



OCOEE CITY COMMISSION

Ocoee Commission Chambers
1 N. Bluford Avenue
Ocoee, Florida

December 16, 2025

AGENDA

6:15 PM

REGULAR CITY COMMISSION MEETING

• CALL TO ORDER

Invocation

Pledge of Allegiance

Roll Call and Determination of Quorum

• PRESENTATIONS AND PROCLAMATIONS

Ocoee Music Festival Dash of the Century 5k Beneficiary Check Presentation. **(Parks and Leisure Services Operations Manager Hogan)**

Healthy West Orange Trails Connection (HWOTC) 2025 Program Update. **(Bike/Walk Central Florida Operations Director Patrick Panza)**

• STAFF REPORTS AND AGENDA REVIEW

• PUBLIC COMMENTS

• CONSENT AGENDA

Matters listed under the consent agenda are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items unless discussion is desired by a member of the commission on a motion and a second, in which case the Mayor will instruct the City Clerk to remove that item from the Consent Agenda and such item will be considered separately.

1. Approval of Minutes from the Regular City Commission Meeting held Decemer 2, 2025. **(City Clerk Sibbitt)**
2. Approval of City of Ocoee Participation in Healthy West Orange Trails Connection (HWOTC) FY26 Cost-Sharing. **(Concurrency & Commitment Coordinator McFarlane)**
3. Approval of Educational Affiliation Agreement with Valencia College. **(Deputy Fire Chief Van Camp)**

• FIRST READING OF ORDINANCE

• SECOND READING OF ORDINANCE – PUBLIC HEARING

• PUBLIC HEARING

4. Approval of Resolution of Intent to Use the Uniform Method of Collection for Non-Ad Valorem Special Assessment. **(Utilities Director Bolling)**

• REGULAR AGENDA

5. Approve Staff to Negotiate a Single-Source Vendor Contract with Cover The Tees to Upgrade the Driving Range at Forest Lake Golf Club. **(Parks and Leisure Services Director Johnson)**

• **COMMENTS FROM COMMISSIONERS**

(Limit to Five Minutes)

• **ADJOURNMENT**

APPEALS: In accordance with Florida Statutes § 286.0105: Any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

ACCOMMODATIONS FOR DISABILITIES: In accordance with Florida Statute § 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 1 N. Bluford Avenue, Ocoee, FL 34761, (407) 905 -3105 48 hours in advance of the meeting.



OCOE CITY COMMISSION

Ocoee Commission Chambers
1 N. Bluford Avenue
Ocoee, Florida

December 2, 2025

MINUTES

6:15 PM

REGULAR CITY COMMISSION MEETING

• **CALL TO ORDER 6:15 PM**

Mayor Johnson called the regular session to order at 6:15 PM in the Commission Chambers of City Hall. The invocation was led by **Ages Hart**, *Ocoee Resident*, followed by the Pledge of Allegiance to the Flag led by **Commissioner Firstner**. **City Clerk Sibbitt** called the roll and declared a quorum present.

Present: Mayor Johnson, Commissioner Kennedy, Commissioner Wilsen, Commissioner Firstner, and Commissioner Oliver

Absent: None

Also Present: City Manager Shadrix, City Attorney Geller, and City Clerk Sibbitt

• **PRESENTATIONS AND PROCLAMATIONS - None**

• **STAFF REPORTS AND AGENDA REVIEW 6:16 PM**

City Manager Shadrix announced that Police Chief Ogburn would be providing an update on Code Enforcement activities, to date, and a brief update on his interactions with Orange County School Board personnel regarding the traffic situations with the middle and high schools.

Police Chief Ogburn provided an update on Code Enforcement activities, including “Operation Clean Sweep,” conducted on August 27th in the downtown mixed-use area. Of the thirty-three cases cited, twenty have since come into compliance. He also shared details from his meetings with Orange County Public Schools (OCPS) in September and October, noting that traffic issues at both schools have been identified and are now being addressed. After brief discussion amongst the commission, **Commissioner Kennedy** requested that Chief Ogburn invite OCPS to a future Commission Meeting to further discuss these issues and come up with resolutions.

Mayor Johnson inquired about the process for issuing code enforcement fines, notating a specific property and **City Manager Shadrix** addressed his inquiry.

Mayor Johnson allowed Marsha Summersill to address the audience and Commission. **Marsha Summersill** introduced herself and announced that she is running for Orange County Commissioner, District 2.

• **PUBLIC COMMENTS 6:36 PM**

The following persons addressed the City Commission:

- **Dr. Jim Moyer**, *Orange County District 2 Soil and Conservation Supervisor*, thanked

**Regular City Commission
December 2, 2025**

Commissioner Kennedy, City staff, and Ocoee residents for their support during the November 7th event. He also encouraged everyone to review the Orange County Commission agenda for tomorrow morning's meeting. Finally, **Dr. Moyer** requested a meeting with City staff to further discuss the conditions of Starke Lake and Lake Prima Vista.

• CONSENT AGENDA 6:39 PM

Consent Agenda Motion

Motion: Move to adopt Consent Agenda Items #1-8; Moved by Commissioner Wilsen, seconded by Commissioner Kennedy; Motion carried 5-0.

1. Approval of Minutes from the Regular City Commission Meeting held November 18, 2025. **(City Clerk Sibbitt)**
2. Approval of Contract with Central Florida Strategies for Legislative Affairs and Economic Development Consulting Services **(Assistant City Manager Rumer)**.
3. Approval of Surety Bond for Banyan Cove Blvd. & Westbridge Ct. Realignment in Order to Approve and Record a Plat; Project No. LS-2023-005. **(Development Engineer Keaton)**
4. Approval of Renewal of Agreement with ClearGov for Budgeting and Digital Budget Book Platform Software. **(Finance Director Weber)**
5. Approval of Subgrant for FDOT Highway Traffic Safety Funds. **(Police Chief Ogburn)**
6. Approval to Award to Bid (ITB) #26-001 Flewelling 2-Inch Water Main Replacement Project. **(Procurement Manager Tolbert)**
7. Approval of One (1) Year Optional Renewal Term with Apple Air for the Citywide A/C and Heating Maintenance Term Contract. **(Procurement Manager Tolbert)**
8. Approval to Piggyback Omnia's Contract for the Implementation of the Brightly Asset Management Platform. **(Utilities Director Bolling)**

• FIRST READING OF ORDINANCE - None

• SECOND READING OF ORDINANCE – PUBLIC HEARING - None

• REGULAR AGENDA 6:40 PM

9. Unsolicited Letter of Intent (LOI) between TNXL Academy Ducks LLC and City of Ocoee for 10.20 +/- Acres of land located at 1755 Adair Street and 1701 Adair Street (Sorenson Fields and a portion of Ison Center property). **(Assistant City Manager Rumer)**

Assistant City Manager Rumer provided a background summary on the TNXL Academy lease with the City and their program. TNXL's submission of the LOI represents a significant step toward solidifying its long-term presence in Ocoee and supporting the continued expansion of its educational, training, and operational facilities. He clarified the existing arrangement with the Sorenson fields and noted that TNXL plans to maintain that agreement. In November 2024, TNXL commissioned an appraisal of the combined properties, including the Sorenson Fields, the Ison

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Center building, and the existing TNXL facility under lease. The appraisal estimated the market value of the Sorenson Fields property at \$675,000, and the combined value of the full acreage on the Ison Center property and both buildings at \$2,337,000. If the City Commission approves the LOI, staff will bring back a purchase and sale agreement to a City Commission meeting detailing the above terms and any other stipulations identified in the negotiations. **Assistant City Manager Rumer** shared that City staff is in favor of moving forward.

Commissioner Kennedy asked if there is an estimated timeline for when the Fire Station currently on the property will be operational at its new location. **Assistant City Manager Rumer** addressed his question. **Commissioner Kennedy** stated that he does not support the proposed price but is comfortable with City staff entering negotiations. **City Manager Shadrax** then asked whether the City Commission would authorize the City to obtain its own appraisal. **Commissioner Oliver** noted that the City owns the land and expressed concern that once it is sold, it is gone; therefore, he would prefer to explore a joint venture agreement. Further discussion followed.

Motion: Move to authorize City staff to begin negotiations, secure their own appraisal, and explore a potential joint venture agreement; Moved by Commissioner Kennedy, seconded by Commissioner Oliver; Motion carried 5-0.

Mayor Johnson announced the City's upcoming December events.

COMMENTS FROM COMMISSIONERS 7:02 PM

Commissioner Oliver – Commented on the following: 7:02 PM – 7:04 PM

- 1) Referenced McCormick Road and explained that the City has attempted to enter into a joint venture agreement with Orange County to allow code enforcement along that roadway. This effort was prompted by tractor trailers beginning to park along the shoulder, creating a safety concern.
- 2) Encouraged everyone to remain vigilant & safe during this holiday season.
- 3) Read an inspirational quote.

Commissioner Firstner– No further comments.

Commissioner Wilsen – Commented on the following: 7:04 PM - 7:05 PM

- 1) Announced last City Commission meeting of the year is scheduled for December 16th.

Commissioner Kennedy – No further comments.

Mayor Johnson – Commented on the following: 7:05 PM – 7:07 PM

- 1) Gave kudos to the Parks & Leisure Services staff for getting the Christmas lights working and adding more decorations along the City Hall building.
- 2) Announced the Golf Cart parade will be held on December 13th, and **Police Chief**

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Ogburn provided more details on the parade route. **Police Chief Ogburn** also announced that Operation Santa has started and will be every Tuesday & Thursday until the week prior to Christmas. He also announced that Shop with a Cop will be held this Saturday morning, December 6th, at Walmart.

3) Wished everyone a great holiday season and stated that he is looking forward to all of the upcoming activities.

ADJOURNMENT 7:07 PM

APPROVED:

Attest:

City of Ocoee

Melanie Sibbitt, City Clerk

Rusty Johnson, Mayor



STAFF REPORT

Meeting Date: December 16, 2025

Item #: 2

Contact Name: Brett McFarlane
Contact Number: Ext. 7145

Department Director:
City Manager: Craig Shadrix

Subject: Approval of City of Ocoee Participation in Healthy West Orange Trails Connection (HWOTC) FY26 Cost-Sharing. (Concurrency & Commitment Coordinator McFarlane)

Background Summary: The Healthy West Orange Trails Connection (HWOTC) is an organization consisting of a collaborative inter-jurisdictional committee to implement the ideas of the Healthy West Orange Trails Initiative. The Initiative was created in 2021, with the mission of "bring[ing] together partners in the shared goal of promoting and activating the trail system to create opportunities for physical activity, social engagement, prosperity, and happiness."

The City has been a partner since HWOTC's inception and has been working closely with the other partner agencies, including the Towns of Windermere and Oakland, the City of Winter Garden, the Gotha Rural Settlement, and the Foundation for a Healthier West Orange as well as other supporting agencies, to plan and implement various trail-related programs and projects. From 2022 to 2025, programs and projects have included trail enhancement projects, trail safety audits, future trail corridor evaluations, community events, and the creation of the Trail Side Development Design & Policy Guidelines.

Also, since the inception of the HWOTC collaborative effort, Bike/Walk Central Florida (BWCF) has provided program facilitation services in accordance with Program Services Scopes prepared on an annual basis. Thus, for the upcoming year, a new Scope of Program Services is needed to guide activities, programs, and services for fiscal year 2026 (FY26). Pursuant to this need, BWCF has prepared the attached Scope of Program Services and Cost-Sharing Schedule, which includes the total cost of the scope of services for FY26 and the funding contribution needed from each partner.

