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Chapter 7: Learning Objectives

1. Review the standards for Chapter 7 of the Agency Accreditation Process
2. Understand thoroughly the suggested evidence of compliance for CAPRA Accreditation
3. Review resources available to assist you in the achieving of compliance or implementing best practices in your agency



Disclaimers & Helpful Hints

1. 2014 vs 2019 Standards - we show 2014 Standard examples;
2. Find similar agencies like you for resources;
3. NRPA Connect CAPRA Accreditation Community:
<https://connect.nrpa.org/home>
4. Get your entire agency involved – work with other departments/divisions;
5. Use your narrative to walk reviewer/anyone through your EOC
- don't make reviewers go hunt for your evidence;
6. "Suggested" means **Required!**

Chapter 7: Facility and Land Use Management



- ▶ 17 Standards
- ▶ 1 Fundamental Standard ★
- ▶ The planning, development and management of physical resources are functions of all park and recreation managers
- ▶ Ready access to accurate land and facility records is a basic requirement
- ▶ High-performing maintenance operations organizations ensure quality experiences through well-managed spaces and places.

7.1 Parkland Acquisition Procedures



Standard: The agency shall have established policies and procedures for the acquisition of lands for park, recreation, conservation, and historical-cultural purposes that are backed by legal authority and periodically reviewed. This authority usually originates in state enabling acts, is delegated to local governments and is implemented through local charters and ordinances.

Suggested Evidence of Compliance: *Provide policy and procedures for land acquisition, the citation of legal authority to acquire lands, and last review.*

7.1- EOC 1: Municode Screenshot for Part 1: Acquisition of Land, Section 30.1

7.1- EOC 2: County Manager Policy- Real Property, Page 176

7.1- EOC 3: Part 1: Acquisition of Land and Capital Asset, Section 30.1

7.1- EOC 4: Leisure Services Policy- Acquisition of Land

7.1- EOC 5: NL Site acquisition criteria and ranking

7.1- EOC 6: NL Site acquisition ranking sheet

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A C D F G H I K L M N O P R S T U V W

PART 1. - ACQUISITION OF LAND AND CAPITAL PROJECTS

Sec. 30.1. - Acquiring land and capital projects.

The Board of County Commissioners of Seminole County, Florida (hereinafter referred to as the "Board"), is hereby authorized to acquire land for County public purposes and to acquire, construct, furnish and equip County capital projects (all hereinafter called "projects").

(Ord. No. 75-14, § 1, 10-7-75)

Sec. 30.2. - Issuance of bonds.

To pay the cost of such projects, as above described, or to refund any bonds issued for such purposes, the Board is authorized to issue bonds from time to time (hereinafter referred to as "bonds"). Such bonds may be in coupon form, in such denomination or denominations, bear interest at such rate or rates not exceeding seven and one-half percent per annum and shall mature at such time or times not exceeding 30 years from their date or dates as may be determined by the Board. The bonds may be made redeemable before maturity, at the option of the Board, at such price or prices and under such terms and conditions as may be fixed by the Board prior to their issuance. The Board shall determine the place or places of payment of the principal and interest which may be at any bank or trust company within or without the state. The bonds shall be signed either by manual or facsimile signatures of the Chairman and Clerk of the Board, provided that such bonds shall bear at least one signature which is manually executed thereon, and the coupons attached to such bonds shall bear the facsimile signature or signatures of such officer or officers as shall be designated by the Board. The bonds shall have the seal of the Board affixed, imprinted, reproduced or lithographed thereon, all as may be prescribed in the resolution or resolutions authorizing the issuance thereof. The bonds shall be sold at the public sale or private sale at such price or prices as the Board shall determine to be in the best interest, provided that the price shall be not less than 95 percent of the par value of the bonds sold.

(Ord. No. 75-14, § 2, 10-7-75)

Sec. 30.3. - Payment of bonds.

(2) Property with salvage value will be disposed of in the best interest of the County and as allowed by Florida Statute 274.05. The requesting Department/Division is responsible, with the Property Administrator, to coordinate the movement and cost associated with the transportation of property to the auctioneer.

On occasion, a visit should be conducted to observe the auction process. The staff member conducting the visit should assess the adequacy of control over assets sold, the tracking process used, and the accountability for funds collected.

Y. REAL PROPERTY

1. The Public Works Department is responsible for the sale or purchase of real property for the County. All offers to sell or purchase County real estate shall be forwarded to the Facilities Division.
2. Surplus Real Property will be disposed of in accordance with applicable Florida Statutes. At the direction of the Public Works Department, the Purchasing and Contracts Division will advertise for bids on County owned surplus real property.



**SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL**

Procedure #:	7.3	Eff. Date:	1-Jan-09
Section:	Facilities and Land Use Management	Revision:	7-Jun-18
Topic:	Acquisition of Property		

DEPARTMENT POLICY: Leisure Services will follow the below procedures for acquisition of property.

I. PURPOSE AND SCOPE

To establish procedures as directed by the County Manager, for the identifying and selecting lands to be proposed for acquisition, lease or surplus by Seminole County.

II. ACQUISITION COMMITTEE

The Acquisition Committee is charged with the role of reviewing proposed land acquisitions, land/building leases and County owned land surplus. The committee is appointed by the County Manager and consists of various management positions with the skills and knowledge to properly review needs and requirements associated with acquisitions, leases and surplus activities. The exact makeup of the committee may fluctuate based upon changing conditions. The membership shall include:

Support Services, Manager – Chairperson

County Attorney's Representative

Planning & Development, Development Review Manager

Support Services, Project Coordinator – Land Management

PBS&J Acquisition Consultant

III. MEETING SCHEDULE

The committee will meet once per month and/or on an as needed basis to review the various projects proposed by departments. The committee will also be integrated into the budget process to review projects for the annual budget or a Capital Improvement Project.

IV. ACQUISITION REQUESTS

- a. Department Directors shall request acquisition activities through written requests (Land Acquisition Request – Appendix A) submitted to the Support Services Manager. A brief description explaining either the Capital Improvement Project or the Department's plan usage of the property to be acquired will also accompany the Property Acquisition Work Request.
- b. All completed Land Acquisition Request Forms will be reviewed by the Support Services' Manager and submitted to the Acquisition Committee at the next available committee meeting available.
- c. The Acquisition Committee along with the requesting Department's representative will conduct a thorough review of all plans, maps, reports and any other information pertinent to the proposed parcel/property for acquisition. This review shall be for the purpose of confirming a complete understanding of all aspects of the proposed acquisition project.

V. SITE SELECTION

- a. If necessary the Acquisition Committee may establish a meeting with Department's representative to perform a site visit and discuss potential problems. The Acquisition Committee must be notified if any structures exist on property to be acquired in order to address the structures during acquisition negotiations, i.e. a determination if there will be a need for the structures or if a demolition effort will be needed upon completion of the acquisition.
- b. The Acquisition Consultant should perform a search of the desired area through field research (For Sale Signs), Multiple Listing Services and Real Estate Brokers. The Consultant should travel the desired area to familiarize themselves with the general traffic patterns and road limitations as well as the overall makeup of the properties already existing in the search area.
- c. The Acquisition Consultant will present to the Acquisition Committee and the requesting Department all available property for review by the committee to determine if the sites are suitable for development as to the needs of the requesting Department.
- d. The Acquisition Committee will prepare a decision matrix for rating of all available properties and present the matrix to the requesting Department for property selection and if possible first alternative.

VI. PROPERTY NEGOTIATIONS

- a. Acquisition Consultant will contact the selected property owner (s) as to their willingness to sell and their asking price. The property owner (s) will be advised that

7.2 Areas and Facilities Development Policies and Procedures



Standard: The agency shall have established policies and procedures for the development of park and recreation land and facilities that are reviewed periodically. Policies and procedures should consider market projections, applicable open space and design standards and coordination with overall planning for the jurisdiction.

Suggested Evidence of Compliance: Provide land development policies and procedures, with the last review.

7.2- EOC 1: Seminole County Land Development Code

7.2- EOC 2: Screenshot of Land Development Code update from 2017

7.2- EOC 3: Overview of SC Comp Plan- Cover, TOC, Amendments, Ordinances, Intro.

7.2- EOC 4: Seminole County Comp Plan- Future Land Use Element

7.2- EOC 5: Leisure Services Master Plan, pages 181-196

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PREFACE

This Land Development Code constitutes a Republication of the general and permanent ordinances of Seminole County, Florida.

Source materials used in the preparation of the Republication was the 1999 Code, as supplemented through Ordinance No. 01-28 adopted June 12, 2001, and ordinances subsequently adopted by the County Board of Commissioners. The source of each section is included in the history note appearing in parentheses at the end thereof. The absence of such a note indicates that the section is new and was adopted for the first time with the adoption of the Code. By use of the comparative tables appearing in the back of this Code, the reader can locate any section of the County Land Development Code, as supplemented, and any subsequent ordinance included herein.

The chapters of the Code have been conveniently arranged in alphabetical order, and the various sections within each chapter have been catchlined to facilitate usage. Notes which tie related sections of the Code together and which refer to relevant state law have been included. A table listing the state law citations and setting forth their location within the Code is included at the back of this Code.

Chapter and Section Numbering System

The chapter and section numbering system used in this Code is the same system used in many state and local government codes. Each section number consists of two parts separated by a dash. The figure before the dash refers to the chapter number, and the figure after the dash refers to the position of the section within the chapter. Thus, the second section of chapter 1 is numbered 1.2, and the first section of chapter 6 is 6.1. Under this system, each section is identified with its chapter, and at the same time new sections can be inserted in their proper place by using the decimal system for amendments. For example, if new material consisting of one section that would logically come between sections 6.1 and 6.2 is desired to be added, such new section would be numbered 6.1.5. New articles and new divisions may be included in the same way or, in the case of articles, may be placed at the end of the chapter embracing the subject, and, in the case of divisions, may be placed at the end of the article embracing the subject. The next successive number shall be assigned to the new article or division. New chapters may be included by using one of the reserved chapter numbers. Care should be taken that the alphabetical arrangement of chapters is maintained when including new chapters.

Page Numbering System

The page numbering system used in this Code is a prefix system. The letters to the left of the colon are an abbreviation which represents a certain portion of the volume. The number to the right of the colon represents the number of the page in that portion. In the case of a chapter of the Code, the number to the left of the colon indicates the number of the chapter. In the case of an appendix to the Land Development Code, the letter immediately to the left of the colon indicates the letter of the appendix. The following are typical parts of codes of ordinances, which may or may not appear in this Code at this time, and their corresponding prefixes:

LAND DEVELOPMENT CODE	LDC1:1
LAND DEVELOPMENT CODE APPENDICES	LDCA:1
LAND DEVELOPMENT CODE COMPARATIVE TABLES	LDCCT:1
LAND DEVELOPMENT CODE INDEX	LDCi:1

(Index or Indexes)

The (index or indexes) (has or have) been prepared with the greatest of care. Each particular item has been placed under several headings, some of which are couched in lay phraseology, others in legal terminology, and still others in language generally used by local government officials and employees. There are numerous cross references within the (index itself or indexes themselves) which stand as guideposts to direct the user to the particular item in which the user is interested.

