March 1998– July 2000

Administered various grant programs: CDBG, SHIP, HOME, LIHEAP and Weatherization. Prepared monthly financial and production reports for Seminole County and the State DCA (now known as DEO). Supervised two outreach workers and one secretary. Ensured contractual compliance. Evaluated applications for City sponsored economic development incentive program. Prepared grant applications and RFPs. Served as acting department director in his absence.

City of Sanford, Planning & Community Development Dept.

Contracts Technician

Oct. 1996 – March 1998

Processed applications for various grant programs. Provided client outreach and referrals to other agencies. Prepared monthly reporting to grantee agencies. Prepared work orders for rehabilitation projects and interfaced with contractors.

MEMBERSHIPS

International Institute of Municipal Clerks
 International City/County Management Association
 Florida Association of City Clerks
 Florida City & County Management Association
 National Notary Association
 United Way of Suwannee Valley Board of Directors

Mary Tew

Deputy City Secretary - City of Winston Salem

Winston-Salem, NC 27127
marytew8_ovh@indeedemail.com
(919) 812-3129

Authorized to work in the US for any employer

Work Experience

Deputy City Secretary

City of Winston-Salem - Winston-Salem, NC
May 2018 to Present

Create and edit agendas for City Council Meetings and Committee Meetings. Keep all public records for the city readily available and organized in the City Secretary Office. Notary Public for citizens of Winston-Salem. Help direct citizen's calls to the correct people.

Recreation Center Supervisor

City of Winston Salem
February 2018 to Present

- Office Manager - answer all phone calls, emails, and customer service requests
- Oversee safety of all program participants - children and adults
- Create welcoming environment for all neighborhood families to use facility freely
- Plan center programs
- Oversee Performance Schedule for Snappy Tappers

Kid's Club Captain

Pacific Islands Club
December 2015 to June 2016

- Supervised Kid's Club - answered phones, customer service with parents, made copies daily for kids activities
- Interacted with all kids staying at the resort
- Lifeguard/Activity Leader

Assistant Director

Camp Graham
June 2015 to August 2015

- Supervised 30+ staff
- Ran Social Media Accounts
- Operations Manager - Answered phone/email, handled all customer service with parents
- Store Manager - Ran camp store weekly
- Payroll
- Developed and implemented Camp Programs - Water activities, games, sports, crafts, etc.

EKU Recreation and Park Administration Graduate Assistant

2014 to 2015

- Assisted professors with office management/customer service
- Fundraising and Sponsorships
- Event Organization and Facilitation
- Student Recruitment

Education

Masters of Science in Recreation Administration in Graduate Assistant

Eastern Kentucky University - Richmond, KY

August 2015

Bachelor of Science in Parks Recreation and Tourism Management in Program Management

North Carolina State University - Raleigh, NC

December 2013

Skills

- Microsoft office (8 years)

Certifications and Licenses

CPR/First Aid

December 2020

Phibe Wallace

Pembroke Pines, FL 33024
phibewallace6_2jn@indeedemail.com
954-245-5982

Authorized to work in the US for any employer

Work Experience

Records Coordinator

City of Miramar - Office - Miramar, FL
November 2015 to Present

- Manage and administer annual City-wide Public Records and Records Management training, including records retention and destruction.
- Successfully launched and manage the Just FOIA Program for efficient processing of record requests.
- Increased timely responses to record requests.
- Work with department record liaisons to manage records and requests specific to that department.
- Manage and coordinate shipment of records as requested by record liaisons from offsite storage facility.
- Coordinate and fulfill requests for documentation related to litigation or anticipated litigation
- Participate in the preparation, distribution and publication of agendas and support materials for City Commission Meetings using Legistar Granicus.
- Index online Commission Meetings using Granicus Media Manager.
- Accurately receive/release and update the City's Bond list.
- Ensure the accuracy, routing and execution of all City contracts using the MUNIS ERP System.
- Process requisitions, purchase orders and request for checks using the MUNIS ERP System.
- Assist the City Clerk in organizing and administering the filing of campaign financing reports, including monitoring and reviewing filings to ensure they are complete and in compliance using CFinance software.
- Assist the City Clerk in the preparation of the annual budget.
- Accurately process US Passport applicants as an acceptance facility agent.

Executive Assistant

City of Miramar - Miramar, FL
February 2004 to November 2015

- various administrative titles- Administrative Secretary I to Administrative Coordinator)
- Create and edit presentations, memorandums, and correspondences.
 - Manage multiple administrative projects simultaneously, and monitor progress to ensure deadlines are met.
 - Coordinate meetings and engineering inspections.
 - Respond and resolve public and department inquiries.
 - Maintain project files, personnel files, and process all time cards for employees.
 - Track capital improvement and operational expenditures, and prepare departmental budget.
 - Process all purchase orders, invoices and process all p-card transactions.

- Resolve account discrepancies by investigating documentation and reconciling statements and transactions.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.