Funding Partner	Total Funding Contribution Amount
Foundation for a Healthier West Orange	\$39,000.00
City of Ocoee	\$20,500.00
City of Winter Garden	\$20,500.00
Town of Oakland	\$5,000.00
Town of Windermere	\$5,000.00
<i>Total</i>	<i>\$90,000.00</i>

The full list of tasks and deliverables is provided in the attached Scope (pages 2 through 5), but a summary is provided below:

Program Task 1 – Program Facilitation

- 1.1 – Meetings: Executive Committee
- 1.2 – Meetings: Steering Committee
- 1.3 – Communications
- 1.4 – Program Facilitation Funding Agreements/Discussions
- 1.5 – FY26 Annual Report

Program Task 1 Deliverables:

- Executive & Steering Committee meeting agendas, materials/presentations, and minutes (Tasks 1.1 and 1.2)
- HWOTC Partner Update Email Campaign (one email newsletter bi-monthly in the week following Executive Committee meetings) (Task 1.3)
- FY26 Annual Report (Task 1.5)
- HWOTC Partner recruitment and engagement summary

Program Task 2 – Trail Network Development

- 2.1 – Meetings: Trail Network Development Working Group
- 2.2 – Facilitation of HWOTC “Facilitation Fund” Grant Program
- 2.3 – Trail Grant Research and Support
- 2.4 – Trail Project Support

Program Task 2 Deliverables:

- Trail Network Development Working Group meeting agendas, materials/presentations, and minutes (Task 2.1)
- Quarterly Summary of Efforts: Grant Program Facilitation and Application Reviews (Task 2.2)
- Quarterly Summary of Efforts: Trail Grant Research and Support (Task 2.3)
- Quarterly Summary of Efforts: Trail Project Support (Task 2.4)
- Working Group Activity Summary prepared for presentation at each quarterly Steering Committee Meeting.

Staff has reviewed the attached Scope of Services and supports the City's continued partnership and participation in the HWOTC collaborative to implement the ideas of the Healthy West Orange Trails Initiative.

Issue:

Should the Honorable Mayor and City Commissioners approve a contribution of \$20,500 towards the HWOTC FY26 Cost-Sharing Schedule for the City of Ocoee's continued partnership in the completion of the HWOTC Program Administration and Facilitation Scope of Services?

Recommendations:

Staff recommends that the Honorable Mayor and City Commissioners approve the contribution of \$20,500 towards the HWOTC FY26 Cost-Sharing Schedule for the City of Ocoee's continued partnership in the completion of the HWOTC Program Administration and Facilitation Scope of Services.

Attachments:

1. Funding Agreement

Financial Impacts:

The financial impact will be \$20,500. The full amount was budgeted in the FY26 Budget under Development Services's Contractual Services account (Account ID 001-515-00-3400).

Type of Item: Consent



Bike/Walk Central Florida
100 E Pine Street, Suite 110
Orlando, FL 32801
info@bikewalkcf.org
(407) 542-6074

September 17, 2025
Anoch Whitfield, AICP
City of Ocoee
1 N Bluford Avenue
Ocoee, FL 34761

Scope of Services: FY26 HWOTC Program Administration & Facilitation

Background

The Healthy West Orange Trails Connection (“HWOTC”) is the organization consisting of the collective Interjurisdictional Committee to implement the ideas and recommendations of the Healthy West Orange Trails Initiative. HWOTC facilitates collaborative efforts between Partner and Supporting Agencies to enhance, create, and sustain an activated regional trails network for West Orange County that centers on building and connecting healthy communities. The Partner Agencies include the Foundation for a Healthier West Orange (“FHWO”), Town of Oakland, City of Winter Garden, City of Ocoee, Town of Windermere, and the census-designated place of Gotha Rural Settlement. Numerous Supporting Agencies participate in Working Groups, non-voting roles within the Steering Committee, and community engagement. The HWOTC is governed by an Executive Committee and Steering Committee, as agreed upon by the Partner Agencies. The Executive Committee is comprised of one (1) West Orange Healthcare District representative (Past Trustee – WOHD dissolved June 2023), one (1) FHWO representative, and one (1) annually-elected City/Town representative. The Steering Committee is comprised of one (1) staff member and one (1) alternate from each Partner Agency. HWOTC Working Groups are comprised of various Steering Committee and Supporting Agency members. Whereas most decisions relating to direction are expected to be made through consensus of the entire HWOTC membership, final decisions are based on a one-vote per Partner agency system of the Steering Committee.

Since inception of the HWOTC collaborative effort Bike/Walk Central Florida, a 501(c)3 nonprofit organization (“BWCF”), has provided program facilitation services to HWOTC according to Program Services Scopes prepared on an annual basis. A new Scope of Program Services is required to guide fiscal year 2026 services.

Pursuant to this need, BWCF is submitting this Proposal for delivery of services as described in the following Scope of Program Services.

Purpose

To facilitate and administer the Healthy West Orange Trails Connection in pursuit of the Objectives of the Healthy West Orange Trails Initiative Plan (“HWO Trails Initiative”).

Bike/Walk Central Florida is a 501(c)3 nonprofit organization.
FEIN: 46-1958502

100 E Pine Street, Suite 110-74 | Orlando, FL 32801 | www.bikewalkcentralflorida.org

1 | 8

Scope of Program Services

Program Task 1 – Program Facilitation

Ensure ongoing, inclusive, and collaborative guidance for the Healthy West Orange Trails Connection.

BWCF will facilitate collaborative efforts between HWOTC Partner and Supporting Agencies to implement the Healthy West Orange Trails Initiative, monitor performance, and evolve the mission, guiding principles and strategies.

BWCF will manage relationships with Partner and Supporting Agencies, including drafting resolutions and executing memorandums of understanding between the HWOTC and Steering Committee Agencies, whether for the program in general or for funding agreements.

1.1 – Meetings: Executive Committee

BWCF will facilitate regularly scheduled meetings as detailed below. Meeting facilitation includes creation of meeting agendas, materials/presentations, and minutes.

- Executive Committee (bi-monthly – 6 virtual meetings)

1.2 – Meetings: Steering Committee

BWCF will facilitate regularly scheduled meetings as detailed below. Meeting facilitation includes creation of meeting agendas, materials/presentations, and minutes.

- Steering Committee (quarterly – 4 in-person meetings)

1.3 – Communications

BWCF will provide regular communications to all Partner and Supporting Agency contacts through a bi-monthly partner update email campaign summarizing committee and working group activity updates, HWOTC SUN Trail Loops development progress, and grant research and assistance efforts. Calls to action and notification of grant opportunity deadlines will be included, as needed.

1.4 – Program Facilitation Funding Agreements/Discussions

BWCF will facilitate discussions with Partner Agencies throughout FY26 to identify facilitation needs and reach consensus on funding agreements for future HWOTC program facilitation.

1.5 FY26 Annual Report

- BWCF will prepare a FY26 annual report that summarizes the activities of the HWOTC and its Working Groups for Q4 fiscal year 2026 delivery. The Annual Report shall include summaries of:
 - Program Facilitation and Administration
 - Trail Network Development Working Group activities and accomplishments
 - Trail Grant Program applications, awards, and recipient project details
 - Note: report to be submitted in digital format; hardcopies upon request.

Program Task 1 Deliverables

- Executive & Steering Committee meeting agendas, materials/presentations, and minutes (Tasks 1.1; 1.2)
- HWOTC Partner Update Email Campaign (one email newsletter bi-monthly in the week following Executive Committee meetings) (Task 1.3)
- FY26 Annual Report (Task 1.5)
- HWOTC Partner recruitment and engagement summary

Program Task 2 – Trail Network Development

Facilitation and collaboration with the HWOTC Trail Network Development Working Group. The Working Group shall primary function to further development of the HWOTC SUN Trail Loops vision, and align Partner Agency trail projects with grant funding opportunities. Efforts shall align with certain HWO Trails Initiative Objectives, including:

HWO Trails Initiative Objective: Connect

Create and activate a regional network of trails connecting municipalities, landmarks, and destinations in West Orange County reaching all populations, including those that may have underlying health concerns.

HWO Trails Initiative Objective: Navigate

Increase navigation to and from trails by such methods as standardized wayfinding signage, evaluating trail access and connections, and community communication and education.

HWO Trails Initiative Objective: Identify

Increase the viability of trails as a shared community asset by providing health and wellness for all. Increase sense of shared community through integrated and consistent programming and planning.

2.1 – Meetings: Trail Network Development Working Group

BWCF will facilitate up to six (6) regularly scheduled bi-monthly meetings for the Trail Network Development Working Group (virtual). Meeting facilitation includes creation of meeting agendas, meeting materials/presentations, and minutes/notes.

2.2 – Facilitation of HWOTC “Facilitation Fund” Grant Program

BWCF will continue facilitation of the HWOTC Grant Program in collaboration with the Trail Network Development Working Group, Executive Committee, and Steering Committee.

- Continued development and maintenance of the online grant application submittal portal (hwotcgrants.org);
- Support to HWOTC Partners, Supporting Agencies, and other grant applicants in identification and refinement of project opportunities.

BWCF will facilitate and support the following HWOTC Grant Program application review processes:

- Application package sufficiency review;
- GIS-based project priority evaluation;
- Facilitation of application reviews by: Trail Network Development Working Group, Executive Committee, and Steering Committee;
- Creation and submission of a review process summary and grant recommendation to the FHWO Board of Directors.
 - Note: to be completed only for applications for which the HWOTC Steering Committee recommends an award of grant funding.

BWCF staff shall provide the following services related to the HWOTC SUN Trail Loops Planning Study:

- Development and distribution of a Request for Proposals (“RFP”) to solicit private-sector professional services for completion of the Planning Study;
- In collaboration with FHWO, development of a service contract for the Planning Study;
- Development and facilitation of a selection committee to review and rank received proposals, interview shortlisted candidates, and provide a selection recommendation to the HWOTC Steering Committee and FHWO Board of Directors;
- Project management, including oversight of project timeline, milestones, and deliverables.

2.3 – Trail Grant Research and Support

BWCF staff shall continually research private, local, state, and federal grant programs to identify funding assistance opportunities for HWOTC Partner Agency projects that align with the HWOTC Mission, especially those featured in the HWOTC SUN Trail Loops Vision. BWCF will continue to maintain and update the “HWOTC Grant Assistance” SharePoint page (available to all HWOTC members) with summary documents assembled for grant programs that may present such opportunities.

BWCF will also research any grant program specifically requested by an HWOTC Partner Agency and evaluate the grant program for suitability and applicability to trail-related projects aligned with the HWOTC Mission, especially those featured in the HWOTC SUN Trail Loops Vision.

2.4 – Trail Project Support

BWCF staff shall provide direct assistance and support to HWOTC Partner Agencies for trail-related projects aligned with the HWOTC Mission, especially those featured in the HWOTC SUN Trail Loops Vision. Specific details of distinct assistance and support efforts shall be determined collaboratively between BWCF staff and the Partner Agency staff, and approved by the HWOTC Executive Committee. BWCF staff may collaborate with the Trail Network Development Working Group members in support efforts, as needed.

Support may include:

- Assistance in assembly of grant application packages;
- Assistance in project planning and pre-design efforts (e.g. conceptual review, field evaluations, etc.)
- Advocacy for project(s) in local, regional, and state transportation and mobility planning efforts, and area advisory boards and committees (e.g. Orange County Parks and Recreation Advisory Board, MetroPlan Orlando, Florida Department of Environmental Protection Office of Greenways and Trails, etc.)