Looseleaf Supplements

A special feature of this republication is the looseleaf system of binding and supplemental servicing of the republication. With this system, the publication will be kept up-to-date. Subsequent amendatory legislation will be properly edited, and the affected page or pages will be reprinted. These new pages will be distributed to holders of copies of the publication, with instructions for the manner of inserting the new pages and deleting the obsolete pages.

Keeping this republication up-to-date at all times will depend largely upon the holder of the republication. As revised pages are received, it will then become the responsibility of the holder to have the amendments inserted according to the attached instructions. It is strongly recommended by the publisher that all such amendments be inserted immediately upon receipt to avoid misplacing them and, in addition, that all deleted pages be saved and filed for historical reference purposes.

Acknowledgments

This republication was under the direct supervision of John Dombroski, Vice President of Supplementation, and Janet Cramer, Editor, Malinda Franklin, Proofreader, of the Municipal Code Corporation, Tallahassee, Florida. Credit is gratefully given to the other members of the publisher's staff for their sincere interest and able assistance throughout the project.

The publisher is most grateful to Ms. Alice Gilmartin, Planning and Development Office, for her cooperation and assistance during the progress of the work on this republication. It is hoped that their efforts and those of the publisher have resulted in a Land Development Code which will make the active law of the Seminole County readily accessible to all citizens and which will be a valuable tool in the day-to-day administration of the County's affairs.

Copyright

Land Development Code

Land Development Code

Seminole County, FL Land Development Code

LAND DEVELOPMENT CODE OF SEMINOLE COUNTY, FLORIDA

SUPPLEMENT HISTORY TABLE

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- Chapter 2 - DEFINITIONS
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- Chapter 7 - SEMINOLE COUNTY LAND PLANNING AGENCY
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Land Development Code

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Land Development Code

Supplement 10

Online content updated on March 28, 2017

LAND DEVELOPMENT CODE
SEMINOLE COUNTY, FLORIDA

Codified through

Ordinance No. 2016-3, enacted January 12, 2016.

(Supp. No. 10)

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This Code of Ordinances and/or any other documents that appear on this site may not reflect



FUTURE LAND USE ELEMENT INTRODUCTION

The Future Land Use chapter or "element" of a comprehensive plan is required by Section 163.3177, Florida Statutes to contain, at a minimum, the following:

- A** A future land use plan "designating proposed future general distribution, location, and extent of the uses of land for residential uses, commercial uses, industry, agriculture, recreation, conservation, education, public facilities, and other categories of the public and private uses of land. The approximate acreage and the general range of density or intensity of use shall be provided for the gross land area included in each existing land use category. The element shall establish the long-term end toward which land use programs and activities are ultimately directed."
- B** Each future land use category must be defined in terms of uses included, and must include standards to be followed in the control and distribution of population densities and building and structure intensities. The proposed distribution, location, and extent of the various categories of land use shall be shown on a land use map or map series, which shall be the graphic depiction of the Goals, Objectives and Policies that explain how the land uses are managed. The policies also provide the basis for land development regulations, including the Land Development Code.

BASIS FOR UPDATES OF THE FUTURE LAND USE ELEMENT

Seminole County may periodically update or amend the Future Land Use Map, Future Land Use Element text (including the Goal, Objectives and Policies) or both. Among the justifications for updating or amending this part of the Comprehensive Plan are:

- **Amendments to respond to the findings of an Evaluation and Appraisal**
 - Chapter 163, Part II of Florida Statutes requires all local governments to evaluate their comprehensive plans every seven years.
 - Prior to enactment of Chapter 2011-139, Laws of Florida (House Bill 7207) to amend Chapter 163, Part II, Florida Statutes, the evaluation required extensive review of each plan element; reports on achievement and lack thereof; a report to meet requirements of the State Land Planning Agency; and identification of necessary Plan amendments.
 - After 2011, emphasis shifted to a review to ensure compliance with changes in State Law and local governments were encouraged to identify amendments to respond to changed local conditions.
- **Changes in State Law**
 - Local governments need not wait until their next scheduled Evaluation and Appraisal to amend comprehensive plans in response to changes in State Law.
- **Changes in Local Conditions**
 - Major new regional facilities (such as the SunRail commuter train); participation in regional planning efforts (such as the Central Florida Regional Growth Vision "How Shall We Grow?" may require Future Land Use element updates.
 - Expansion of existing regional or local facilities and employment centers (such as approvals for expansion of a runway at Orlando Sanford International Airport in 2012) may require Future Land Use element updates.

Infrastructure Sales Tax Initiative - 2014

POTENTIAL TRAILS PROJECTS (Listed in Interlocal Agreement):

Sanford Riverwalk / Lake Monroe Loop	\$13,800,000
Pedestrian Crossings Upgrades	\$15,000,000
Connections to County Trails (Incl. SunRail)	\$6,200,000
Final Gap Closures (Rinehart Road)	\$700,000
New Trailheads / Signs / Amenities	\$2,000,000
Future Power Line Trails	\$3,400,000
Unpaved Trail Connections	\$1,000,000
Neighborhood Trail Connections / Misc.	\$2,000,000
City of Longwood Bicycle & Ped Master Plan	\$5,500,000
City of Altamonte Springs Connections	\$2,000,000
City Winter Springs Connections	\$600,000
TOTAL	\$53,100,000

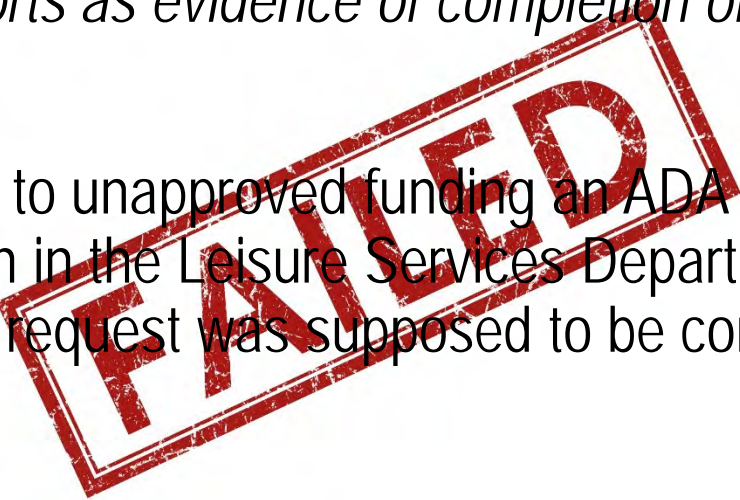
7.2.1 ADA Existing Facility and Site Access Audit



Standard: The agency shall complete an access audit of all existing sites and facilities. Pursuant to the US Department of Justice Title II regulation at 35.105, the agency must evaluate its existing facilities and sites against the most current final and enforceable Standard for Accessible Design.

Suggested Evidence of Compliance: *Submit completed checklists, digital images and site reports as evidence of completion of the access audit.*

Due to unapproved funding an ADA site assessment has not been performed. The request has been in the Leisure Services Department Capital Improvement Plan been has yet to be funded. The request was supposed to be completed by countywide audit performed by Public Works.



7.3 Defense Against Encroachment Procedures



Standard: The agency shall have procedures for protecting park and recreation lands and facilities from encroachment. The procedures should include progressive steps to address escalated encroachment issues.

Suggested Evidence of Compliance: *Provide the procedures regarding defense against encroachment.*

7.3- EOC 1: Chapter 190.97 Parks and Recreation, Encroachment, page 31 (Municode with link)

7.3- EOC 2: Leisure Services Defense Against Encroachment Procedures Policy



SEMINOLE COUNTY LEISURE SERVICES DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Procedure #:	7.9	Eff. Date:	1-Jan-09
Section:	Facilities and Land Use Management	Revision:	1-Mar-19
Topic:	Defense Against Encroachment		

COUNTY POLICY:

County Code Sec. 190.97

The purpose and intent of this Ordinance is to provide standards and procedures for the applications, permitting, construction and maintenance of crossings and other uses within the Seminole County Trails System in order to achieve the following:

(H) Protect trail corridors from private encroachments and detrimental or disruptive uses.

DEPARTMENT POLICY: Seminole County Leisure Services refers to the County Policy for encroachment.

PROCEDURES:

1. Verify encroachment via signed and sealed survey.
2. Send notification to encroaching property owner via certified letter.
3. Compliance and removal of encroaching features.
4. Non-compliance results in matter being turned over to the County Attorney's Office for recommended action.

Authorization:

 Invalid signature

X *Joseph R. Abel*

Joseph R. Abel, CPRP
Director of Leisure Services
Signed by: Joseph R. Abel

7.4 Disposal of Lands Procedures



Standard: The agency shall have established procedures regarding the disposal of park and recreation lands to ensure that public recreational benefits are not diminished through the sale or transfer of parkland.

Suggested Evidence of Compliance: *Provide the procedures for disposal of park and recreation land.*

7.4- EOC 1: 2018 Florida Statute 125.35 Authorization to sell property

7.4- EOC 2: County Manager Policies- Real Property, page 176

7.4- EOC 3: Disposal or Surplus of Property Procedure



**SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL**

Procedure #:	7.19	Eff. Date:	1-Jan-09
Section:	Facility and Land Use Management	Revision:	20-Feb-19
Topic:	Disposal/Surplus of Property		

DEPARTMENT POLICY: The following procedures will be used for disposal of lands in Seminole County.

I. PURPOSE AND SCOPE

To establish procedures as directed by the County Manager, for the identifying and selecting lands that has been deemed not required by the County for future usage by the BCC.

II. SURPLUS/DISPOSITION TYPES:

- (a) Sealed Bid Process in accordance with Florida Statute.
- (b) Exchange of Property for Property, Services, or other Valid Means of Exchange (Sometimes these exchanges will involve the incorporation of money as a part of the exchange) with the guidelines of Florida Statute.
- (c) Property Donations within the guidelines of Florida Statute.
- (d) Internal Conveyance from one Seminole County Department/Organization to another Seminole County Department/Organization.
- (e) Conveyance from Seminole County to another Government entity in accordance with Florida Statute.
- (f) Property may be offered to adjacent property owners without public notifications or advertisements if the property complies with the following (See Florida Statute 125.35.
 - (1) If the parcel of real property is of insufficient size and shape to be issued a building permit for any type of development, OR
 - (2) If the value of the parcel is \$15,000 or less (as determined by a fee appraiser designated by the BCC or by the Seminole County Property Appraiser) and, it is only of use by one or more adjacent property owner(s) as deemed by the BCC.