Education

Bachelor of Arts in Health Services Administration

Keiser University - Fort Lauderdale, FL

2016

Skills

- Highly motivated administrative professional with over 15 years of experience providing executive level administrative support in a variety of departments within a municipal environment.
- KEY PROFICIENCIES Certified Records Manager through FRMA
- Associate of Arts, Business Administration Broward College, Ft. Lauderdale, FL
- 2005
- Notary Public of Florida Commission
- US Department of State Acceptance Agent
- Budget Administration, Expense Reporting
- Office Management, Operations & Administration
- Records Management
- CFinance (Elections)
- Microsoft Office
- Munis ERP Systems
- Tyler Technologies
- Scheduling and Calendar Management
- Just FOIA (Records Management)
- Legistar
- Granicus (Paperless Agenda)
- Kronos Timekeeper (Timecards)
- Microsoft Excel
- Word
- Outlook
- Scheduling
- Management
- Clerical
- Receptionist
- Excel

Ruth Wasiukiewicz
5507 Berenice | Chicago IL 60641
(773) 269-0307

December 14, 2019

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708

To Whom This May Concern,

Kindly accept this letter submitted for the position of Winter Springs City Clerk. I offer you 20+ years of administrative management experience with over 12 years in local government, strong organizational, communication and computer skills, and a successful track record assisting the public and working with government officials.

Attached is my resume and a letter of recommendation for your review. Please know I will be happy to provide any other information you may require. I am available immediately on a part-time basis (two or three days per week) and could be full-time within a month once hired.

Thank you very much for your attention and consideration. I look forward to hearing from you.

Yours very truly,
Ruth Wasiukiewicz

Ruth Wasiukiewicz

5507 BERENICE CHICAGO IL 60641 (773) 269-0307

Extremely Efficient Office Administrator

WORK EXPERIENCE

2016 to Present Business Manager, St. Peter's Church, Chicago, IL

- Manage payroll, accounts payable, bank reconciliations and offerings/receipts
- Prepare monthly financial statements, handle correspondence and prepare annual reports

Jan 2014 to Oct 2014 Executive Assistant, IL Dept. of Public Health, Chicago, IL

- Confidential assistant to Deputy Director, Office of Health Care Regulation
- Managed membership and meetings of Licensing Boards including preparing public notices, taking minutes and maintaining calendar

2012 to 2014 Deputy City Clerk, City of Berwyn, Berwyn, IL (Appointed/pop. 50,000)

- Freedom of Information Coordinator
- Responsible for records management and bid submissions received for city contracts
- Support City Council: Prepared council packets, agendas, minutes and notices

1996 to 2004 Township Clerk, Oakfield Township, Rockford, MI (Elected/pop. 5,000)

- Supervised elections and managed voter registrations. Trained election inspectors
- Supervised deputy, office secretary and election staff
- Responsible for all accounting, monitored budgets, coordinated annual audit, managed cemetery sales
- Prepared meeting minutes, notices, codified ordinances and maintained all records and documents
- Liaison to Zoning Board of Appeals and Planning Commission. Elections Commission Chair

2003 to present IL Licensed Managing Broker, Chicago IL

- Facilitate residential sales transactions

EDUCATION

DePaul University, Chicago IL Accounting (part-time)

Municipal Clerks Institute, MI State University, East Lansing, MI

15+ years (continuing ed/real estate) fair housing, zoning, transaction management

Proficient with Quick Books and Microsoft Office Suite and Adobe Acrobat Pro

COMMUNITY-PROFESIONAL AFFILIATIONS

Michigan, Illinois and Florida Municipal Clerks Associations and Int'l. Assn. of Municipal Clerks

Junior Achievement of Chicago

Portage Park, North Center and Belmont-Central Chambers of Commerce

City of Chicago Department of Tourism Greeter and Lincoln Park Conservatory Docent

Instructor at various community centers teaching life enrichment classes

REFERENCES

Business: Jason Reiner, Managing Broker (773) 281-1000

Personal: Diane Kurowski (773) 736-2387

Mika Meyers Beckett & Jones^{PLC}

900 Monroe Avenue NW Grand Rapids, MI 49503 Tel 616-632-8000 Fax 616-632-8002 Web mmbjlaw.com

Attorneys at Law

James R. Brown	Douglas A. Donnell ⁵	Ross A. Leisman	Matthew E. Fink ⁶	Leonard M. Hoffius ¹	Also Admitted In
John M. DeVries ³	Daniel R. Kubiak	Neil P. Jansen	Nikole L. Canute ⁴	Claude L. Vander Ploeg	¹ Colorado
Michael C. Haines ⁶	Scott E. Dwyer	Andrea D. Crumback	Amy L. VanDyke	Ronald J. Clark	² Delaware
John T. Sperla	William A. Horn ⁷	Daniel J. Parmeter, Jr.	Daniel J. Broxup	Stephen J. Mulder	³ Illinois
David R. Fernstrum	Mark A. Van Allsburg	Mark E. Nettleton ³	Joshua D. Beard	Scott S. Brinkmeyer	⁴ New York
James K. White	Neil L. Kimball	Nathaniel R. Wolf		Scott D. Broekstra	⁵ Ohio
Timothy J. Tornga ⁵	Elizabeth K. Bransdorfer	Jennifer A. Puplava	Of Counsel		⁶ Pennsylvania
Mark A. Kehoe	Eric S. Richards	Benjamin A. Zainea	Steven L. Dykema	Retired	⁷ Wisconsin
Fredric N. Goldberg	John C. Arndts	Ronald M. Redick	Daniel J. Kozera, Jr.	Veryl N. Meyers	
John H. Gretzinger	James F. Scales	Kimberly M. Large ²	Larry J. Gardner		

To Whom it May Concern:

I am pleased to write this letter of recommendation on behalf of Ruth Wasiukiewicz.