Program Task 2 Deliverables

- Trail Network Development Working Group meeting agendas, materials/presentations, and minutes (Task 2.1)
- Quarterly Summary of Efforts: Grant Program Facilitation and Application Reviews (Task 2.2)
- Quarterly Summary of Efforts: Trail Grant Research and Support (Task 2.3)
- Quarterly Summary of Efforts: Trail Project Support (Task 2.4)
- Working Group Activity Summary prepared for presentation at each quarterly Steering Committee meeting

Schedule

BWCF will provide the services and deliverables described in this Scope of Program Services from October 1, 2025 to September 30, 2026.

Funding & Payment

The total estimated cost of BWCF's program services is \$90,000.00 – to be cost-shared amongst the HWOTC Partner Agencies (together, the "Funding Partners"), according to the cost-sharing schedule, below. BWCF will prepare invoices for each Funding Partner on a quarterly basis; payment is due within 30 days of receipt of invoice.

Cost-Sharing Schedule:

Funding Partner	Total Funding Amount
Foundation for a Healthier West Orange	\$39,000.00
City of Ocoee	\$20,500.00
City of Winter Garden	\$20,500.00
Town of Oakland	\$5,000.00
Town of Windermere	\$5,000.00
<i>total</i>	\$90,000.00

2025 Schedule of Invoices:

Invoice	FHWO	Ocoee	Winter Garden	Oakland	Windermere	Total
Q1 (Jan 1)	\$ 9,750.00	\$ 5,125.00	\$ 5,125.00	\$ 5,000.00	\$ 5,000.00	\$ 30,000.00
Q2 (Apr 1)	\$ 9,750.00	\$ 5,125.00	\$ 5,125.00	\$ -	\$ -	\$ 20,000.00
Q3 (Jul 1)	\$ 9,750.00	\$ 5,125.00	\$ 5,125.00	\$ -	\$ -	\$ 20,000.00
Q4 (Oct 1)	\$ 9,750.00	\$ 5,125.00	\$ 5,125.00	\$ -	\$ -	\$ 20,000.00
	\$ 39,000.00	\$ 20,500.00	\$ 20,500.00	\$ 5,000.00	\$ 5,000.00	\$ 90,000.00

Facilitation Task Cost Details:

Task #	Program Facilitation Task	Total Cost
	<i>Program Administration</i>	\$16,268.00
	BWCF internal program management (e.g. staff meetings, task management and strategy, financial reporting, etc.)	\$15,430.00
	Program Expenses	\$73.00
	Mileage	\$765.00
1	<i>Program Facilitation</i>	\$18,340.00
1.1	Meetings: Executive Committee	\$5,472.00
1.2	Meetings: Steering Committee	\$7,296.00
1.3	Communications	\$1,932.00
1.4	Program Facilitation Funding Agreements/Discussions	\$1,340.00
1.5	FY26 Annual Report	\$2,300.00
2	<i>Trail Network Development</i>	\$55,392.00
2.1	Meetings: Working Group	\$5,472.00
2.2	Facilitation of Grant Program	\$21,472.00
2.3	Trail Grant Research and Support	\$12,616.00
2.4	Trail Project Support	\$15,832.00
	<i>total</i>	\$ 90,000.00

Responsibility of the Parties

The City of Ocoee (“CITY”) shall provide all of the necessary information and materials for Bike/Walk Central Florida (“BWCF”) to complete the services. The CITY shall cooperate with BWCF in a timely manner. BWCF shall perform the services in a professional manner, meeting all applicable deadlines as set forth in this agreement. BWCF will communicate regularly with the CITY to report progress or any issues.

Confidentiality

Both parties agree to maintain the confidentiality of all proprietary or confidential information disclosed during the course of this Agreement. This obligation will survive the termination of this Agreement.

Termination

This Agreement may be terminated under the following conditions:

- **By the CITY:** With written notice if BWCF fails to meet agreed-upon milestones or performs in a manner that is inconsistent with the scope outlined in this Agreement.
- **By BWCF:** With written notice if the CITY fails to make timely payments or breaches the terms of the Agreement.

Upon termination, BWCF shall deliver any work completed up to that point, and the CITY shall pay for all services rendered up to the termination date.

Independent Contractor Relationship

It is understood that BWCF is an independent contractor and not an employee of the CITY. BWCF shall be responsible for all taxes, withholdings, and other statutory obligations related to the services provided.

Limitation of Liability

Except for claims arising from gross negligence or willful misconduct, BWCF’s liability under this Agreement shall be limited to the total compensation received for services rendered under this Agreement.

Dispute Resolution

In the event of any dispute under this Agreement, the parties will attempt to resolve the matter through informal discussions. If the dispute cannot be resolved, it will be submitted to binding arbitration in Orlando, FL under the rules of the American Arbitration Association (AAA).

Miscellaneous

- **Governing Law:** This Agreement shall be governed by the laws of the State of Florida.
- **Entire Agreement:** This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes all prior agreements, whether written or oral.
- **Amendments:** This Agreement may only be amended in writing and signed by both parties.

Please execute as indicated below and return a digital copy for our records. Your signature will serve as BWCF's authorization to proceed with the Scope of Program Facilitation Services contained herein.

Contact Patrick Panza at (407) 542-6074 x. 705 (o) or (407) 538-3843 (m) with any inquiries.

IN WITNESS WHEREOF, the parties hereto have executed this Scope of Services Agreement as of the Effective Date.

City of Ocoee:	
Signature:	_____
Name:	_____
Title	_____
Date:	_____

Bike/Walk Central Florida, Inc.:	
Signature:	<u>Emily Bush</u>
Name:	<u>Emily Bush</u>
Title	<u>Executive Director</u>
Date:	<u>9/16/25</u>



STAFF REPORT

Meeting Date: December 16, 2025

Item #: 3

Contact Name: Charles Van Camp
Contact Number: Ext. 2006

Department Director: Thomas Smothers
City Manager: Craig Shadrix

Subject: Approval of Educational Affiliation Agreement with Valencia College. (Deputy Fire Chief Van Camp)

Background Summary:

The Ocoee Fire Department is seeking to renew a formal affiliation agreement with Valencia College, which will allow personnel who are attending EMT or paramedic school the ability to complete their ride time on the agency's rescue units and receive credit towards their education.

Issue:

Should the Honorable Mayor and City Commissioners approve and authorize the Mayor to enter into an affiliation agreement with Valencia College to enable personnel to receive credit for EMT or paramedic clinical ride time?

Recommendations:

Staff recommends the Honorable Mayor and City Commissioners approve and authorize the Mayor to enter into the affiliation agreement with Valencia College.

Attachments:

1. Affiliation Agreement

Financial Impacts:

There is no financial impact caused by this Agreement.

Type of Item: Consent

**AFFILIATION AGREEMENT
BETWEEN
THE DISTRICT BOARD OF TRUSTEES
OF
VALENCIA COLLEGE, FLORIDA
AND**

Ocoee Fire Department

THIS SCHOOL AFFILIATION AGREEMENT (this "Agreement") is between **THE DISTRICT BOARD OF TRUSTEES OF VALENCIA COLLEGE, FLORIDA**, (hereinafter the "College"), and Ocoee Fire Department (hereinafter the "Agency"), hereinafter collectively referred to as the "Parties".

WHEREAS, the Agency is located at, _____ and provides clinical and/or medical services;

WHEREAS, the College is a public higher educational institution with approved programs of study as specified in **Exhibit "A,"** (hereinafter the "Programs"), which require clinical or observation experiences of students enrolled therein (hereinafter "Clinical or Observation Experience Rotation" or "Rotation"), and desires its students in the Programs (hereinafter the "Students" or "Program Students") to obtain educational experiences by utilizing appropriate facilities operated by the Agency (hereinafter the "Facilities") and personnel of third parties consistent with the purpose of the College as well as accreditation and/or professional requirements and standards; and

WHEREAS, Agency is a municipal corporation which has the resources in equipment and staff to provide the educational experiences required by the Programs, and has agreed to make such resources available to College; and

WHEREAS, it is to the benefit of both the College and the Agency to cooperate in the educational preparation of Students enrolled in the Programs so as to promote excellence in patient care, to ensure professional competence, and to provide maximum utilization of community resources;

NOW AND THEREFORE, in consideration of mutual promises herein and other good and valuable consideration, College and Agency agree that any Rotation established and implemented by Agency and College during the term of this Agreement shall be subject to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to establish procedures and guidelines for the provision of educational experiences within the Facilities for Program Students.
2. **RESPONSIBILITY OF AGENCY.** Except for acts to be performed by College pursuant to the provisions of this Agreement, Agency shall furnish the Facilities, personnel, services and all other items necessary for the educational experience, and, in connection with such Rotation, Agency also shall:

- a). Employ medical/health care providers, administrative, and direct patient care staff who are currently licensed to practice in their designated health profession in the State of Florida and who are qualified either through experience and/or academically to uphold and demonstrate standards of health care practice as established by Agency;
- b). Cooperate with the College in a mutually agreeable manner in enforcing College policies and procedures related to Student performance and Student conduct, provided that such policies and procedures do not conflict with Agency's policies and procedures. In the event of a conflict, Agency's policies and procedures will control.
- c). Endeavor to comply with all applicable requirements of any accreditation authority over Agency and certify such compliance upon request by College.
- d). Permit the authority responsible for accreditation of College's Curriculum to evaluate for consistency with institutional purpose, vision, values and mission the Facilities, services and all other items provided by Agency upon reasonable notice.
- e). Designate a person(s) to serve for Agency as liaison(s) (hereinafter the "Agency Liaison"), and provide College, in writing, the name and professional and academic credentials of all persons proposed as Agency Liaison prior to the start of the educational experience(s), who will:
 - (1) Assist the College's coordinating faculty members (hereinafter the "Faculty") with the planning of educational experiences and patient care assignments; and
 - (2) Meet with the College's coordinating Faculty to discuss the quality of the educational experiences and any problems which may have arisen in the provision of those experiences.
- f). Endeavor to include appropriate members of the Faculty in Agency meetings or communications when policies to be discussed will affect or are related to the Rotation and/or Students at the Agency's discretion.
- g). Provide the Students and Faculty with an orientation of the Facilities, or orientation packets about the Facilities/Agency, which will include training about policies and procedures, including without limitation the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as modified by the Health Information and Technology for Economic and Clinical Health Act (HITECH Act), especially as it relates to the Agency's confidentiality requirements, and instruction on OSHA regulations regarding blood-borne pathogens, infectious disease plans, and hazardous chemical plan, and how, when and why to report incidents.