III. IDENTIFICATION OF PROPERTY FOR SURPLUS/DISPOSITION

- (a) Support Services shall observe the following factors when evaluating property for surplus and disposition proposals:
 - (1) Letter of interest from citizen/party for a parcel/property.
 - (2) County's current and potential for future use of the property being requested as surplus.
- (b) Support Services reserves the right to classify County property as temporarily or permanently unavailable for surplus/disposition for the following reasons:
 - (1) All property that has been or can be reasonably is used under Florida Statute 125.379 for use as a property for the Affordable Housing Surplus List.
 - (2) To support the policy of Public Works/Engineering which prohibits the surplus of County owned right of way remainder property until the on roads scheduled for Right of Way construction or under Right of Way construction.

IV. APPROVAL PROCESS TO SURPLUS PROPERTY

- (a) Approval to process with surplus of County owned property(s). Support Services is required to send a request for approval to proceed with the surplus to the County Department that owns and/or purchased the property. Other County Departments do not need to be notified for the approval of the surplus/disposition unless Support Services determines a Department may have a need or use for the requested surplus property.
- (b) Once Support Services receives the approval to proceed with the surplus from the Department that owns the property, a BCC Agenda Item will be prepared and coordinated through all appropriate Departments requesting approval from the Board of County Commissioners to surplus the property. The BCC Agenda Item should contain, but not limited to, the following:
 - (1) The Department's approval to release the property as surplus, express there is no longer a Departmental need for the property.
 - (2) A GIS map displaying the property location.
 - (3) The legal description of the property which should include but not be limited to the size of the property, Parcel ID # and a good address (if applicable).
 - (4) The Staff recommended minimum bid.



7.5 Maintenance and Operations Management Standards



Standard: The agency shall have established maintenance and operations standards that are reviewed periodically for management of all park and recreation areas and facilities, including specialty facilities such as marinas, ice rinks, golf courses, zoological facilities, equestrian facilities, aquatic or athletic facilities, nature centers, where applicable. Parks, facilities and other recreational elements should be identified according to the intended use of the area, ranging from heavily used and high developed areas to those that are lightly used and less developed via a park classification or maintenance classification system. Each of these areas should be assigned an appropriate set of maintenance standards including both recommended frequency and acceptable quality.

Suggested Evidence of Compliance: *Provide the maintenance standards for all parks, facilities and specialty areas, including evidence of park maintenance classification according to the intended use of the area, ranging from heavily used and high developed areas to those that are lightly used and less developed. Provide the most recent review or update.*

7.5 Suggested Evidence (continued):

7.5- EOC 1: Leisure Services Department Operational, Maintenance & Replacement Program Plan

7.5- EOC 2: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Date of most recent update

7.5- EOC 3: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Table of Contents, page 3

7.5- EOC 4: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Facilities and Asset Inventory List with identified Mode(s), page 7-11

7.5- EOC 5: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Overview of Facility Maintenance Standards, page 13

7.5- EOC 6: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Overview of Mode I, pages 14-23

7.5 Suggested Evidence (continued):

7.5- EOC 7: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Overview of Mode II, pages 24-42

7.5- EOC 8: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Overview of Mode III, page 43

7.5- EOC 9: Leisure Services Department Operational, Maintenance & Replacement Program Plan, example of a Land Management Plan, pages 356-375

7.5- EOC 10: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Specialized Maintenance Standards and Practices, pages 45-48

7.5- EOC 11: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Preventative Maintenance Plan and Inspection Procedures, pages 49-56

7.5- EOC 12: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Asset Repair, Maintenance & Replacement Standards, pages 57-60

7.5- EOC 13: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Maintenance and Operational Budgets for GNL by program area, pages 64-67

7.5 Suggested Evidence (continued):

7.5- EOC 14: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Maintenance and Operational Budgets for Parks and Recreation by facility, pages 68-87

7.5- EOC 15: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Organizational Charts showing assignment of maintenance personnel, pages 90-98

7.5- EOC 16: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Facility Inventory and service standards, page 104

7.5- EOC 17: Leisure Services Department Operational, Maintenance & Replacement Program Plan, Complete Asset Inventory, pages 105-112

7.5- EOC 18: Leisure Services Department Operational, Maintenance & Replacement Program Plan, example of aerial photo identifying facility property boundary, page 113

7.5- EOC 19: Leisure Services Department Operational, Maintenance & Replacement Program Plan, example of aerial photo identifying a single portion of Seminole County Wekiva Trail, page 143

7.5- EOC 20: Leisure Services Department Operational, Maintenance & Replacement Program Plan, example of aerial photo identifying a roadway landscape area managed by department, page 193

The Leisure Services Department Mission:
Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



Leisure Services Department
Operational, Maintenance & Replacement
Program Plan
Updated March 2019

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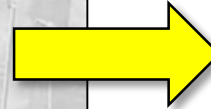
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Chapter 3: Facility Maintenance Standards and Modes



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Chapter 4: Specialized Maintenance Standards and Practices

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- C. Natural Lands Management
- D. Playgrounds
- E. Roadway Landscape Standards

Chapter 5: Preventative Maintenance Plan and Inspection Procedures

- A. Best practices and procedures for site inspections

Chapter 6: Asset Repair, Maintenance & Replacement Standards

- A. Life Cycle Definitions

Chapter 3: Facility Maintenance Standards

The Leisure Services Department separates service level by the type of facility or site to be maintained. Each mode of service is defined, along with examples of existing facilities that meet those criteria, and include minimum standards that must be met. County Maintenance Modes consist of the following:

Mode I – County Staff Maintenance Services

Mode II – Contracted Maintenance Services

Mode III – Maintenance Standards for Natural Lands and Areas

Other maintenance services include those provided by the **County's Facilities Division**. These services should be monitored and activities and needs should be closely coordinated for the following:

1. Cleaning of restrooms and restroom buildings
2. General trash pickup and cleaning of offices and interior spaces
3. Maintenance of structures and building systems, including HVAC, roof structures, utilities and general finishes of building interiors and exteriors including paint, trim, etc.

Damage, maintenance needs or other coordination issues should be reported within 24 hours of the issue being discovered. Emergency needs should be reported immediately.

MODE I – COUNTY STAFF DAILY MAINTENANCE SERVICES

Section 1.0 - Performance Work Statement

1.1 GENERAL DESCRIPTION OF WORK – Leisure Services Department Maintenance staff as designated shall provide all necessary management, supervision, personnel, materials, transportation, general and specialized tools and equipment required to accomplish all services for Seminole County Board of County Commissioners, as specified in the Scope of Services. Maintenance Staff implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. Maintenance staff are responsible for adequately planning and scheduling work to assure material and labor availability to complete work requirements within the response times and quality standards established herein. Staff will follow the current Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industry and all applicable County codes for the conduct of County work tasks.

1.2 ASSIGNMENT OF COUNTY STAFF – See Chapter 2 for specifics on assignment of maintenance personnel by Division and Facility.

1.3 MINIMUM MAINTENANCE STANDARDS FOR COUNTY FACILITIES – County staff shall perform the following minimum tasks to maintain the safety of the County's guests and ensure the long-term sustainability and viability for the County's assets and amenities. Preventative maintenance standards and inspection checklists are included in Chapter 5. The following represents the minimum standards required with

1.3.1 Turf Maintenance – high profile areas (small areas, entire area visible to foot traffic)

- Mowing and edging frequency occurs based on the Mode II schedule as provided
- Coordination with the County's contractors and maintenance schedule must be made on a monthly basis to ensure minimal conflicts with special events and bookings; as well as minimum disruption of the maintenance calendar of the County's contractor
- Inspect daily for insects, disease, and stress and respond to outbreaks within 24 hours – notification of problem areas must be made to the County's contract supervisor or inspectors for attention to the areas of concern;
- A specific scope of work is included in Section 2.0.
- Specific facility maintenance works plans are included in Chapter 7.

1.3.2 Tree and Shrub Maintenance

- Prune/trim trees and shrubs as dictated by species twice annually during spring and fall. Execution of the work may be a combination of County staff and/or the County's Contractor as described in Section 2.0
- Coordination with the County's contractors and maintenance schedule must be made on a monthly basis to ensure minimal conflicts with special events and bookings; as well as minimum disruption of the maintenance calendar of the County's contractor
- Inspect regularly for insects and diseases. Respond to outbreaks within 48 hours
- Place 2" of organic mulch around each tree within a minimum 18" ring
- Place 2" of organic mulch around shrub beds to minimize weed growth
- Remove hazardous limbs and plants immediately upon discovery
- Remove dead trees and plant material immediately unless located within an

Mode I, Section 2.0 – Specific Scope of Services & Performance Standards

2.1 SPORTS TURF MAINTENANCE – Natural Surface Fields

2.2.1 Intent – Listed below is a recommended annual maintenance program for maintaining bermudagrass turf on fields. Strict adherence to these practices will insure long term success of the fields. These practices coincide with adopted Best Management Practices for the golf and athletic turf industry.

2.2.2 Edging – Quarterly applications of a non-selective herbicide (Roundup) to these areas will help to keep free of noxious weeds and reduce labor costs for maintaining these areas. This will also reduce weed seeds from being introduced into the field play areas. The addition of Specticle with the Roundup will greatly improve the appearance of these areas as less weeds will be produced.

2.2.3 Growth Regulators – All bermudagrass turf would greatly benefit from the applications of Primo growth regulator approximately every 4 weeks. This should be applied at the rate of 12 oz per acre during the months of April through October. This will greatly enhance the appearance of the turf, reduce scalping and mowing frequencies, and expedite recovery from injury. While this is not a mandatory practice, it is highly recommended to improve turf quality and reduce labor costs.

2.2.4 Weed Control – The best natural weed preventer is a dense, healthy turf, which can be jeopardized by turf injury caused by high amounts traffic and wear. Two applications (semi-annual) of the pre-emergent herbicide "Specticle" at the rate of 5 oz/acre will prevent most all weeds on a year round basis. Even with this program there will be occasional weed breakouts. These will be minor and can be eliminated on a spot treatment basis using labeled post emergent herbicides. Primary weed of concern will be Purple Nutsedge which there is no preventative control for. This will require post emergent applications of a labeled post emergent herbicide (Pro Sedge, Monument, etc.).