Ruth served for many years as the elected Township Clerk of the Township of Oakfield, a rapidly growing Township in eastern Kent County, northeast of Grand Rapids.

I have served as Oakfield Township Attorney for more than 25 years. In that capacity, I worked with Ruth on many Township matters during the time she served as Township Clerk.

It was a pleasure for me to work with Ruth on Township matters. She had a thorough understanding of Township government and the duties and responsibilities of the Township Clerk. I found her to be highly skilled in the handling of office and administrative matters. She was always very attentive to the details involved on a daily basis in the operation of the Township office and the activities of the various Township bodies, including the Township Board, the Planning Commission, the Zoning Board of Appeals and the Board of Review.

One of her major responsibilities as Township Clerk was the handling of all aspects of Township elections. This was a vital responsibility, involving many details, close attention to time deadlines and other matters. At all times, Ruth arranged for and supervised all Township elections efficiently and correctly.

She was also a member of the Township Board, which is the legislative body of the Township. She was always very thorough in her study of matters submitted to the Board for decision. Many times, this involved voting on controversial and difficult issues.

Ruth always had a helpful and professional manner, and dealt very helpfully and effectively with members of the public. She was very conscientious in responding to citizen requests and inquiries, and in doing so, represented the Township government very well to members of the public.

To Whom it May Concern
Page 2

I can recommend Ruth without reservation. She would bring to any public office or professional position the same diligence and skill that she brought to her position as Oakfield Township Clerk during the many years that she and I worked together on Township matters.

Yours very truly,

A handwritten signature in black ink, appearing to read "James R. Brown". The signature is written in a cursive style with a large initial "J".

James R. Brown

cmj

Keeli Young

Altamonte Springs, FL 32714
keeliyoung4_oij@indeedemail.com
407-285-1773

Advanced Office knowledge with verified work experience. Great personality, flexible and detail oriented..

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Unit Secretary

Advent Health Hospice - Orlando, FL
July 2017 to Present

Intake Patient Admissions/Discharges
Prepare Patient charts and retrieve medical records
RN/CNA daily organizational scheduling
Unit Administrative Assistant - Scanning, Faxing, Upload documents
MS Outlook, Email correspondence, MS Word, Excel
Department Work flow/Work orders
Order supplies & Nutritional orders

Reservations/Customer Service

Via Airlines - Maitland, FL
April 2016 to July 2017

Inbound/Outbound calls for Reservations
Rebooking flights, Hotel accommodations, Car Rentals
MS Outlook, Email correspondence
MS Word, Excel, Data Entry
Customer Service
Scanning documents, Faxing, Excel Spreadsheets
Assign Tail #'s, Open/Close flights

Ground Security Coordinator/Ramp Representative/Passenger Service Agent

Sanford International Airport - Sanford, FL
August 2014 to September 2016

Sanford, FL
August 4/2014 to 09/2016

Ground Security Coordinator/Ramp Representative/Passenger Service Agent
Ground Security Coordinator/Oversee Inbound/Outbound Charter flight operations
Ensure proper Fueling
Baggage loading/Weight and Balance
Customer Service
Prepare FAA required forms for flight release

Call Center Agent/Server

Florida Hospital South - Orlando, FL

August 2015 to April 2016

Call Center/Room Service

Server -Nutritional Services

Customer Service

Asst. Manager

Havana Cigar Specialists Store - Altamonte Springs, FL

April 2013 to September 2014

Sales

Cashier/Cash Handling

Inventory

Purchasing/POS

Book keeping, AP/AR

Sr. Deputy Clerk

Orange County Clerk of Courts - Orlando, FL

April 2006 to April 2013

Front Counter Clerk/Cashier/ Customer Service

Maintain Court Files

Intake Court filings and Assess filing fees

E-filing, Scanning, Faxing

Injunctions/Injunction Court

Cashier/Nutritional Services

Orlando Health/ORMC/Kuhl Cafeteria - Orlando, FL

August 2005 to April 2006

Customer Service

Cashier/balance Cash drawer/Cash Handling

Stocking Supplies

Owner/State Registered & Licensed Daycare Provider

Norris Ins. Agency - Sioux Falls, SD

January 1985 to July 2005

Secretary for in home Insurance Company

Set up appts

Organizational skills/Filing

Mailing Correspondence

Personnel Secretary/Corporate Receptionist

Sathers Inc - Round Lake, MN

January 1981 to January 1985

Personnel files

Vacation, sick and attendance records.

MS Word, Excel, Data Entry, Customer Service

New employee Orientation