- h). Provide supervised educational experiences for Students that fulfill the curriculum requirements of the Program and meet the objectives agreed upon by the College and the Agency. Allow Faculty access to the Facilities for the purposes of coordinating, observing and instruction of Students engaged in educational experiences;
- i). Plan, administer and retain total responsibility for all aspects of patient care and provide for qualified supervision of all patient activities.
- j). Provide Faculty and Students with, or seek emergency accident care for injuries, or illnesses of an acute nature, incurred while on duty at the Facilities. Emergency treatment of Students or Faculty for any injuries incurred during educational activities must be covered through the individual's personal health insurance plan, or through his/her own resources. Personal health insurance coverage for the College's Faculty and/or Students, or the cost of any medical care or emergency treatment, will not be the responsibility of the College and/or Agency.
- k). Not guarantee it will place or maintain placement of any Student at Agency.
- l). Notify College of any Student whose work or conduct with clients, patients or personnel is not, in the opinion of Agency, in accordance with acceptable procedures or standards of performance or otherwise could disrupt patient care or Agency's operation. The notice shall be prompt and contain an appropriate description of the work or conduct necessitating the notice or removal of the Student from the Facilities. Agency may withdraw any Student or Faculty from its Facilities whose conduct or work with patients, personnel, or medical staff is not in accordance with the policies and procedures of Agency or is detrimental to patients or others and College agrees to immediately communicate and implement as appropriate the Agency's determination to withdraw such student or instructor from Agency's Facilities.
- m). Provide Faculty with written policies, procedures, standards of care and protocols of Agency, which College acknowledges shall govern Students and Faculty involved in the Rotation. The Agency may at any time summarily relieve a Student from a specific assignment, or request that a Student or Faculty member leave a patient care area for causes related to the quality of patient care;
- n). Maintain its operating license and appropriate accreditation.
- o). Provide preceptors for any Rotation for which College requests preceptors. Preceptors selected by Agency for a Rotation will meet such experience, licensure, and skills requirements as are mutually agreed upon by the College and the Agency. Agency designee will work with Faculty in determining the assignment of Agency preceptors within the Rotation(s). The Program(s) for which Rotation preceptors are requested are listed on **Exhibit "B"**.

3. **RESPONSIBILITIES OF COLLEGE.** The College shall:

- a). Require a physical examination of all Students prior to their participation in the Rotation. The physical examination shall include general physical exam, utilizing history (mobility, motor skills, hearing, visual and tactile abilities) and immunization assessment and any other exam that Agency may reasonably require. Students and Faculty must have current immunizations including Varicella, Hepatitis B (or signed waiver if refused), MMR, Tetanus. If titer is negative for Varicella, College will require Student to receive Varicella vaccine. If Student has positive PPD results, College will provide confirmation that Student has a negative chest x-ray. All Students and Faculty must have a current (within one year) PPD. College will notify Agency of any positive PPD results. College will require any Student who may be exposed to a patient with known or suspected TB to be fitted for a respirator. College will maintain required immunization records.
- b). Provide verification consistent with the requirements of this section indicating that a criminal background check has been conducted on all Students 18 years of age or older and all Faculty, prior to commencement of a Rotation. The criminal background check must include all cities, counties, and states in which the Student or Faculty has resided and in which the Student or Faculty has worked at any time during the preceding ten (10) years. Agency will provide College with a list of convictions and/or pending charges that Agency has determined will disqualify a Student or Faculty from Rotation participation ("Student Disqualification Guidelines - Criminal Background" attached hereto as **Exhibit C**), which College will use in connection with background checks. College will not send any Student or Faculty who is clearly disqualified to Agency's facility to participate in a Rotation. In the event College is unable to determine whether a particular Student or Faculty is disqualified pursuant to Agency's list, College will consult Agency for Agency's evaluation and determination. Agency retains the ultimate right to determine if a Student is disqualified.
- c). Provide Agency, in writing, the names of the Students assigned by College to participate in the Rotation prior to the beginning of the Rotation.
- d). Present Program Students for Rotations who have adequate preclinical instruction and who, in the discretion of the Faculty, have adequately fulfilled the preclinical requirements of the Program curriculum;
- e). Procure and maintain, through the Florida College System Risk Management Consortium (FCSRMC), occurrence-type professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00) per incident and three million dollars (\$3,000,000.00) annual aggregate covering the Students and any Faculty members for instruction/supervision of Students only. At the Agency's request, the College shall provide the Agency with a Certificate of Insurance evidencing such coverage.

- f). Provide the services of a Faculty member, or other College liaison, who will:
 - (1) Plan, in conjunction with staff member(s) of the Agency, the educational experiences and patient care assignments that will fulfill the educational requirements of the Program curriculum; and
 - (2) Meet with staff member(s) of the Agency to discuss the quality of the educational experiences and any problems which may have arisen in the provision of those experiences.
- g). Upon receipt of Agency's notice of a Student or other Rotation participant whose work or conduct with clients, patients or personnel is not in accordance with acceptable procedures or standards of performance or otherwise could disrupt patient care or Agency's operation, evaluate such Student's or Rotation participant's conduct and take appropriate action. It is understood that, if Agency takes action under the provisions of Section 2.1., above, that the Student's or Rotation participant's participation in the Rotation at Agency shall immediately cease, subject to being resumed only with the mutual written agreement of College and Agency.
- h). Not guarantee it will place or maintain the placement of any Program Student at Agency.
- i). Agree to require participating Faculty, staff and Students to comply with the applicable policies and procedures of the Agency during the course of their participation, to the extent permitted by law. Solely for the purpose of defining the Students' role in relation to the use and disclosure of the Agency's protected health information, such Students are defined as members of the Agency's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, such Students are not and shall not be considered to be employees of the Agency or of College.
- j). Agree to require Program Students, Faculty and other College-employed Program participants, as a condition of their participation in the Program, to execute a Confidentiality Statement [(Exhibit "D") or in another form mutually accepted by the Parties] with the Agency, acknowledging their responsibility under applicable Federal law and regulations, including but not limited to regulations under the Health Insurance Portability and Accountability Act ("HIPAA"), to keep confidential any information regarding Agency patients, as well as confidential information of the Agency, as a condition of participation in the Rotation; and provide Agency with copies of the executed Confidentiality Statements for each Program Student, Faculty, and other College-employed Rotation participant prior to the start of the Rotation.
- k). Maintain individual records of class and clinical instruction, evaluations of Students, preceptor, and Faculty competency and health.

- 1). Establish and maintain for this educational Rotation, curriculum standards and educational policies that meet College standards and applicable licensing and accreditation requirements;
- m.) Administer, organize and operate the overall educational Program and retain responsibility for the education of Students in and for the Program curriculum, its design, delivery, and quality;
- n). Provide course outlines to Agency that include objectives, goals and classes for each course providing educational experience;
- o). Provide Agency with a copy of the College's Student Code of Conduct Policy and/or the Health Science Program's Student Handbook that sets forth the rules governing student behavior.

4. **RESPONSIBILITY TO INFORM STUDENTS.** The College shall inform its Students in the Program that as participants in the Rotation they are required to:

- a). Comply with the policies and procedures of Agency, to the extent permitted by law, including the Agency's policies on confidentiality and disclosure of information;
- b). Comply with state and federal laws and regulations;
- c). Provide and wear the necessary and appropriate uniform while on duty at Agency;
- d). Obtain prior written approval of both Parties before publishing any material related to the learning experience provided under the terms of this Agreement.
- e). Maintain the confidentiality of all records or information exchanged in the course of the Rotation, including, but not limited to, protected health information, as defined under HIPAA.
- f). Acknowledge and agree that neither the College nor the Agency guarantees to place or maintain placement of any Program Student under this Agreement and that participation in the Program does not qualify them as an Employee of Agency, per Section 7 of this Agreement.
- g). As required by Agency as a condition of participation in the Rotation, execute and abide by the attached Confidentiality Statement (Exhibit D) pursuant to Section 3(j) above.

5. **RESPONSIBILITY OF THE COLLEGE AND THE AGENCY: ROTATION COORDINATION.**

- a). College and Agency agree to work together to establish and maintain a quality Rotation. Agency agrees to take an active role in suggesting or establishing education policy, curriculum, and course content.
- b). College and Agency agree to provide representatives to form an Advisory Committee to meet periodically to fashion, discuss, evaluate, and make recommendations to revise the Rotation experience at Agency. College agrees upon request to provide representatives from the Faculty to serve on Agency committee(s) relevant to the Rotation.
- c). The parties acknowledge that many student education records are protected by the Family Educational Rights and Privacy Act ("FERPA"), [20 United States Code sections 1232(g), 1232(h) and 1232(i)], and federal regulations issued pursuant to such act, and by state law in s. 1002.22, F.S., and that generally, written student consent must be obtained before releasing personally identifiable student education records to anyone other than College. College agrees to provide guidance to Agency with respect to complying with the provisions of FERPA and similar state law. Agency agrees to treat all student education records that are specifically identified as such by the parties confidentially and not to disclose such student education records except to College and Agency officials who need the information to fulfill their professional responsibilities, or as required or permitted by law. The parties acknowledge that the fact that a Student is mentioned in a record or report generated and/or maintained by Agency in the normal course and scope of its operations, and not created or maintained by College, may not cause such record or report to be considered a "student education record" for purposes of this paragraph.
- d). Neither party shall have the power to obligate the other party's resources, or commit the other party to any particular action.
- e). Both Parties and their employees shall conduct themselves in compliance with all applicable federal, state, and local laws, rules, and regulations and in compliance with the standards, rulings, and regulations of relevant accreditation and regulatory bodies, as well as their own respective institutional rules and regulations.
- f). A Party will cooperate fully with the other Party and its counsel in the defense of any claims against a Party in any way arising out of or connected with this Agreement. Such cooperation, including attendance at depositions, trials, conferences, and the rendering of written reports, will be at no expense to the Party subject to the claim.

6. REQUEST FOR WITHDRAWAL OF FACULTY OR STUDENT. College shall have full responsibility for the conduct of any Student or Faculty disciplinary proceedings and shall conduct the same, with input from Agency, in accordance with all applicable statutes, rules, regulations and case law.

- (a) No provision of this Agreement shall prevent Agency from refusing to accept or continue any Student or Faculty in the Rotation at Agency's Facilities who has

previously been employed by Agency and who has been determined by Agency to be ineligible for rehire for any reason. The Agency shall notify the College in writing of its refusal to accept or continue a Student or Faculty in the Rotation on this basis but shall be under no obligation to provide a reason any individual is considered ineligible for rehire. Agency can impose temporary withdrawal of a Student or Faculty from Agency's Facilities. The Agency shall provide to the College prompt written notice of such a withdrawal, which shall state the reason(s) for the temporary withdrawal.

- (b) The Agency may also submit to College a notice documenting its decision to require the permanent withdrawal of any Student or Faculty from Agency's Facilities for a reasonable cause related to the need for maintaining a safe and orderly environment, and the College shall immediately cause the Student or Faculty to comply with Agency's decision as documented. The notice from the Agency shall set forth the basis for withdrawal.
- (c) In the event the College does not agree with the Agency's refusal to accept or continue a Student or Faculty, Agency's temporary withdrawal of a Student or Faculty from Agency's facilities, or Agency's request for permanent withdrawal of a Student or Faculty from Agency's facilities, the College may request a meeting with the Agency's designee to discuss the basis for any such disagreement, which meeting will be scheduled within a reasonable time as mutually agreed between the parties. The parties agree that if such a meeting is requested, the Student or Faculty in question will not be permitted in Agency's Facilities pending the outcome of the meeting. Agency's decision following such meeting will be final.
- (d) The College may at any time withdraw a Faculty member or Student whose progress, conduct, or work does not meet the standards of the College for continuation in the Program.