Specticle can only be applied in two applications if the fields are NOT expected to be overseeded in the fall. If overseeding is expected then one single application applied during the spring time of year is all that will be needed. Strict adherence to time schedules is mandatory for any pre-emergent herbicide applications.

2.2.5 Mowing – Mowing of the fields should be performed as needed with a sharp reel type mower set at a cutting height of 3/4" – 1" bench height.

Mowing patterns should be alternated to minimize grain and non-desirable growing patterns.

Mowers should be inspected on a routine basis and adjusted/ground for sharpness as needed. While a reel type mower is preferred, use of a rotary is allowable but reduced turf quality can be expected.

2.2.6 Litter Removal –

2.2.7 Cuttings and Trimmings – If clippings, divots, debris, etc. are allowed to accumulate this

Chapter 6. Asset Repair, Maintenance & Replacement Standards

Lifecycle Replacement - The County has a lifecycle replacement program in place that must be built into the Capital Improvement Program based on contractor and product specifications. Inventories are updated quarterly and adjustments to the replacement plans are made during budget preparation for each fiscal year.

Life Cycle Inventory Matrix

APPLIANCES

Item	Life Cycle
Dishwashers – electric	9 years
Dryers – electric	13 years
Garbage Disposals	12 years
Ice Machines	12 years
Microwaves	9 years
Ovens/Stoves – electric	13 years
Refrigerators	13 years
Washing Machines	10 years

ATHLETIC FIELDS

Item	Life Cycle
Baseball/Softball Fields	Laser Level – Annual Clay Replacement – Seasonal Resod – Annual
Bleachers	Portable – 10 years Fixed – 20 years
Concession Stands	10 years
Dugouts	10 years
Fence	20 – 30 years
Scoreboards	8 years
Soccer Fields	Laser Level – 5 years Resod - annual
Soccer Goals	3 – 5 years
Spectator Shade Canopies	Covers – 3 years Structure – 15 years

BOAT RAMPS

Item	Life Cycle
Airboat Launch	Maintenance as needed
Canoe Launch	Maintenance as needed
Catwalk/Slip – wood	6 – 8 years
Concrete Boat Ramp	18 – 20 years
Floating Aluminum Dock	15 years
Floating Culvert Dock	6 – 8 years

CABINETRY

Item	Life Cycle
Bathroom Cabinets	Lifetime
Closet Shelving	Lifetime
Countertops – wood	Lifetime
Kitchen Cabinets	50 years
Office Desks	10 years

CONCRETE/ASPHALT

Item	Life Cycle
Parking Lot/Driveway	10 -12 years
Paved Trails Repaving	15 – 20 years
Sidewalk	50 – 75 years

COURTS

Item	Life Cycle
Basketball Posts	5 – 10 years Bison Brand - Lifetime
Basketball Court Surface	3 – 5 years
Racquetball Surface	6 years
Tennis Nets	5 years
Tennis Court Surface - Asphalt	3 – 5 years
Tennis Court Surface - Clay	
Volleyball Nets	2 years
Volleyball Posts	10 years
Volleyball Sand	Quarterly

Facility	Acres	Maint. Acres	# Times Serviced per Year			Existing Inventory			Existing Inventory																Buildings												
			Sod Mow	Edging/Fertil.	Trash Pickup	Landscape Mulch Beds Fertil.	Sports Turf Mow Fertil.	Play Courts Clay Tennis Basket Volley Hockey Rball	Amenities Parking Playgr. Cans Water F.Board. Fish P. Kiosks Pavilion Rain.Sh Tables Grills B.Pits Bench Bike R. Bleachers Exer. Horse. Canoe Boat Ram Camp.	Restroom	Boardwalk LF	Fishing Pier LF																									
PASSIVE PARKS																																					
Big Tree	11		30	4	2	104	1	18								28	2	6		1		1	2		12	4		1	2							1	
Bookertown	4	4	33		2	104	1	30			1		1	1		20	1	11				1		15	3		5		3							1	
Greenwood Lakes	14	10	33		2	104	1	30			1	3		1		44	2	11	3		1	1		15	4		12		1	15						1	
Jamestown	1	1	33		2	104	1	30					1			0	1	3	1					2	4		3										
Kewannee	6		30	4	2	104	1	18					1			10	2	8	1	1	1		1	18	6		4	2		14						1	
Lake Dot	5	10	33		2	104	1	30								0		5										3									
Lake Jesup Park	6	4	33		2	104	1	30								33		4				1		2	1									1			
Lake Mills	40	8	33		2	104	1	30									2	42	2	1	1		5		81	37	13	4			16			13	1		
Midway	2	6	33		2	104	1	30								28	1	3							12	3		6									
Mullet Lake	55	20	33		2	104	1	30								12		4	1			1	1		20	15	15						1	15	1		
Overlook	4	1	33		2	104	1	30								6		4			1		1		2	2											
Roseland	2	1	33		2	104	1	30					1			9	1	2					1		1	1		2									
Sunland	6	12	33		2	104	1	30			1	1	1	1			2	6		1								3	1	2							
Wilson's Landing	100	27	33		2	104	1	30									4	1	1			1	2		15	5		4					1		1		
Winwood	4	4	33		2	104	1	30			1		1			22	1	7	1			1			12	4		3		4							
SUB TOTAL	260	108									4	4	6	3	1	0	212	15	120	10	5	3	4	17	0	207	89	28	50	5	10	45	0	1	2	28	7
ACTIVE PARKS																																					
1 Red Bug Lake	60	30	33		2	104	1	30		104		3	16	4		5	370	1	42	7	1			5		40	3		64		12	9				4	
2 Sanlando	40	5	33		2	104	1	30		104			25	2	1	7	217	1	44	10			5		45	7		74		6	8				3		
3 Softball Complex	38	20	33		2	104	1	30		104		5							19	14					12	7		12		20	8				1		
4 Soldier's Creek	20	12	33		2	104	1	30		104		8					250		35	2		1			3					16					1		
5 Sylvan Lake	126	30	33		2	104	1	30		104			9		2	4	425	2	52	11	1	1		8		75	12		30	2	12	18	2	1		2	
SUB TOTAL	284	97									16	50	6	3	0	16	1775	4	192	44	2	1	1	18	0	175	29	0	180	2	66	43	2	1	0	0	11
NATURAL LANDS																																					
Black Bear WA	1650																15				1		1						4					1			
Black Hammock WA	710																8				1		1					4									
Chuluota WA	625																20						1		3				3								
Econ River WA	240																12												2								
Geneva WA	180																12				1	1	1			3			2					2	1		
Lake Harney WA	325																10						1			4			2								
Lake Jesup WA	490																																				
Lake Proctor WA																	12												3								
Lee Econ Property	108																0																				
Lucas Property	4.4																0																				
Spring Hammock WA	1500																			1																	
Sullivan Property	240																0																				
SUB TOTAL	6072	0									0	0	0	0	0	0	89	0	0	0	3	1	8	1	12	11	0	0	23	0	0	0	0	1	0	2	1
TRAILHEADS																																					
Black Hammock Trailhead	47		30	4	2	104	1	18									40			1				2					8	2		6				1	
Jones Trailhead	1.5		30	4	2	104	1	18									17		3	1									2								
Markham Trailhead	10		30	4	2	104	1	18									21		2	1									4	2					1		
San Sebastian Trailhead	3.3		30	4	2	104	1	18									39		2	1							9			16							
Snowhill Trailhead	0.35		30	4	2	104	1	18									30		4			1					2			2							
St. Johns Trailhead			30	4	2	104	1	18									10		3				1							5							
SUB TOTAL	62.15	0									0	0	0	0	0	0	157	0	14	4	0	0	2	2	0	11	0	0	21	20	0	6	0	0	0	2	
BOAT RAMPS																																					
Cameron Wight Boat Ramp	3	1	33		2	104		30									22		2				1		3	1								2			
CS Lee Boat Ramp	3	10	33		2	104	1	30									31		2				1		2	2							2				
Econ Canoe Launch	2.5	1	33		2	104	1	30									6															1					
Wayside Boat Ramp	3.5	4	33		2	104	1	30									100						2		4	1							2				
SUB TOTAL	12	16									0	0	0	0	0	0	159	0	4	0	0	0	0	4	0	9	4	0	0	0	0	0	0	1	6	0	
TOTALS - SYSTEM	6690.55	221									20	54	12	6	1	16	2392	19	330	58	10	5	15	42	12	413	122	28	274	27	76	94	2	4	8	30	21

7.5.1 Facility Legal Requirements



Standard: There shall be a regular review of legal requirements related to facilities, such as licenses, sanitary regulations, fire laws, and safety measures, and inspections of adherence thereto. Special attention should be given aquatic facilities, childcare facilities, concessions, kitchens, and zoos.

Suggested Evidence of Compliance: *Provide a matrix showing a representative sample of facilities and the types of regulatory permits, licenses or inspections that are required including copy of last review or update.*

7.5.1- EOC 1: Seminole County Inspection Matrix

7.5.1- EOC 2: Letter from Facilities acknowledging completed regulatory inspections

7.5.1- EOC 3: Examples of regulatory inspections completed including backflow, elevator certificate, fire extinguisher inspection, fire sprinkler, fire alarm.



Inspection Matrix for Leisure Services

Last Reviewed: February 1, 2019

Procedures for Facility Licenses, Permits, and Inspections

In order to ensure the safety of County facilities, regular licenses, permits, and inspections are required. The following procedures are to be followed regarding these requirements.

Facility Licenses, Permits, and Inspections

The County is responsible for ensuring that its facilities and operations are safely operated for the staff and patrons that use them. Staff are responsible for ensuring that all licenses, permits, and inspections are completed and records of these are kept on file.

The following list includes required licenses, permits, and inspections as of the writing of this procedure. However, as laws and other circumstances may change, it is the responsibility of the facility manager to ensure that all applicable statutes are followed.

Type of Regulatory Inspection	Facility	Who is typically responsible to complete it
Health Department	Concession areas at Sports Complex, Soldiers Creek, Softball Complex	Park Supervisor, Concession vendor
Elevator Inspections	Admin. Building, Softball Complex	Facilities, Contracted Services
Backflow Inspection	All Facilities	Facilities, Contracted Services
Misc. Building Inspection	All Facilities	Facilities, Contracted Services
Fire Sprinkler Inspection	All Facilities	Facilities, Contracted Services
Fire Alarm Inspection	All Facilities	Facilities, Contracted Services

PUBLIC WORKS DEPARTMENT
FACILITIES MAINTENANCE PROGRAM



February 5, 2019

Subject: Seminole County Facilities Requirements for Inspections, Testing, and Certification

To whom it may concern,

Seminole County Facilities Management oversees all buildings for the Seminole County Board of County Commissioners; this includes the facilities utilized by the Leisure Services Division. Facilities Management has agreements to inspect, test, and certify the various systems and equipment in accordance with the various authorities having jurisdiction. These systems include: backflow preventers, elevators, fire alarms, fire extinguishers, and fire sprinklers. Due to the sizable amount of building locations along with the substantial quantity of equipment and systems at each location, we have provided a list of the required frequency and the date of last inspection on equipment located at the Seminole County Softball Complex:

Backflow Preventer recertification – required annually and last inspected and certified on May 5, 2018.

Elevator recertification – required monthly and annual inspections. Last inspected and certified on July 30, 2018.

Fire Alarm recertification – required annually and last inspected and certified on September 13, 2018.

Fire Extinguisher recertification - required annually and last inspected and certified on January 16, 2019.

Fire Sprinkler recertification - required annually and last inspected and certified on December 30, 2018.

For your reference a copy of each applicable agreement has been included with this letter. Please note that due to the large number of backflow preventers throughout Seminole County, each backflow located at the Softball Complex is not individually called out in the agreement.

Thank you,

Jeremiah O'Connor
Contract-Project Coordinator
Seminole County Government
Public Works Engineering
205 West County Home Road
Sanford, FL 32773
Phone: 407-665-5250
E-mail: JOConnor@seminolecountyfl.gov

7.5.1 Suggested Evidence (continued):

7.5.1- EOC 4: Executed contract for backflow prevention

7.5.1- EOC 5: Executed contract for fire extinguisher maintenance

7.5.1- EOC 6: Executed contract for elevator certification and maintenance

7.5.1- EOC 7: Executed contract for fire sprinkler monitoring, testing and inspection

7.5.1- EOC 8: Executed contract for fire alarm monitoring, testing and inspection

7.5.1- EOC 9: Examples of Safety Team Meeting Minutes

7.5.1- EOC 10: Examples of Inspections at unstaffed parks, trails and wilderness area

7.5.1- EOC 11: Examples of Inspections at staffed parks

7.5.1- EOC 12: Examples of Contracted Landscape Inspections

7.5.1- EOC 13: Examples of Playground Inspections

7.5.1- EOC 14: Leisure Services Facility Inventory List 2018

Seminole County Parks and Recreation Division
Quarterly Inspection Score Sheet
"CLEAN, GREEN & SAFE"

Park Site: Sanlando Park

Date: Q1 October 2018

SCORING SYSTEM: A score will be given in the areas of Grounds, Facilities, Structures, and Tools/Equipment. Each score will be based on a scale of 1 to 10, with 10 being the highest. The four categories will be averaged to give an overall Park score for each site. A trend in site improvement or decline for both the site and within a district will show after 4 site inspections are completed.

GROUND: The goal of quality upkeep and maintenance is "consistent" attention to keeping our facility clean, litter-free, tidy and lush in appearance of the overall landscape. Customer expectations are consistently met and their input is valued and encouraged.

Grounds Inspection	Standard	Comments or Problems Found	Oct Score	Jan Score	Apr Score	July Score	Average Score
Beautification/Aesthetics	No dead or dying shrubs and flowers.	replace mexican heather by Sen/wk trail entrance	8				
- Mowing	All grass areas are mowed.	get w/ contract (mow front fence line)	8				
- Edging/Trimming	Sidewalks, slabs, tree rings, playground borders.	to much herbicide spray by office/entrance	8				
- Litter	Areas clean, free of broken glass, trash receptacles are empty.	park picked up well very little litter	9				
- Weeds	Weeds are not present in turf, beds, along fence lines, etc.	need to have schedule of weeding to augment contractor	7				
Irrigation/Water Fountains	Lines and heads are not leaking or broken.	continue system fixing fixes currently →	7				
Lake/Beach Fronts	Water quality, debris, buoys, markers, etc.		N/A				
Tree Condition	No dead or dying trees, low or fallen branches and free from hangers.	Several dead trees to be removed	7				
Turf Condition/Bermuda/Bahia	Grass has adequate water, not brown or worn, free of insects and weeds.	open field needs getting and reseed; overweeding	7				
Curb Appeal	Park entry areas immediately outside park are free of trash and well kept.	finish landscaping front entrance park	8				
Tennis courts	tidy bins; shade covers; benches; nets; court surface; windscreens	front windscreens need replacement; benches	7	7			
Benches/Tables/Grills	Surfaces are not damaged, no graffiti present, all hardware is in place.	need to start wood replacement of park	5				
Sports Fields Turf	Turf is weed-free and replaced when necessary. Benches or goals are not damaged.		N/A				
Average Score							

FACILITIES

Seminole County - GNL

High frequency form

Location Midway Park

2045 Hurston Avenue
Sanford FL

Date: 07/26/2018
Inspection by: Seminole County



Score: 185
Latitude: 28.79309
Longitude: -81.23723
Time Start: 10:46:33
Time End: 10:54:04
Type of Inspection: Form



BEGIN INSPECTION

Access and Egress

Inspection Point #1: Check the condition of access into play area (i.e. pathway, fencing, ect.) any issues?
Compliant? Yes **Passed? Yes**

Priority Priority 5: Compliant. Continue preventive maintenance
Resolution: Compliant. Continue preventive maintenance

General Environment

Inspection Point #1: Check condition of retaining wall/ barrier (if present).
Compliant? Yes **Passed? Yes**

Priority Priority 5: Compliant. Continue preventive maintenance
Resolution: Compliant. Continue preventive maintenance

Inspection Point #2: Is there adequate playground signage on display?
Compliant? No **Passed? No**

Priority Priority 4: Non-compliant. Potential to cause injury is very minimal
Resolution: Correct when time permits
Issue(s):

- Equipment - No signage for age groups, etc.

Inspection Point #3: Check for graffiti and/or vandalism.
Compliant? No **Passed? No**

Priority Priority 4: Non-compliant. Potential to cause injury is very minimal
Resolution: Correct when time permits
Issue(s):

- Equipment - Vandalism minor - still working equipment

Miscellaneous Equipment

Inspection Point #1: Check any wood components for cracking, splitting, splintering and gaps greater than 3/4 inch.
Compliant? No **Passed? Yes**

Play equipment

Inspection Point #1: Warning labels and age signage present and legible
Compliant? No **Passed? No**

Priority Priority 4: Non-compliant. Potential to cause injury is very minimal
Comments: Need to replace warning stickers
Resolution: Correct when time permits

7.5.2 Preventative Maintenance Plan



Standard: There shall be a comprehensive preventative maintenance plan to provide periodic, scheduled inspections, assessment and repair, and replacement of infrastructure, systems and assets. This includes certifying, checking or testing for optimum operation based on applicable industry standards, local guidelines, city requirements and/or manufacturer's recommendation for maintenance and replacement of parks, with the intent to ensure that park assets are maintained for optimum use and safety and have the ability to reach or extend its full life cycle and expected return on investment.

Suggested Evidence of Compliance: *Provide the preventative maintenance plan and examples of detailed preventative maintenance programs for identified parks, recreation areas and facilities with special attention given to playground equipment, aquatic facilities, pedestrian pathways, building infrastructure and other high impact assets, along with copies of completed, recent inspections and safety checks for a sampling of facilities/areas.*

7.5.2 Suggested Evidence (continued):

7.5.2- EOC 1: Leisure Services Department Operational, Maintenance & Replacement Program Plan

7.5.2- EOC 2: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Table of Contents, page 3

7.5.2- EOC 3: Leisure Services Department Operational, Maintenance & Replacement Program Plan,
Preventative Maintenance Plan and Inspection Procedures, pages 49-56

7.5.2- EOC 4: Examples of Inspections at staffed parks

7.5.2- EOC 5: Examples of Inspections at unstaffed parks, trails and trailheads

7.5.2- EOC 6: Examples of Contracted Landscape Inspections

7.5.2- EOC 7: Examples of Playground Inspections

7.5.2- EOC 8: Examples of Inspections at Wilderness Areas

7.5.2- EOC 9: Seminole County Inspection Matrix

7.5.2- EOC 10: Letter from Facilities acknowledging completed regulatory inspections

7.5.2- EOC 11: Examples of regulatory inspections completed including backflow, elevator certificate, fire
extinguisher inspection, fire sprinkler, fire alarm

The Leisure Services Department Mission:
Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



Leisure Services Department
Operational, Maintenance & Replacement
Program Plan
Updated March 2019

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- A. Introduction
- B. Process and Methodology
- C. Maintenance and Operational Budgets by Division
- D. Assignment of Maintenance Personnel

Chapter 2: Facilities and Asset Inventory

- A. Community Parks
- B. Special Use Facilities
- C. Neighborhood Parks
- D. Boat Ramps
- E. Trails and Trailheads
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Chapter 3: Facility Maintenance Standards and Modes

- A. Mode I – Definitions and Standards
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- C. Mode III – Definitions and Standards

Chapter 4: Specialized Maintenance Standards and Practices

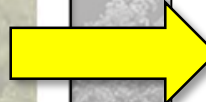
- A. Field Turf & Ballfields Maintenance (natural, artificial)
- B. Sports Courts (basketball, tennis, walleyball, pickleball, petanque, volleyball)
- C. Natural Lands Management
- D. Playgrounds
- E. Roadway Landscape Standards

Chapter 5: Preventative Maintenance Plan and Inspection Procedures

- A. Best practices and procedures for site inspections

Chapter 6: Asset Repair, Maintenance & Replacement Standards

- A. Life Cycle Definitions





Chapter 5: Preventative Maintenance Plan and Inspection Procedures

Regular and scheduled Inspections are performed on regularly designated calendar based upon the type of inspection. Trained and qualified staff are assigned to perform and document completed inspections. All Playgrounds are inspected by certified playground inspectors.



A. PARKS: GENERAL CONDITIONS

1. Grounds
 - a. Park is free of obvious hazards and has minimal litter
 - b. Parking lots are relatively clean of litter and debris and striped (where applicable)
2. Drinking Fountains
 - a. Fountains are operational
 - b. Fountains are installed on solid surfaces and free of standing water and debris
3. Signage
 - a. Park identification signs are secure and in good condition
 - b. Handicap parking signs are secure and visible
 - c. Park Rules signs are secure and in a noticeable location
 - d. Restroom signs are secure and visible
 - e. Signs are clean, painted, and free of protrusions
4. Walkways
 - a. Walkways have a uniform surface and are level with the ground and free of trip hazards
 - b. Walkways are free of excessive litter and debris
 - c. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
 - d. Walkways are clear of weeds and grass growth in cracks and expansion joints
5. Trash Receptacles (random)
 - a. Receptacles are relatively clean.
 - b. Wood receptacles are painted and free of damage or missing parts
 - c. Hardware for wood receptacles is intact
 - d. Concrete receptacles are intact and free of cracks or damage
 - e. Roll-off containers and dumpsters screened are in good condition
 - f. Area around trash receptacles is clean and free of trash and debris
 - g. Area around roll-off containers and dumpsters is clean and free of trash and debris
6. Ornamental Steel Fencing
 - a. Hardware is intact.