7. INDEPENDENT CONTRACTOR/STUDENT STATUS.

- a). The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party. Students shall not be considered employees of either party notwithstanding the language of Section 3(i) herein. In no circumstance shall Students be considered employees or agents of College.
- b). Students shall participate in the Rotation hereunder for the sole consideration of obtaining an educational experience. Each party agrees that the Students will be in a learning situation and that the primary purpose of the placement is for the Students' learning and the benefit of the Students. It is further understood that the

Student shall not at any time replace or substitute for any Agency employee. Nor shall Student perform any of the duties normally performed by an employee of the Agency except such duties as are a part of their training and are performed by the Student under the direct supervision of an Agency employee. Students are not entitled to a job at the completion of the educational experience. Agency derives no immediate advantage from the activities of the Students, and on occasion its operations may actually be impeded. The Agency, College, and the Students understand that the Students are not entitled to wages for the time spent at in training. Each party agrees that no Student in the Rotation will be deemed to be an employee, agent or volunteer of the Agency or the College by virtue of participation in the Rotation, nor will the Agency or the College be liable for the payment of any wage, salary, or compensation of any kind for service provided by the Students while participating in the Rotation. Further, no Student will be covered under the Agency's or the College's Worker's Compensation, social security, or unemployment compensation programs while participating in the Rotation.

8. INSURANCE.

- a). **INSURANCE OF COLLEGE.** The Agency acknowledges that the College is a political subdivision of the State of Florida and warrants and represents that it participates in the Florida Community College Risk Management Consortium, with headquarters in Gainesville, Florida, for worker's compensation, general liability, and other coverage, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by the College. Its self-insured fund and various policies are authorized and stated in Florida Statutes, Section 1001.64(27) and Section 768.28. The College agrees to maintain its participation in the Florida Community College Risk Management Consortium for the duration of this Agreement. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the College to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28, Florida Statutes.
- b). **INSURANCE OF AGENCY.** Agency shall maintain, at its own cost and expense, through commercial insurance, a program of self-insurance, or a combination thereof, general and professional liability insurance covering Agency against professional liability (malpractice) claims, in the minimum amount of Two Hundred Fifty Thousand dollars (\$250,000) per occurrence/Seven Hundred Fifty Thousand dollars (\$750,000) aggregate for facility malpractice and Five Hundred Thousand dollars (450,000) per occurrence/One Million Five Hundred Thousand dollars (\$1,500,000) aggregate for medical director malpractice. Evidence of such insurance or self-insurance shall be provided to College upon request.

- 9. ASSIGNMENTS.** This Agreement may not be assigned to a third party without the prior written consent of the non-signing party.

10. **THIRD PARTY OBLIGATIONS.** This Agreement is made solely for the benefit of the Parties named in this Agreement and is not intended to create rights or any cause of action in any third parties, including without limitation, Students.
11. **PERFORMANCE.** A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute a default hereunder, or give rise to any claim for damages.
12. **TERM AND TERMINATION.** The term of this Agreement is **2 years** through **October 31, 2027** (the "Term"). This Agreement may be extended or renewed upon advanced written agreement of the Parties hereto.

If either party to this Agreement wishes to terminate the Agreement, it is understood that at least ninety (90) days prior written notice shall be given prior to the termination date of the Agreement. And, if such notice is given, this Agreement shall terminate at the end of the ninety (90) days' notice; EXCEPT THAT the Rotation and this Agreement shall continue to be effective for the purpose of permitting Students actually participating in the Rotation at the time of termination to finish the Rotation at Agency.

13. **APPLICABLE LAW.** The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida.
14. **NONDISCRIMINATION.** During this Agreement, neither party shall discriminate against any person on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, disability or veteran or marital status.
15. **ENTIRETY OF AGREEMENT.** This Agreement contains the entire Agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter contained herein.
16. **AMENDMENTS AND MODIFICATIONS TO AGREEMENT.** All amendments and modifications to this Agreement shall be made by addenda and with the written mutual consent of both Parties. The addenda shall be attached to the Agreement and shall include the date and signatures of Parties agreeing to the modification(s).
17. **COPIES OF AGREEMENT.** Copies of this Agreement shall be placed on file and be available at the College and at the Agency.
18. **NOTICES.** All notices under this Agreement shall be in writing and delivered by personal delivery of United States, certified, return receipt requested, mail. Such notices shall be delivered to the following:

College Representative: Shelby Frutchey, Clinical Compliance Manager
Nursing & Allied Health Programs

Valencia College
1800 S. Kirkman Road
Mail Code 4-14
Orlando, Florida 32811
(407)582-1517
sfrutchey@valenciacollege.edu

Agency Representative: Kissimmee Fire Department

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year indicated below,
intending to be legally bound as of _____

APPROVED:

VALENCIA COLLEGE

Oscar Cristancho
Chief Financial Officer

Date: _____

AGENCY:

Ocoee Fire Department

Name: _____

Title: _____

Date: _____

EXHIBIT A

The Programs

Paramedic

EMT

EXHIBIT B

Programs for Which Preceptors are Requested

EXHIBIT C

Student Disqualification Guidelines - Criminal Background

A student will be disqualified from placement at any Agency facility if the student admits to, or a criminal background check reveals, a conviction of any disposition other than a finding of "not guilty" or a complete dismissal of the charges for one or more of the following generic crimes or their equivalents:

- Murder
- Manslaughter
- Carjacking
- Use of a weapon in the commission of a crime
- Robbery or theft (including, but not limited to, theft by falsification of financial records or embezzlement)
- Passing worthless checks
- Credit card fraud/fraudulent use of a credit card
- Forgery
- Identity theft
- Burglary
- Arson
- Kidnapping
- False Imprisonment
- Home invasion
- Assault
- Aggravated assault
- Resisting arrest with violence
- Domestic violence
- Any stalking offense
- Rape
- Sexual battery
- Trespass for sexual purposes (e.g. peeping)
- Lewd and lascivious behavior
- Lewd and lascivious act upon a child
- Lewd act in the presence of a child
- Child abuse
- Child abandonment
- Child neglect
- Any other crime involving physical violence or a crime against a child
- Possession of child pornography
- Sale, delivery, or trafficking in child pornography
- Exploitation, neglect, or abuse of a disabled adult or elderly person
- Sale, delivery or trafficking in narcotics (drugs)
- Felony possession of a controlled substance

Any other felony level offense involving violation of a drug abuse prevention and control law (including but not limited to felony level possession, sale, purchase, manufacture, or use of controlled substance in violation of applicable law)

Felony driving while intoxicated or under the influence of drugs or alcohol

Falsification of prescription records

Hate crimes

Te1TORism

Escape or attempted escape from incarceration

A student who admits to, or whose criminal background check reveals, a criminal conviction or any disposition other than a finding of "not guilty" or a complete dismissal of the charges relating to crimes other than those listed above is not automatically disqualified and may be considered for placement at an Agency facility based on a case-by-case evaluation, including but not limited to, the following factors: nature of the offense(s); criminal history (pattern/recidivism); remoteness in time of the offense; relevance of offense to position being offered; age at time of offense; and evidence of rehabilitation.

(EXHIBITD)

CONFIDENTIALITY AGREEMENT

School:.....

Program: _____

Facility/Agency:

The undersigned hereby acknowledges his/her responsibility under applicable federal law and regulations, including but not limited to regulations under the Health Insurance Portability and Accountability Act ("HIPAA"), to keep confidential any information regarding Facility/Agency patients, as well as all confidential information of Facility/Agency. The undersigned agrees, under penalty of law, not to reveal to any person or persons any specific information regarding any patient, except to authorized clinical staff and associated personnel of the Facility/Agency and, as necessary, to other Program Participants/Students at the Facility/Agency who are supervising or assisting the undersigned in the provision of services at Facility/Agency. The undersigned further agrees not to reveal to any third party any confidential information of Facility/Agency, except as required by law or as authorized by Facility/Agency. For purposes of this Agreement **"confidential information"** means information, methods, and material created by the Facility/Agency or entrusted to the Facility/Agency in confidence by third parties.

Dated this ___ day of _____, 20__

Program Participant/Student (Signature)

Program Participant/Student (Printed Name)



STAFF REPORT

Meeting Date: December 16, 2025

Item #: 4

Contact Name: Jen Bolling
Contact Number: Ext. 4021

Department Director: Jen Bolling
City Manager: Craig Shadrix

Subject: Approval of Resolution of Intent to Use the Uniform Method of Collection for Non-Ad Valorem Special Assessment. (Utilities Director Bolling)

Background Summary:

On November 18, 2025, the City Commission approved advertising a Resolution of Intent to Use the Uniform Method of Collection for Non-Ad Valorem Special Assessment. This resolution provides the Commission flexibility in determining payment options for the 41 downtown customers required to connect to the City sewer system under state law (Section 381.00655(1)(a), Florida Statutes) and the 2016 Bond, which funded much of the downtown sewer construction. The City has also secured a \$700,000 Florida Springs Protection Grant to cover construction costs for connecting the 41 private properties. A condition of the grant is that all customers comply with state law and complete the sewer connection.

Although the grant reduces customer costs by more than 50%, it does not cover the sewer capital fee mandated by City Code and the 2016 Bond. To assist residents with this fee, the Utilities Department is evaluating payment options for Commission consideration. One option is a non-ad valorem tax assessment, which would allow participating customers to make installment payments through their tax bill.

To keep this payment option available for Commission consideration, resolution adoption must occur before January 1, 2026. Potential payment options to assist customers with the sewer connection will be brought to the Commission for consideration at a later date.

Issue:

Should the Honorable Mayor and City Commissioners approve the Resolution of Intent to Use the Uniform Method of Collection for Non-Ad Valorem Special Assessment?

Recommendations:

Staff recommends that the Honorable Mayor and City Commissioners approve the Resolution of Intent to Use the Uniform Method of Collection for Non-Ad Valorem Special Assessment.

Attachments:

1. Downtown Sewer Connections Overview Map Area 1
2. Downtown Sewer Connections Overview Map Area 2
3. Downtown Sewer Connections Overview Map Area 3
4. NonAdVal Sewer Capital Fee Resolution

Financial Impacts:

None at this time.

Type of Item: Public Hearing

City of Ocoee Downtown Sewer Connections



Area 1

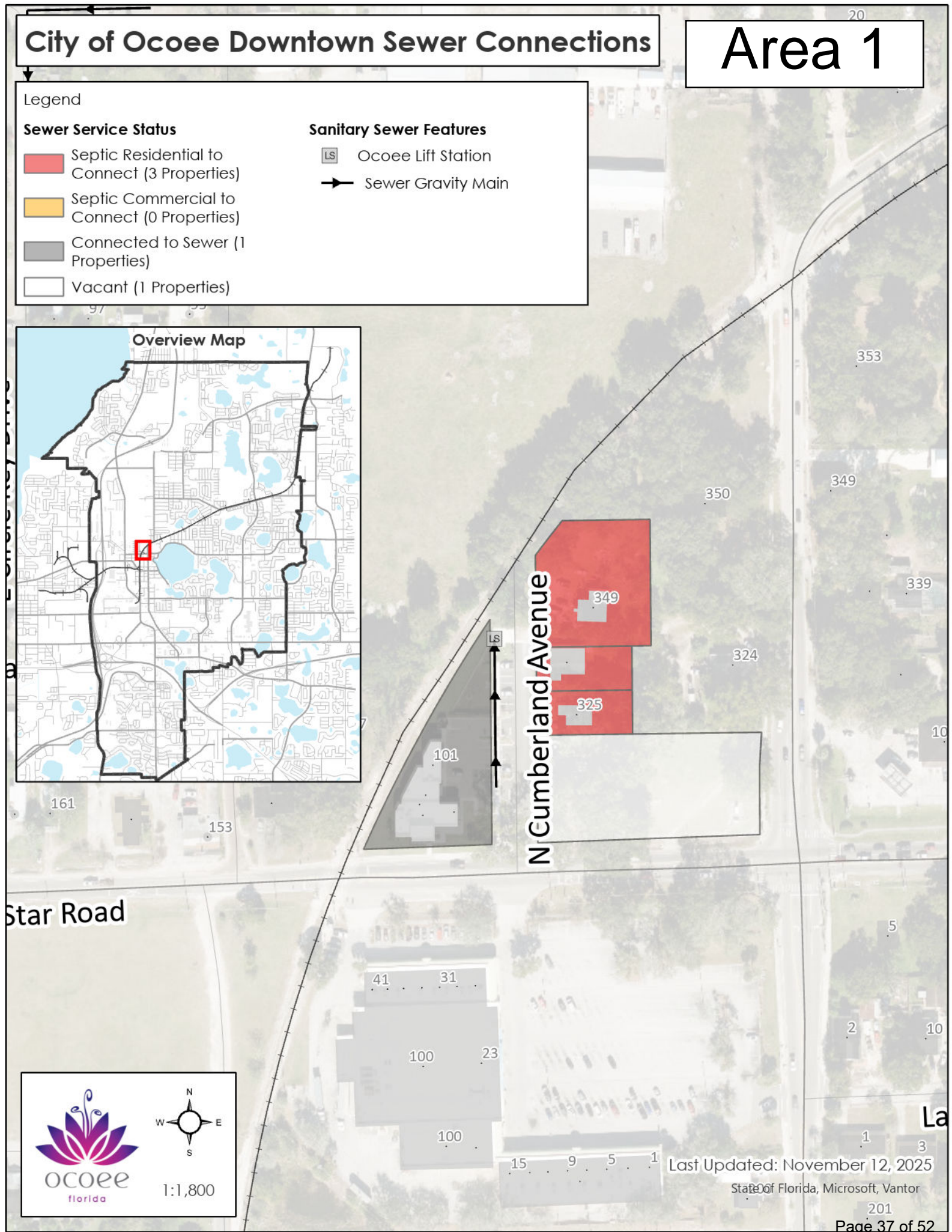
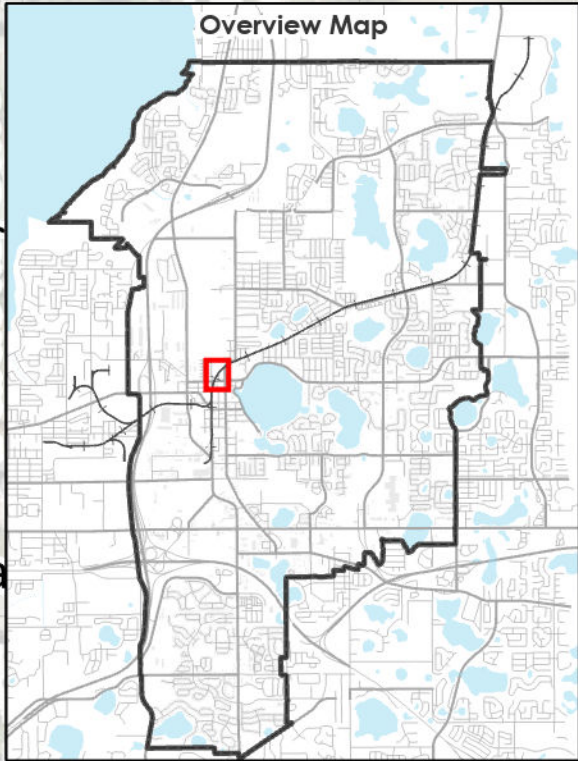
Legend

Sewer Service Status

-  Septic Residential to Connect (3 Properties)
-  Septic Commercial to Connect (0 Properties)
-  Connected to Sewer (1 Properties)
-  Vacant (1 Properties)

Sanitary Sewer Features

-  Ocoee Lift Station
-  Sewer Gravity Main



Last Updated: November 12, 2025

State of Florida, Microsoft, Vantor

City of Ocoee Downtown Sewer Connections

Area 2

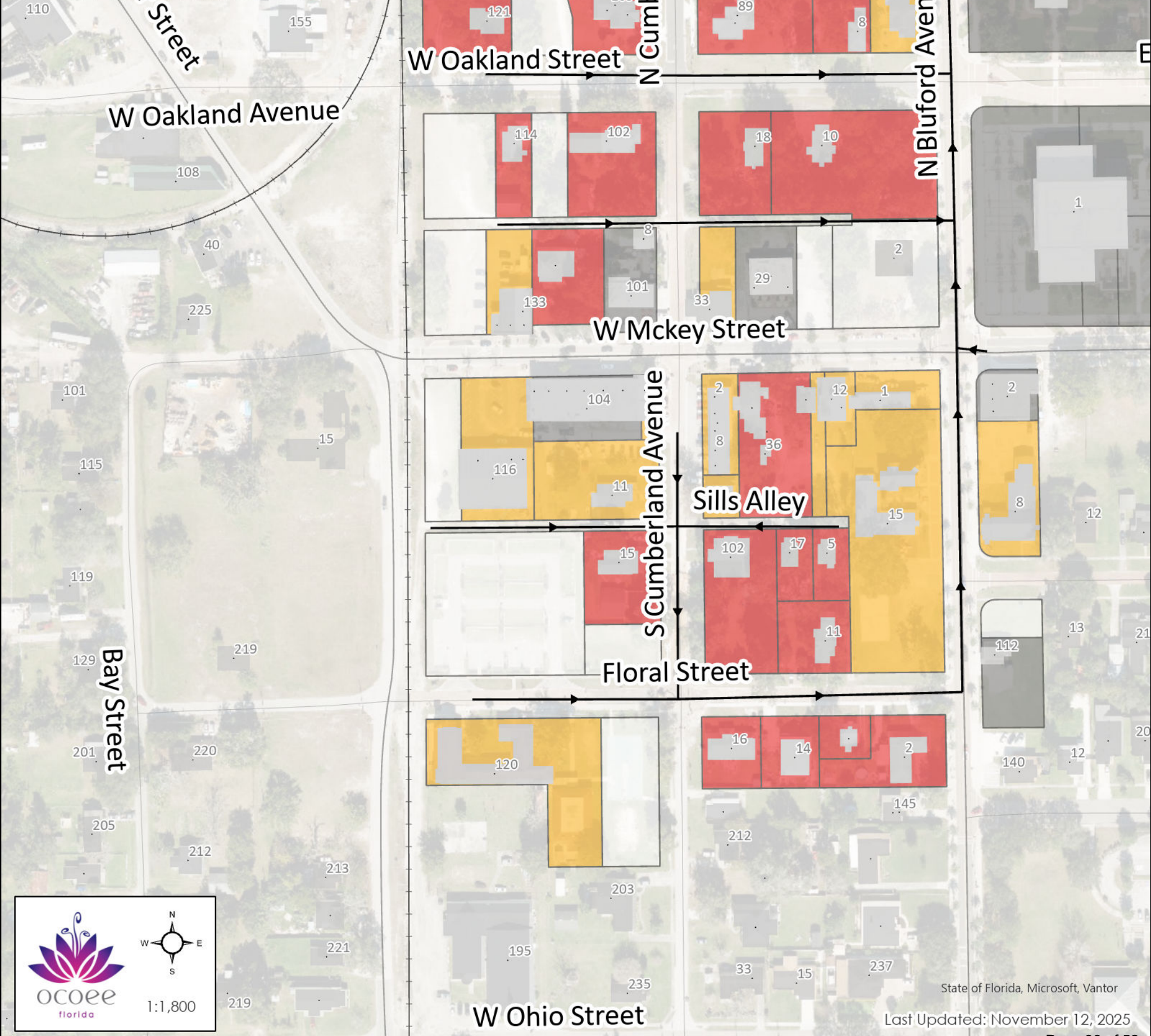
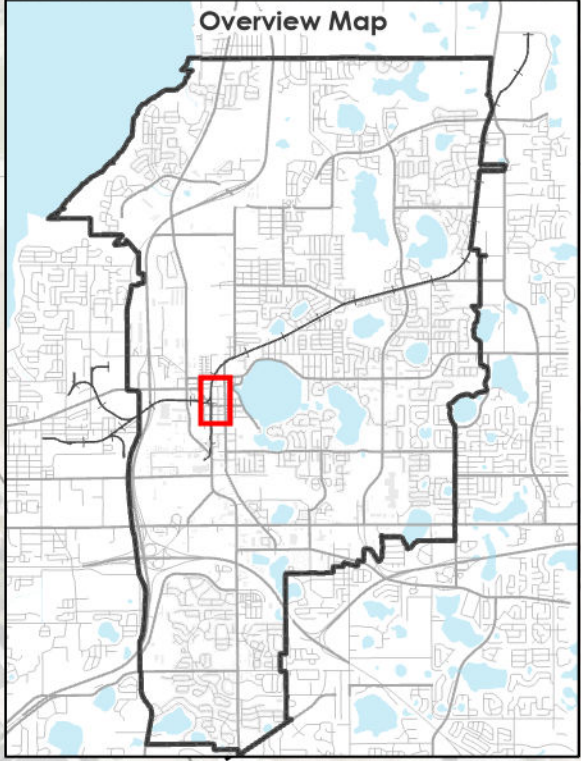
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Sewer Service Status

- Septic Residential to Connect (21 Properties)
- Septic Commercial to Connect (14 Properties)
- Connected to Sewer (10 Properties)
- Vacant (11 Properties)