B. PAVILION/SHELTERS

1. Pavilions

- a. Pavilions are clean, sanitary, and free of graffiti
- b. Electrical plugs, lights, appliances, fans, and hot water heaters are operational and in good condition
- c. Pavilions are cleanly painted with no rotten lumber or rusted metal and no loose siding and has minimal loose shingles
- d. Pavilions are relatively pest and rodent free and
- e. Interior kitchens are equipped with an operation
- f. Doors, windows, screens, and locks are operation
- g. Water fountains, water faucets, exhaust vent operational
- h. Signage with reservation and rules information a noticeable location
- i. Pavilion grounds are mowed and trimmed and fr
- j. Vegetation around pavilions is trimmed back to entry and regress
- k. Pavilion kitchens are free of roaches, ants and ro

2. Shelters

- a. Shelters are clean, sanitary, and free of graffiti
- b. Lights and electrical plugs are operational (where
- c. Shelters are cleanly painted with no rotten lumber and has minimal loose shingles
- d. Water fountains and hose bibs are operational
- e. Grounds around shelters are mowed and trimmed and debris

C. ATHLETIC TURF SURFACES

1. Clay Infields

- a. Infields have a uniform surface and are free of lips, holes and trip hazards
- b. Infields are well drained with no standing water areas
- c. Infields have proper soil consistency for intended usage
- d. Infields are playable per national standards and specifications
- e. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements

2. Soccer Goals

- a. Goals are properly installed and anchored
- b. Goal frames show no excessive bending or breaks in welds
- c. Nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass

3. Bleachers

- a. Hardware is intact
- b. Bracing is tightly connected
- c. Seating surface is clean, smooth, and free of protrusions and have no catch points, exposed sharp edges or pointed corners
- d. Bleacher areas have relatively clean trash receptacles present and are in good condition

D. TENNIS COURTS

1. Surfacing

- a. Surface is smooth, level, and well drained
- b. Surface is free of large cracks, holes, and trip hazards
- c. Surface is painted as per court specifications
- d. Worn painted surfaces do not exceed 20% of total court surface. Standards for Parks Facilities
- e. Surface is free of litter, debris, gravel, and graffiti

2. Nets

- a. Nets are free from excessive holes and frays that could interfere with game play
- b. Nets are hung tightly at the specified height
- c. Nets are securely attached to the support poles
- d. Support poles have hardware intact, properly anchored and installed

3. Lights

- a. 90% of lamps for each court are in good working order
- b. Timers are properly installed and functioning
- c. No electrical conduits or wiring are exposed
- d. Ballast boxes are secure and properly installed
- e. Lighting controls are properly installed and functioning
- f. Lights to give uniform illumination and no blind spots

E. BASKETBALL COURTS

1. Surfacing

- a. Surface is smooth, level, and well drained
- b. Surface is free of large cracks, holes, and trip hazards
- c. Surface is painted and striped as per court specifications
- d. Worn painted surfaces do not exceed 20% of total court surface. Standards for Parks Facilities
- e. Surface is free of litter, debris, gravel, and graffiti

2. Goals and Backboards

- a. Goals and backboards are level with hardware intact
- b. Goals and backboards are painted
- c. Nylon nets are properly hung and are not torn or tattered
- d. Support poles are secure in the ground and straight

3. Lights

- a. 90% of lamps for each court are in good working order
- b. Timers are properly installed and functioning
- c. No electrical conduits or wiring are exposed
- d. Ballast boxes are secure and properly installed
- e. Lighting controls are properly installed and functioning
- f. Lights to give uniform illumination and no blind spots
- g. All light fixtures are properly installed and maintained

F. SAND VOLLEYBALL COURTS

1. Nets

- a. Nets are free from excessive holes and frays that could interfere with game play
- b. Nets are hung tightly at the specified height
- c. Nets are securely attached to the support poles
- d. Support poles to have hardware intact, properly anchored and installed

2. Surface

- a. Court surface is loose sand
- b. Surface is smooth with good drainage
- c. Surface is relatively free of weeds, grass, litter, and debris



G. PLAYGROUNDS

1. Play Equipment

- i. Play equipment meets ASTM and National Playground Safety Institute standards
- ii. Play equipment and hardware is intact
- iii. Play equipment is free of graffiti
- iv. Age appropriateness for the play equipment is noted with proper signage

b. Surfacing

- i. Fall surface is relatively clean and free of litter and debris
- ii. Rubber crumb and/or mulched fall surface is loose, level and free from compaction
- iii. Fall surface is well drained
- iv. Rubber cushion surfaces are free of major holes and tears with minimal deterioration
- v. Rubber cushion surfaces are secure to the base material and curbing

c. Shade Covers

- i. Support poles are secure and structurally sound
- ii. Shade cover and hardware are intact
- iii. Shade cover is tightly secured to the support poles
- iv. Shade cover is free from rips and holes

d. Swing Set / Standalone Play Equipment and Play Stations

- i. Play equipment meets ASTM and National Playground Safety Institute standard
- ii. Play equipment and hardware is intact
- iii. Play equipment is free of graffiti

7.6 Fleet Management Plan



Standard: The agency shall have an established fleet management plan comprised of an inventory of all vehicles, rolling stock and other major equipment and inspection and replacement schedules.

Suggested Evidence of Compliance: *Provide the fleet management plan.*

7.6- EOC 1: Fleet Business Plan

7.6- EOC 2: Five-year Capital Improvement and Replacement Plan

7.6- EOC 3: Leisure Service Fleet Inventory Report

7.6- EOC 4: Preventative Maintenance Report- Passive Parks

7.6- EOC 5: Preventative Maintenance Report-Soldiers Creek Park

7.6- EOC 6: Preventative Maintenance Report-Natural Lands

7.6- EOC 7: Preventative Maintenance Report-Sanlando Park

Fleet Services Program



Sports Complex - Small

BCC	YEAR	MAKE	MODEL	TOTAL SCORE	ODOMETER READING	ACQUISITION COST	MAINTENANCE COST RATIO	1 YR TOTAL COST	1 YR DAYS DOWN	1 YR WORK ORDERS	1 YR Mileage	Replacement Plan	Replacement Type
56855	2016	EZGO	Golf Cart	2.3		\$7,599.00	7.24%	\$266.83	2.3	3		FY21/22	Replace
56859	2016	JOHN DEERE	GATOR UTILITY	2.9	583	\$8,301.00	18.36%	\$1,182.94	11.6	5		FY21/22	Replace
56854	2016	EZGO	Golf Cart	1.6	0	\$7,599.00	8.16%	\$517.73	8.3	5		FY22/23	Replace
56858	2016	JOHN DEERE	GATOR UTILITY	1.7	582	\$8,301.00	6.08%	\$168.10	3.1	3		FY22/23	Replace
56860	2016	JOHN DEERE	BUNKER RAKE	1.0	130	\$11,989.00	1.49%	\$131.14	1.1	2		FY23/24	Replace
56861	2016	JOHN DEERE	BUNKER RAKE	0.9	77 (H)	\$11,989.00	1.28%	\$106.20	1.1	2		FY24/25	Replace
56866	2016	BUFFALO	Blower	1.0	54 (H)	\$6,540.00	2.36%	\$83.11	0.9	2		FY24/25	Replace
56853	2016	EXPRESS	Golf Cart	1.2	0	\$9,950.00	2.72%	\$241.98	21.9	3		FY25/26	Replace
56867	2016	JOHN DEERE	GATOR PRO	1.3	502 (H)	\$21,372.00	2.39%	\$296.98	8.6	3		FY25/26	Replace
56863	2016	JOHN DEERE	UTILITY TRACTOR	1.1	222 (H)	\$24,018.00	2.21%	\$338.72	24.0	5		FY26/27	Replace
56864	2016	JOHN DEERE	UTILITY LOADER	1.4		\$5,663.00	1.47%	\$35.62	1.6	2		FY26/27	Replace
56865	2016	JOHN DEERE	ZERO TURN MOWER	1.6	109 (H)	\$9,473.00	7.14%	\$430.62	5.1	4		FY26/27	Replace
57175	2017	JOHN DEERE	MOWER FAIRWAY	0.6	133 (H)	\$50,027.00	2.00%	\$999.51	2.5	5		FY26/27	Replace
100717	2016	STIHL	BackPack Blower	2.1		\$394.96	6.01%	\$0.00	0.0	0			
100718	2016	STIHL	BackPack Blower	2.1		\$394.96	6.01%	\$0.00	0.0	0			
100719	2016	STIHL	BackPack Blower	2.1		\$394.96	6.01%	\$0.00	0.0	0			
100720	2016	STIHL	TRIMMER	2.1		\$394.96	6.01%	\$0.00	0.0	0			
100721	2016	STIHL	TRIMMER	2.1		\$394.96	6.01%	\$0.00	0.0	0			



SEMINOLE COUNTY FLEET PREVENTATIVE MAINTENANCE DASHBOARD

Time-based PMs

BCC #	UNIT DESCRIPTION	STATUS	PM TYPE	INTERVAL	CURRENT DATE	DUE DATE	STATUS
781122	2009 FIRST PRODUCTS VERTICUTTER	—	A	120 DAYS	2018-12-18	2018-11-09	39 DAYS OVERDUE
56539	2016 AMP Trailer	IN SHOP	A	180 DAYS	2018-12-18	2018-11-20	28 DAYS OVERDUE
04044	2002 PACE Trailer	IN SHOP	C	365 DAYS	2018-12-18	2018-12-01	17 DAYS OVERDUE
04044	2002 PACE Trailer	IN SHOP	A	180 DAYS	2018-12-18	2018-12-03	15 DAYS OVERDUE
781105	2009 TORO VERSA-VAC	—	C	365 DAYS	2018-12-18	2018-12-08	10 DAYS OVERDUE
05297	2004 TYCROP TOP DRESSER	—	A	180 DAYS	2018-12-18	2018-12-10	8 DAYS OVERDUE
01998	2000 CROSLEY Trailer	IN SHOP	A	180 DAYS	2018-12-18	2018-12-10	8 DAYS OVERDUE
23147	1997 BUSH HOG Mower HOG	IN SHOP	C	365 DAYS	2018-12-18	2018-12-14	4 DAYS OVERDUE
23147	1997 BUSH HOG Mower HOG	IN SHOP	A	180 DAYS	2018-12-18	2018-12-17	1 DAY OVERDUE
02070	2001 SCAG TURF TIGER	—	A	180 DAYS	2018-12-18	2019-01-16	DUE IN 29 DAYS

Odometer-based PMs

BCC #	UNIT DESCRIPTION	COMMENT	PM TYPE	INTERVAL	ODOMETER	NEXT DUE	STATUS
07185	2006 FORD F-150 STD.CAB	—	C	15,000 MILES	104,154 MILES	104,194 MILES	DUE IN 40 MILES
06422	2006 FORD F-250 STD.CAB	—	A	5,000 MILES	119,442 MILES	120,183 MILES	DUE IN 741 MILES

7.7 Agency-Owned Equipment, Materials, Tools, and Supplies Policies and Procedures



Standard: There shall be policies and procedures for the management of and accountability for agency-owned equipment, materials, tools, and supplies, including procedures for purchase and distribution to authorized persons, proper training of appropriate personnel in use of equipment, safe and secure storage of equipment, and maintenance of all equipment in operational readiness and working order. Such property includes supplies, materials, tools, expendable items, vehicles, installed and mobile equipment, and personal wear items used by agency personnel.