Sanitary Sewer Features

- LS Ocoee Lift Station
- Sewer Gravity Main



ocoee
florida

1:1,800

City of Ocoee Downtown Sewer Connections



Area 3

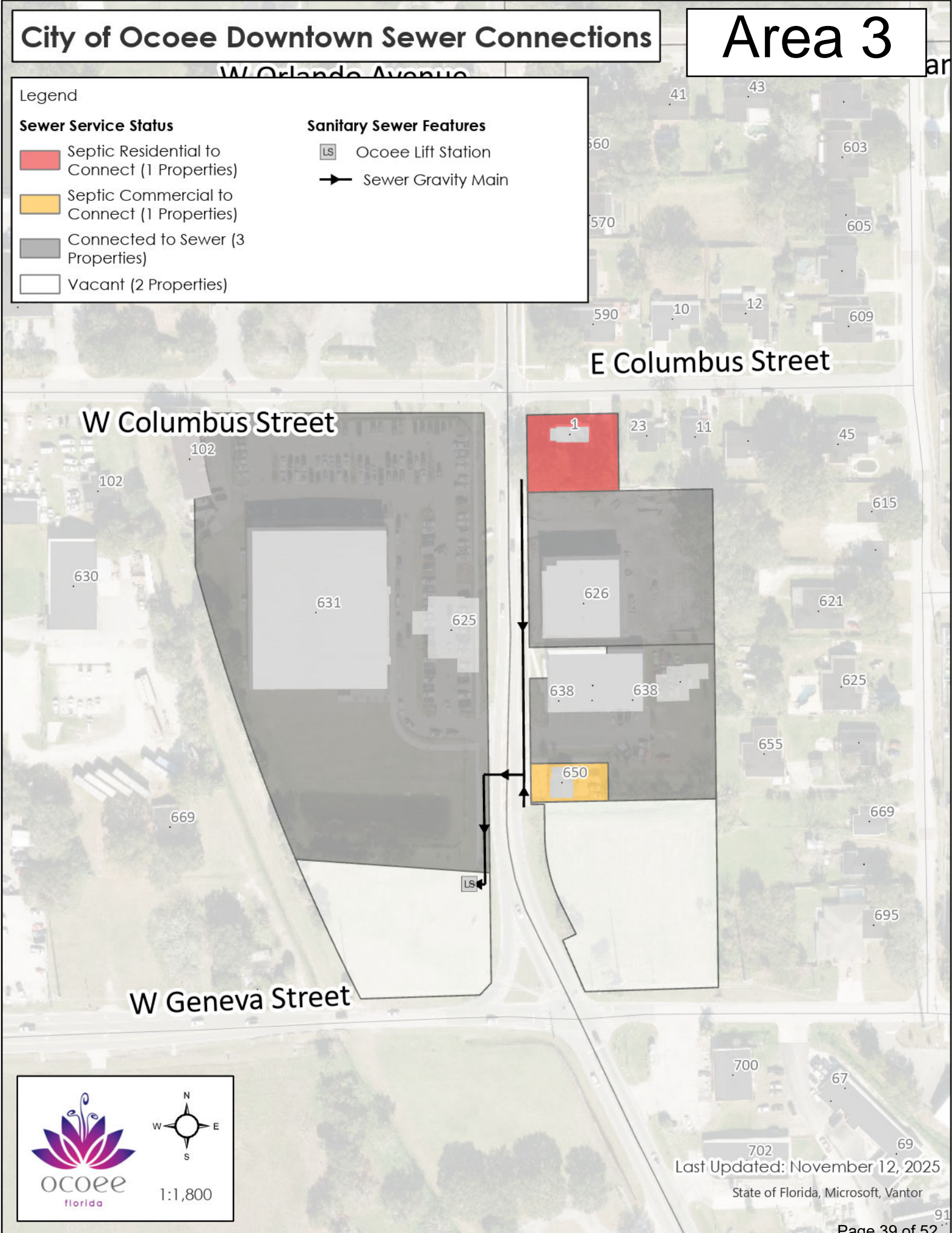
Legend

Sewer Service Status

-  Septic Residential to Connect (1 Properties)
-  Septic Commercial to Connect (1 Properties)
-  Connected to Sewer (3 Properties)
-  Vacant (2 Properties)

Sanitary Sewer Features

-  Ocoee Lift Station
-  Sewer Gravity Main



1:1,800

Last Updated: November 12, 2025

State of Florida, Microsoft, Vantor

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF OCOEE, FLORIDA, ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE CITY OF OCOEE, FLORIDA; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Ocoee, Florida (the "City") is contemplating the imposition of special assessments to fund the provision of central wastewater utility services, facilities, and programs within the incorporated area of the City; and

WHEREAS, the City intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing central wastewater utility services, facilities, and programs within the incorporated area of the City as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2026, in the same manner as provided for ad valorem taxes; and

WHEREAS, the City held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

NOW, THEREFORE BE IT RESOLVED by the City Commission of Ocoee, Florida, as follows:

1. Commencing with the Fiscal Year beginning on October 1, 2026, and with the tax statement mailed in November 2026 and continuing until discontinued by the City, the City intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632, Florida Statutes, as amended, to fund the cost of providing central wastewater utility services, facilities, and programs. Such non-ad valorem assessments shall be levied within the incorporated area of the City. A legal description of such area subject to the assessments is attached hereto as Exhibit B and incorporated by reference.

2. The City hereby determines that the levy of the special assessments is needed to fund the cost of providing central wastewater utility services, facilities, and programs within the incorporated area of the City.

3. Upon adoption, the City Clerk is hereby directed to send a copy of this Resolution by United States Mail to the Florida Department of Revenue, the Orange County Tax Collector, and the Orange County Property Appraiser by January 10, 2026.

4. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED this _____ day of December, 2025.

ATTEST:

CITY OF OCOEE, FLORIDA

Melanie Sibbitt, MMC, City Clerk

Rusty Johnson, Mayor

(SEAL)

ADVERTISED _____, 2025

READ FIRST TIME AND ADOPTED

_____, 2025

UNDER AGENDA ITEM NO. _____.

FOR USE AND RELIANCE ONLY BY
THE CITY OF OCOEE, FLORIDA;
APPROVED AS TO FORM AND LEGALITY
on this _____ day of _____, 2025.

FISHBACK DOMINICK

By: _____
Richard S. Geller, City Attorney

EXHIBIT A TO RESOLUTION

PROOF OF PUBLICATION

[INSERT PROOF OF PUBLICATION]

Order ID: 7899312

* Agency Commission not included

GROSS PRICE * : \$946.72**PACKAGE NAME:** Public Hearing/Bid/Misc_Legal

**NOTICE OF INTENT TO USE UNIFORM METHOD
OF COLLECTING NON-AD VALOREM
ASSESSMENTS**

The City of Ocoee, Florida (the "City") hereby provides notice, pursuant to section 197.3632, Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to fund the cost of providing central wastewater utility services, facilities, and programs within the incorporated area of the City, commencing with the Fiscal Year beginning on October 1, 2026 and continuing until discontinued by the City. The City will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 6:00 p.m. on December 16, 2025, in the City Commission Chambers, 1 N. Bluford Avenue, Ocoee, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the City Clerk's Office, 1 N. Bluford Avenue, Ocoee, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday

In the event any person decides to appeal any decision by the City with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk at (407) 905-3105 at least forty-eight (48) hours in advance of the scheduled hearing.

DATED this 19 day of November, 2025.
By Order of:
CITY OF OCOEE, FLORIDA
November 21st , November 28th ,
December 5th , and December 12th,
2025 7899312

EXHIBIT B TO RESOLUTION

LEGAL DESCRIPTION

[INSERT LEGAL DESCRIPTION OF CITY]