Suggested Evidence of Compliance: *Provide policy and procedures regarding agency-owned equipment and property.*

7.7- EOC 1: Agency Owned Equipment Policy

7.7- EOC 2: Fleet New and Replacement Purchase Policy

7.7- EOC 3: Inventory Controls Policy

7.7- EOC 4: Fleet Business Plan



SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL

Procedure #:	7.12	Eff. Date:	1-Jan-09
Section:	Facility and Land Use Management	Revision:	10-Jul-17
Topic:	Agency Owned Equipment and Property		

DEPARTMENT POLICY: All equipment shall be assigned to specific parks and users who shall operate and maintain according to manufacturers recommendations. Purchasing of equipment shall conform to the Purchasing Division requirements. **All staff is required to complete training on the equipment prior to use.**

BUSINESS RULES: Inventory in this Department will be identified in the following categories:

Fleet Inventory: Inventory that is turned into fleet for regular PM maintenance or is tagged with a BCC Small Fleet Inventory tag.

County Inventory: All items in your facility that belong to Seminole County BCC. These items include items that have a BCC number and are not on the fleet inventory. Example: refrigerator, chairs, microwave, small hand tools, etc.

Perishable Inventory: All items that are used and restocked on a regular basis. Example: office supplies, nails, lumber, gasoline, etc.

PROCEDURES:

New Equipment

Specifications for new equipment are created by the requesting department. Once specifications are finalized, they are sent to the Fleet Division for approval. After the Fleet Division approves the equipment a request to order is submitted to the Purchasing Division. The Purchasing Division creates a Purchase Order to buy the equipment. Once the equipment is purchased, it is delivered to the Fleet Division to be inserted into the Fleet and Department Inventory, tagged and delivered to the requesting Department.

Proper Training on Personnel and Use of Equipment

All Crew Chiefs and/or Assistant Supervisor of Maintenance are responsible for training all employees for the proper and safe usage for new equipment.



SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL

Procedure #:	7.11	Eff. Date:	1-Jan-09
Section:	Facility and Land Use Management	Revision:	15-Jun-18
Topic:	Inventory Control		

DEPARTMENT POLICY: All equipment shall be assigned to specific users who shall operate and maintain according to manufacturers recommendations. Purchasing of equipment shall conform to the Purchasing Division requirements. **All staff is required to complete training on the equipment prior to use.**

BUSINESS RULES: Inventory in this Department will be identified in the following categories:

Fleet Inventory: Inventory that is turned into fleet for regular PM maintenance.

County Inventory: All items in your facility that belong to Seminole County BCC. These items include items that have a BCC number and are not on the fleet inventory. Example: refrigerator, chairs, microwave, small hand tools, etc.

Perishable Inventory: All items that are used and restocked on a regular basis. Example: office supplies, nails, lumber, gasoline, etc.

PROCEDURES:

New Equipment

All gas powered equipment shall be ordered through the Fleet Division and bid out accordingly. All other purchases shall conform to the Purchasing Division requirements.

Equipment Tracking

Daily inventory of gas powered equipment shall be the responsibility of the respective Supervisor, Crew Chief or Coordinator overseeing the equipment.

Yearly inspection of inventory will be conducted by the Special Projects Program Manager. Inspection reports shall be shared with Division Manager on December 1st each year. It is each site Crew Chief and Site Supervisor's responsibility to ensure that all inventory is accounted for and in good working condition.



SEMINOLE COUNTY LEISURE SERVICES DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Procedure #:	7.16	Eff. Date:	13-Apr-10
Section:	Facility and Land Use Management	Revision:	31-Jul-18
Topic:	Fleet Replacement and New Equipment Purchase Policy		

DEPARTMENT POLICY: It is the policy of the Leisure Services Department to follow the procedures listed below outlined by the Fleet division of the Public Works department.

DEPARTMENT BUSINESS RULES: The purpose of this policy is to outline the process that Fleet uses to analyze the budgeting of replacement and new capital rolling stock.

PROCEDURES:

- Have all customer departments complete the “Fleet Budget Request” OnBase form (on the Fleet/Facilities SharePoint page). This needs to be completed for replacement and new requests.
- Fleet Services will run the Fleet Software replacement program based on the initial parameters of:
 - For light vehicles: 100,000 miles, 10 years, 1:1 ratio of maintenance and repair costs to purchase price.
 - For heavy vehicles (primarily diesel powered): 300,000 miles, 15 years, 1:1 ratio of maintenance and repair costs to purchase price.
 - For small equipment: mileage does not apply, 5 years, 1:1 ratio of maintenance and repair costs to purchase price.
- This program produces a weighted scale of replacement values. These criteria are used to produce a candidate list only. Being on this list is not sufficient, and not always necessary, to result in a replacement recommendation. The final replacement recommendation is a result of the next steps being applied to candidate equipment no matter the source of the candidacy.

7.7.1 Building Plans and Specifications



Standard: The agency shall have on file floor plans, specifications, and/or as-built drawings for major facilities constructed since 1965. These records contain information necessary for efficient programming, quality facility maintenance and effective capital project programming. Projects funded with funds from governmental grant programs such as LAWCON and UPARR place restrictions on use and disposition.

Suggested Evidence of Compliance: *Provide evidence that plans and specifications for facilities with greater than 10,000 square feet of indoor space constructed since 1965 are on file.*

7.7.1- EOC 1: Sylvan Lake Park Training Center

7.7.1- EOC 2: Softball Complex Building

7.7.1- EOC 3: Museum of Seminole County History Agriculture Exhibit Building

7.7.1- EOC 4: Museum of Seminole County History Main Building

7.7.1- EOC 5: Sanlando Park Office

7.7.1- EOC 6: Sports Complex

7.7.1- EOC 7: Geneva Wilderness Center

7.7.1- EOC 8: Soldiers Creek Reception Center

7.7.1- EOC 9: Red Bug Lake Park Office

7.7.2 Land and Lease Records



Standard: The agency shall have records on file of all lands owned or property leased by or for the agency. Each record shall include ownership, leases, legal description, and easements and covenants that restrict use or disposition. The records shall also include date and manner of acquisition. The manner of acquisition can limit right to use and dispose of parkland, for example acquisitions funded with funds from governmental grant programs such as LAWCON and UPARR place restrictions. Gifts and bequests often contain restrictive covenants that reflect the desires of donors.

Suggested Evidence of Compliance: *Provide evidence that land records for land acquired since 1965 are on file.*

7.7.2- EOC 1: FL Statute Section 28.222

7.7.2- EOC 2: Clerks website showing records are kept

7.7.2- EOC 3: Seminole County Clerk website showing responsible for record keeping –
Sports Complex

7.7.2 Suggested Evidence (continued):

7.7.2- EOC 4: Seminole County Clerk website showing responsible for record keeping –
Lake Dot Park

7.7.2- EOC 5: Cross Seminole Trail Lease

7.7.2- EOC 6: Example of Warranty Deed for Sports Complex

7.7.2- EOC 7: Example of Warranty Deed for Greenwood Lakes Park

7.7.2- EOC 8: Example of Warranty Deed for Geneva Wilderness Area

7.7.2- EOC 9: Lease Details- County as Landlord

7.7.2- EOC 10: Lease Details- County as Tenant



Grant Maloy

Clerk of the Circuit Court and Comptroller
Seminole County, Florida



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0 - 0 of 0 records

Instrument Details

File # 2013104676

Book / Page 8101 / 1034

Type DEED

File Date 8/13/2013 2:58:08 PM

Number of Pages 5

Document Status Original

Consideration \$6400000

Description L19-22,29-32,43,44 SANFORD CELERY DELTA ETC

From Parties:
COLEMAN,NIXIE TRUSTEE
COLEMAN,NIXIE MAE TRUSTEE
KIRCHHOFF,WILLIAM EMIL TRUSTEE
KIRCHHOFF,WILLIAM EMIL JR REVOCABLE TRUST
WILLIAM EMIL KIRCHHOFF JR REVOCABLE TRUST
AIRPORT INDUSTRIAL PARTNERS L L C

To Parties: SEMINOLE COUNTY

Related Instruments

Image Viewer

Prepared by, and after recording return to:

Berry J. Walker, Jr., an employee of
Walker & Tudhope, P.A.,
225 South Westmonte Drive, Suite 2040
Altamonte Springs, Florida 32714
Consideration: \$6,400,000.00
File Number: FA12-328

MARYANNE MORSE, SEMINOLE COUNTY
CLERK OF CIRCUIT COURT & COMPTROLLER
BK 08101 Pgs 1034 - 1034 (5pgs)
CLERK'S S. N. 2013104676
RECORDED 08/13/2013 09:38:59 AM
DEED DOC TAX 44,000.00
RECORDING FEES 44.00
RECORDED BY H DeVere

Warranty Deed

This Indenture is made August 7, 2013 A.D. between Nixie Coleman, a/k/a Nixie Mae Coleman, and William Emil Kirchhoff, as Co-Trustees of the William Emil Kirchhoff, Jr. Revocable Trust dated November 16, 1972, whose post office address is 2044 Hibiscus Court, Sanford, FL 32771; and Airport Industrial Partners, LLC, a Florida limited liability company, whose post office address is 27 North Summerlin Avenue, Orlando, FL 32801; collectively referred to herein as the Grantor; and SEMINOLE COUNTY, a political subdivision of the State of Florida whose post office address is 1101 East 1st Street, Sanford, FL 32771, Grantee.