Property Legal Descriptions

PID *	Acreage	Parcel Situs Address	Owner 1	Owner 2	Address 1	Address 2	City	State	Zip Code	Property Use Code	Legal Description line 1	Legal Description line 2	Legal Description line 3
282218074400020	0.309	104 W MCKEY ST	JOECOEE HOLDING LLC		2735 OLD WINTER GARDEN RD		OCOEE	FL	347612995	1105	W P BLAKELEY SUB G/27 LOTS 2 3 4 5 6 & W 6 FT OF LOT 1 & UND	IVIDED 1/2 INTEREST IN E 1 FT OF W 7 FT OF LOT 1	
282218074400070	0.44	117 S CUMBERLAND AVE	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	1200	W P BLAKELEY SUB G/27 LOT 7		
282217614403661	0.713	120 FLORAL ST	FOUNDATION OF LIGHTS TRUST		SHAIKH IBRAHIM HABACH TRUSTEE	120 FLORAL ST	OCOEE	FL	347612621	7100	TOWN OF OCOEE A/100 THE W1/2 OF LOT 66 & ALL LOTS 67 & 68 BL	K 3 & N1/2 OF VAC ALLEY LYING S OF LOT 67 & W1/2 OF LOT 66	
282217614404433	0.113	650 S BLUFORD AVE	AJ CAR RENTAL LLC		7121 EDGEWATER DR		ORLANDO	FL	328104152	2740	TOWN OF OCOEE A/100 THE S 50 FT OF W 100 FT LOT 43 BLK 4		
282217614403141	0.212	133 W MCKEY ST	VMG INVESTMENT DEVELOPMENT LLC		43 1ST ST		WINTER GARDEN	FL	347873102	1105	TOWN OF OCOEE A/100 THE E 13 2/3 FT LOT 14 & ALL LOT 15 BLK	3	
282217614403470	0.146	2 W MCKEY ST	SILLS JIMMY F	SILLS CATHY	2 W MCKEY ST		OCOEE	FL	347612645	2740	TOWN OF OCOEE A/100 LOT 47 BLK 3		
282217614403273	0.093	14 W MCKEY ST	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	2100	TOWN OF OCOEE A/100 THE W 20 FT LOT 27 BLK 3		
282217614403340	0.461	116 W MCKEY ST	SWAG OF CENTRAL FLORIDA LLC		118 W MCKEY ST		OCOEE	FL	347612615	1105	TOWN OF OCOEE A/100 LOTS 34 & 35 BLK 3		
282217614403840	1.147	15 S BLUFORD AVE	OCOEE CHRISTIAN CHURCH INC		PO BOX 128		OCOEE	FL	347610128	7100	TOWN OF OCOEE A/100 LOTS 84 THROUGH 89 & LOT 48 & E 30 FT OF	LOT 27 (LESS N 100 FT) & THAT PT OF VAC ALLEY LYING BETWEEN	SAID LOTS 27 & 47, 48, 84 & 85 BLK 3 PER 3000/1391
282217550403010	0.366	8 MAGNOLIA ST	OCOEE CHURCH OF CHRIST		2 MAGNOJIA ST		OCOEE	FL	347612732	7100	MARION PARK L/48 ALL OF LOTS 1 THROUGH 7 BLK C AND PT OF LOT	8 BLK C DESC AS BEG AT SW COR OF LOT 8 TH NORTH 8.79 FT	S89-52-10E 85.01 FT TH SOUTH 9.1 FT TH N89-55-28W 85 FT TO P
282217614403302	0.069	14 S CUMBERLAND AVE	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	1200	TOWN OF OCOEE A/100 THE S 60 FT OF LOT 30 BLK 3		
282218074400011	0.05	102 W MCKEY ST	CEDISO INVESTMENTS LLC		10910 BAYSHORE DR		WINDERMERE	FL	347867802	1100	W P BLAKELEY SUB G/27 LOT 1 (LESS W 6 FT & 1/2 INTEREST IN E	1 FT OF W 7 FT OF LOT 1) & THAT PART OF VAC ST DESC AS	NE COR OF LOT 1 RUN S .08 FT FOR POB S 38.58 FT N 38.58 FT
282217614402071	0.281	1 W OAKLAND AVE	LEAPS & BOUNDS LLC		PO BOX 2454		WINDERMERE	FL	347862454	1210	TOWN OF OCOEE A/100 THE S 150 FT LOT 7 BLK 2		
282217614403190	0.165	33 W MCKEY ST	JOECOEE GARDENS LLC		2582 MAGUIRE RD UNIT 219		OCOEE	FL	347614749	4800	TOWN OF OCOEE A/100 LOT 19 BLK 3		
282217614403271	0.1	6 W MCKEY ST	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	1200	TOWN OF OCOEE A/100 THE N1/2 OF E 30 FT LOT 27 BLK 3 & W 11.	74 FT OF VAC ALLEY LYING E THEREOF	
282217614403301	0.162	10 S CUMBERLAND AVE	MALLORY ROBERT ODELL TR		698 MONTGOMERY AVE		OCOEE	FL	347613106	1105	TOWN OF OCOEE A/100 THE N 140 FT OF LOT 30 BLK 3		
282217614403160	0.306	123 W MCKEY ST	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	103	TOWN OF OCOEE A/100 LOTS 16 & 17 BLK C (LESS COMM AT SE COR	OF LOT 18 RUN W ALONG NLY R/W LINE OF MCKEY ST 66 FT TO POB	TH CON'T W ALONG SAID R/W LINE 107 FT TO SW COR OF SAID LOT
282217614403460	0.116	5 SILLS ALY	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	100	TOWN OF OCOEE A/100 THE N1/2 OF LOT 46 BLK 3		
282218410000152	0.163	325 N CUMBERLAND AVE	KZ ENTERPRISE GROUP LLC		819 N RIDGEWOOD AVE		DAYTONA BEACH	FL	321142043	103	RUBEN KEGLERS SUB A/118 THE S 57.5 FT OF W 125 FT LOT 15		
282218410000132	0.545	349 N CUMBERLAND AVE	ZOSEL THOMAS G LIFE ESTATE	REM: JOHN T ZOSEL	349 N CUMBERLAND AVE		OCOEE	FL	347612201	100	RUBEN KEGLERS SUB A/118 THE S 30 FT OF W 150 FT OF LOT 13 &	W 150 FT OF LOT 14	
282217614403030	0.781	10 W OAKLAND AVE	ZIONS HOPE INC		PO BOX 783369		WINTER GARDEN	FL	347783369	1	TOWN OF OCOEE A/100 LOTS 1 2 3 4 & 23 AND 12 FT OF VAC R/W	LYING ELY OF SAID LOT 3 & WLY OF LOTS 1 & 2 & WLY OF THE NLY	41 FT OF LOT 23 BLK 3
282217614403050	0.331	18 W OAKLAND AVE	GODBY MARK A		18 W OAKLAND AVE		OCOEE	FL	347612230	100	TOWN OF OCOEE A/100 LOTS 5 & 6 BLK 3		
282217614403070	0.409	102 N CUMBERLAND AVE	OUIDA C MEEKS TRUST		OUIDA C MEEKS TRUSTEE	1011 OAKDALE ST	WINDERMERE	FL	347868741	100	TOWN OF OCOEE A/100 LOTS 7 & 8 BLK 3		
282217614403630	0.186	14 FLORAL ST	PATRICIA AND WILLIAM GLEASON LIVING		14 FLORAL ST		OCOEE	FL	347612619	103	TOWN OF OCOEE A/100 LOTS 63 & 64 (LESS W 82 FT) BLK 3		
282217614403100	0.167	114 W OAKLAND AVE	OUIDA C MEEKS TRUST		OUIDA C MEEKS TRUSTEE	1011 OAKDALE ST	WINDERMERE	FL	347868741	800	TOWN OF OCOEE A/100 LOT 10 BLK 3		
282217614403450	0.116	17 SILLS ALY	BADENNA JACOB ROBERT 1/2 INT	DEVALL LINDA 1/2 INT	17 SILLS ALY		OCOEE	FL	347612652	103	20210528836 & 20210005171 ERROR IN DESCRIPTION TOWN OF OCOEE	A/100 THE N1/2 OF LOT 45 BLK 3	
282217614403430	0.466	102 S CUMBERLAND AVE	SILLS-GLEASON JENNIFER F	GLEASON SEAN J	102 S CUMBERLAND AVE		OCOEE	FL	347612610	100	TOWN OF OCOEE A/100 LOTS 43 & 44 BLK 3		
282217614403451	0.234	11 FLORAL ST	BELL ROY A		11 FLORAL ST		OCOEE	FL	347612618	100	TOWN OF OCOEE A/100 THE S1/2 LOTS 45 & 46 BLK 3		
282217614403490	0.306	2 FLORAL ST	AWAD NICOLAS	AWAD CATHERINE	2 FLORAL ST		OCOEE	FL	347612619	103	TOWN OF OCOEE A/100 A PORTION OF LOT 49 & 50 & A PORTION OF	VAC 16 FT ALLEY LYING W OF LOTS 49 & 50 ALL BEING DESC AS BE	G NE COR OF LOT 49 RUN S 100 FT W 176 FT N 40 FT E 71 N 60 F
282217614403491	0.098	12 FLORAL ST	12 FLORAL STREET LLC		11137 LAKE BUTLER BLVD		WINDERMERE	FL	347867809	103	TOWN OF OCOEE A/100 A PORTION OF LOT 49 & 50 & VAC ALLEY LYI	NG W OF SAID LOT DESC AS COMM AT NE COR OF LOT 49 RUN W 104.	28 FT TO POB TH S 60 FT W 71 FT TO W LINE OF OF A 16 FT ALLE
282217614403631	0.188	16 FLORAL ST	WRIGHT ARIANA		16 FLORAL ST		OCOEE	FL	347612619	103	TOWN OF OCOEE A/100 THE W 82 FT OF LOTS 63 & 64 BLK 3		
282218410000153	0.163	327 N CUMBERLAND AVE	FLORES JAMILLET AYISHA MARIE		327 N CUMBERLAND AVE		OCOEE	FL	347612201	103	RUBEN KEGLERS SUB A/118 THE N 57.5 FT OF W 125 FT LOT 15		
282217614402090	0.917	89 W OAKLAND AVE	MEEKS OUIDA C TR	MEEKS JAMES RAY TR	1011 OAKDALE ST		WINDERMERE	FL	347868741	800	TOWN OF OCOEE A/100 LOTS 9 & 10 BLK 2		
282217614403280	0.465	26 W MCKEY ST	SILLS JIMMY F	SILLS CATHY J	205 S LAKESHORE DR		OCOEE	FL	347612717	805	TOWN OF OCOEE A/100 LOTS 28 & 29 BLK 3		
282217614403412	0.317	15 S CUMBERLAND AVE	COOK ELIZABETH A LIFE ESTATE	REM: DONNA K DOLLAR	15 S CUMBERLAND AVE		OCOEE	FL	347612607	100	TOWN OF OCOEE A/100 THE N 130 FT OF LOTS 41 & 42 BLK 3		
282217614404393	0.27	1 E COLUMBUS ST	COLUMBUS HOMES LLC		2582 MAGUIRE RD UNIT 219		OCOEE	FL	347614749	103	TOWN OF OCOEE A/100 THE W1/2 OF LOT 39 (LESS E 121 FT) BLK 4		
282217614402055	0.506	126 N BLUFORD AVE	WEST ORANGE PARK PROPERTIES XV LLC		PO BOX 770874		WINTER GARDEN	FL	347770874	103	TOWN OF OCOEE A/100 BEG SW COR OF LOT 5 RUN N 65 FT E 145 FT	N 59 FT E 177 FT S 106 FT W 85 FT S 19 FT W 237 FT TO POB (LESS BEG SW COR LOT 5 RUN N 65 FT E 110 FT S 65 FT W 110 FT
282217614402056	0.221	124 N BLUFORD AVE	OUIDA C MEEKS TRUST		OUIDA C MEEKS TRUSTEE	1011 OAKDALE ST	WINDERMERE	FL	347868741	103	TOWN OF OCOEE A/100 THE S 19 FT OF E 85 FT OF LOT 5 & N 100	FT OF LOT 7 BLK 2	
282217614402080	0.458	8 W OAKLAND AVE	OUIDA C MEEKS TRUST		OUIDA C MEEKS TRUSTEE	1011 OAKDALE ST	WINDERMERE	FL	347868741	100	TOWN OF OCOEE A/100 LOT 8 BLK 2		
282217614402140	0.709	121 W OAKLAND AVE	OUIDA C MEEKS TRUST		OUIDA C MEEKS TRUSTEE	1011 OAKDALE ST	WINDERMERE	FL	347868741	100	TOWN OF OCOEE A/100 LOT 14 & W 44 FT OF LOT 13 BLK 2		
282217287300030	0.464	109 W OAKLAND AVE	DINSDALE TROY	DINSDALE HEATHER	109 W OAKLAND AVE		OCOEE	FL	347612247	103	FREEMAN AND YARR REPLAT 60/99 LOT 3		

Appendix B

FORM OF PUBLISHED NOTICE

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS**

The City of Ocoee, Florida (the "City") hereby provides notice, pursuant to section 197.3632, Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to fund the cost of providing central wastewater utility services, facilities, and programs within the incorporated area of the City, commencing with the Fiscal Year beginning on October 1, 2026 and continuing until discontinued by the City. The City will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 6:00 p.m. on December 16, 2025, in the City Commission Chambers, 1 N. Bluford Avenue, Ocoee, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the City Clerk's Office, 1 N. Bluford Avenue, Ocoee, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday

In the event any person decides to appeal any decision by the City with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk at (407) 905-3105 at least forty-eight (48) hours in advance of the scheduled hearing.

DATED this ____ day of _____, 2025.

By Order of:

CITY OF OCOEE, FLORIDA

Publish in a newspaper of general circulation on:



STAFF REPORT

Meeting Date: December 16, 2025

Item #: 5

Contact Name: Mark Johnson
Contact Number: Ext. 5002

Department Director: Mark Johnson
City Manager: Craig Shadrix

Subject: Approve Staff to Negotiate a Single-Source Vendor Contract with Cover The Tees to Upgrade the Driving Range at Forest Lake Golf Club. (Parks and Leisure Services Director Johnson)

Background Summary:

On November 18, 2025, the City Commission approved assuming full operational ownership of Forest Lake Golf Club and directed the City Manager to have staff develop an operational plan and outline future upgrades for discussion at a workshop to be held shortly after the first of the year. Under the City Manager's direction, staff has begun preparing a Master Plan that will be presented at the workshop. As part of this process, the City Manager, staff, and the consultant have conducted individual interviews with each City Commissioner to gather input on all aspects of the golf course and its operations. From these discussions, enhancements to the driving range emerged as a top priority.

Staff has identified a single-source vendor "Cover The Tees" with the specialized expertise and experience necessary to deliver the structural components of the driving range upgrades. This includes a high-performance canopy, integrated technology solutions, weatherproofing, preliminary design plans, and a preliminary site plan—provided as one comprehensive package using proprietary technology. These types of appurtenances provide options for both the serious golfer and non-serious golfer. Also, for the serious golfer, accommodations to hit on natural grass will be retained.

The vendor, which has constructed more than 80 similar driving ranges, including the facility at Dubsdread, offers a revenue-sharing model that requires no upfront capital investment. Timing is also critical, as a noncompete from another course in the area could prevent the City from securing this opportunity, potentially causing Forest Lake to lose its chance to be the first municipality in West Orange County to partner with this single-source provider, resulting in loss of market share and added time and cost of the project. Therefore, staff is requesting authorization to proceed with due diligence and negotiations of the agreement for approval at the January Commission meeting. The City's master planning efforts have optimized the potential location with respect to other community amenities at Forest Lake which will be discussed at the workshop.

Issue:

Should the Honorable Mayor and City Commission approve Staff to negotiate a Single-Source Vendor Contract with Cover The Tees to upgrade the driving range at Forest Lake Golf Club?

Recommendations:

Staff recommends the Honorable Mayor and City Commission to approve Staff to negotiate a Single-Source Vendor Contract with Cover The Tees to upgrade the driving range at Forest Lake Golf Club.

Attachments:

1. Cover The Tees Scope of Work
2. Dubsdread
3. Clermont National

Financial Impacts:

No financial impact with this approval.

Type of Item: Regular



Scope of Work

Cover The Tees would provide the following:

- Single story covered structure with 25-30 bays.
 - Provide a General Contractor as necessary,
 - Signed and sealed structural and electrical plans for permitting,
 - Hire Contractor to grade, form, and pour the concrete slab,
 - Install the Cover The Tees Range Cover,
 - Hire Electrical contractor to install power and low voltage cabling,
 - Install Ball Dispensers and Washers as needed; and
 - Install Bay Dividers and Furniture.
- Technology Driven range with interactive landing area.
 - Enter into a contract with a Tracing company to install the technology for customer engagement.
 - Install targets in the landing area.
- Advance lighting for both the bays and the landing area.
 - Lights would be installed to provide interaction with the gaming systems for the customers and will be dimmable and color changing if desired.
 - Lights would also be installed to have minimal effect on the community.

100
DUBSDREAD DubsDread Driving Range Concept Design
100 Years of Orlando Golf



Turner • **HHCP** | Design + Construction • LandDesign • **SBI** >> • **INGENUITY** ARCHITECTURE + INTERIOR DESIGN