Witnesseth, that Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to Grantee forever, the following described land, situate, lying and being in the County of Seminole, State of Florida, to wit:

SEE EXHIBIT "A" ATTACHED HERETO.

Subject to prorated taxes for the current year, covenants, restrictions and easements of record, if any.

Parcel Identification Numbers:

03-20-31-5AY-0000-0190
03-20-31-5AY-0000-0210
03-20-31-5AY-0000-0290
03-20-31-5AY-0000-0310

And Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

Book8101 Page 1034 CFN#2013104676

**Leases: County as Landlord
as of July 2018**

Occupant	Address	Dates		Renewals Remaining	SF	CURRENT RATES			Comments	Payment comments
		Start	Termination			per/SF	per/month	per/year		
Recovery House	591 Lake Minnie Dr. Sanford, FL 32773	7/30/2013	7/29/2019	2 (6-yr)	3,740			\$ 1.00		paid through 2019
Allstate	4240 N. U.S. Highway 17-92, Sanford, FL 32773	10/8/2013	10/7/2019	none	1,976			\$0	Holdover Agreement	no payment required
Friends of the Library	215 N. Oxford, Casselberry, FL, 32707	11/10/2009	11/9/2019	2 (5-yr)	2,378			\$ 1.00		paid through 2019
FDLE-Public Safety Building*	100 Bush Blvd. Sanford, FL 32773	12/1/2010	11/30/2019	none	150		\$ 1,000.00	\$ 12,000.00		up to date - monthly payment
Florida Auto Auction Properties d/b/a Orlando Longwood Auto Auction	2925 N. U.S. Highway 17-92, Longwood, FL 32750	12/1/1/16	11/30/2019	2 (3-yr)	490 parking spaces and 3,000 SF bldg		\$ 8,500.00	\$ 102,000.00	Payment goes up 12/1/18 by 2%	paid monthly - up to date
Impower/Children's Village Property (Dodd & Dike)	3800 Dike Rd., Winter Park, FL 32792	4/13/2016	4/12/2020	3 (2-yr)	10,953			\$ 1.00	M-602545-16	paid through 2020
Mental Health Center*	237/300 Bay Ave. Sanford, FL 32730	4/29/2005	4/29/2020	1 (5-yr)	10,558			\$ 1.00		paid through 2020
Ahoy Marine/MVI Station	511 E. 25th Street Sanford, FL 31773	1/1/2014	12/31/2020	1 (5-yr)	Lot 1 w/ 2,989 + Lot 30		\$ 2,710.76	\$ 35,529.11	Payment goes up 1/1/2019 by 3% or CPI and vacant lot 10%	paid monthly - up to date
Public Safety Training @ Seminole Community College- Geneva	2390 Gun Range Rd, Geneva, FL / Portion Sec 2,Twnshp 20 S, Range 32E	11/12/1991	11/11/2021	1 (30-yr)	land lease			\$ 11,146.11	April 2023 rent goes to \$1.00/yr	paid monthly - up to date
Mental Health - Residence (land only)	351 Bay St., Sanford, FL	6/22/1992	6/21/2022	1 (30-yr)	land lease			\$ 1.00		paid through 2022
Environmental Studies Center	2985 Osprey Trail, Longwood, FL 32750	10/27/2002	10/26/2022	1 (5-yr)	6,000			\$ -		no payment required
E. Altamonte Comm. Center/Lilly H. Green Community Center (Boys and Girls Club)*	325 Station St., Altamonte Springs, FL 32701	7/24/2003	7/23/2023	2 (5-yr)	5,856			\$ 1.00	New Lease 7/24/18	paid through 2018
Gun & Archery Association	Tract of Land Sec 2 Township 20 SS/B 32 E / 2390 Gun Range Rd, Geneva, FL	5/1/1994	4/30/2024	unlimited auto 5 year	land lease			\$ 120.00		paid yearly in October - up to date
Victim's Rights Coalition	901 French Ave. Sanford 32771	9/1/1992	12/31/2025	auto 1 year	6,210			\$ 1.00		up to date
Kids House of Central Florida	5467 N. CR427, Sanford, FL 32773	5/1/2001	4/30/2031	none	10,000			\$ 1.00		Email from Dana Karen stating it's been paid in full
Pet Alliance	2800 County Home Road, Sanford, FL 32773	10/6/1981	10/5/2043	1 (30-yr)	7,848			\$ 1.00		paid through 2043
Central Florida Zoo and Botanical Garden	3755 US Highway 17-92, Sanford, FL 32771	12/1/2012	11/30/2062	1 (30-yr)	19.58 and 1.12 acres			\$ 1.00		paid through 2062
Franz, William and Janice	4250 Cypress Bend, Geneva, FL / 60 Foot Access Easement	5/1/2001	forever	none				\$ 1.00		per David Shields easements have only one payment - unknown

*Utilities charged to 010560

7.8 Environmental Sustainability Policy and Program



Standard: The agency shall have an established policy on environmental sustainability that states the agency position on energy and resource conservation. The policy should address sustainable product purchasing; reduction and handling of waste; wise use and protection of 51 land, air, water and wildlife; and sustainable design/construction of buildings and facilities.

Suggested Evidence of Compliance: *Provide the agency's environmental sustainability policy and examples of projects and initiatives that demonstrate the agency's commitment to implementation. Examples include ecosystem and green infrastructure plans/programs, capital improvements utilizing green/sustainable designs, carbon footprint analysis and reduction goals, internal/external communication and outreach programs.*

7.8- EOC 1: Leisure Services Environmental Sustainability Policy

7.8- EOC 2: Leisure Services Recycling Procedure

7.8- EOC 3: Thermostat Controls Procedure

7.8- EOC 4: County Managers Policy- Energy Conservation Policy, pages 29-31

7.8- EOC 5: Seminole County Comprehensive Plan- Overview information due to size of plan



SEMINOLE COUNTY LEISURE SERVICES DEPARTMENT ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Procedure #:	7.9	Eff. Date:	24-Feb-14
Section:	Facility and Land Use Management	Revision:	10-Jul-17
Topic:	Environmental Sustainability		

DEPARTMENT POLICY:

All Leisure Services facilities shall be in compliance with all applicable environmental rules, guidelines and ordinances.

DEPARTMENT BUSINESS RULES:

The Leisure Services Department will follow all environmental regulations as set forth by the County Manager, St. John's Water Management District and the Florida Building Code. The department shall purchase sustainable products, manage water usage, wise use of protection for land, water, air and wildlife. The department shall seek to utilize sustainable designs and construction in buildings and facilities.

PROCEDURES:

Air Conditioning and Heating - During scheduled operating hours, all air-conditioned and heated offices, conference rooms, training rooms, meeting rooms, etc. will be cooled to a standard temperature setting.

- The standard occupied temperature setting for air-conditioning is 74 degrees during regular business hours and 80 degrees during non-business hours.
- The standard occupied temperature setting for heating is 70 degrees during regular business hours and 64 degrees during non-business hours.
- During the evenings, weekends, and holidays, the temperature will be set to 80 degrees.

7.8 Suggested Evidence (continued):

7.8- EOC 6: Seminole County Comprehensive Plan- Conservation Element Component

7.8- EOC 7: Seminole County Leisure Services Guide use of “leaf icon”

7.8- EOC 8: Seminole County Leisure Services Guide- Florida Friendly Yard and Neighborhood Programs

7.8- EOC 9: Seminole County Leisure Services Guide- Pesticide licensing Program offered

7.8- EOC 10: Leisure Services Capital Improvement Plan

7.8- EOC 11: CS Lee Solar LED Lighting Bid

7.8- EOC 12: Low Flow Toilets installed at Soldiers Creek Park (Plumbing Fixtures Document)

7.8- EOC 13: LED Lighting in Sports Complex and Soldiers Creek Park

7.8- EOC 14: Watering Conservation Ordinance

7.8- EOC 15: Water Quality Report- Interactive Map

7.8- EOC 16: County Fertilizer Ordinance

7.8- EOC 17: County Fertilizer Education and Promotion materials

Events and Activities for All Ages continued

Seminole County Guided Hikes

Join Natural Lands staff and volunteers for guided morning and evening hikes on some of our most beautiful wilderness areas. Experience the trails and learn about the amazing animals and plants that live in the variety of habitats.

Cost: \$3 per person (limited to 25 participants per hike. Morning Trail Trek at Black Bear Wilderness Area is limited to 15 participants).

Pre-registration is required, space is limited.

Register online at: recreation.seminolecountyfl.gov

Children must be at least 7 years of age and accompanied by an adult. Morning Trail Trek @ Black Bear Wilderness Area - children must be at least 10 years of age.

Guided Day Hikes

Date	Theme	Time	Location
May 4	Swamp Walk*	8 - 10 a.m.	Spring Hammock Preserve
April 20	Morning Trail Trek**	8 a.m. - Noon	Black Bear Wilderness Area

*Swamp Walk will take you through thick black mud to explore the beauty of the hydric hammock. Wear closed-toed shoes and long pants. Lots of fun for the entire family!

**Black Bear Wilderness Area trail is a 7.1 mile loop trail. It is very rough terrain and is not recommended for children under 10 years of age. Bring water, bug repellent and wear comfortable hiking shoes.

Guided Night Hikes

Date	Theme	Time	Location
February 7	Animals	7:30 - 9:30 p.m.	Econ River Wilderness Area
March 14	Reptiles	7:30 - 9:30 p.m.	Geneva Wilderness Area
April 21	Night Hike	7:30 - 9:30 p.m.	Lake Proctor Wilderness Area

Nature Classes

Nature Photography Secrets! (18+)

Come learn some of the secrets of nature photography from local professional photographer TJ Waller! Published in the magazine *Birds & Blooms* and on national Geographic's website. TJ will share tips and tricks on: Cameras, camera settings, composition, tactics & even clothing. Afterwards there will be a guided hike to put your new skills to the test!

Pre-registration is required, space is limited to 20 participants.

Call 407.665.2211 for more info. Register on-line at recreation.seminolecountyfl.gov

Location: Geneva Wilderness Area

Date/Time: Saturday, **January 19**, 8 - 10 a.m.

Ages: 18 years and up (adults only)

Cost: \$5 per person

Forest Therapy Walk (18+)

Led by a certified Forest Therapy Guide and inspired by the Japanese practice of Shinrin-yoku or "Forest Bathing", this Forest Therapy walk will invite you to unplug, slow down, and utilize all of your senses to take advantage of the mental and physical health



benefits of spending time in nature. This is a slow-paced activity, typically no longer than one mile in length, and no physical exertion is required. Please be sure to bring water and wear comfortable closed-toed shoes. Call 407.665.2211 for more info.

Location: Spring Hammock Preserve

Date/Time: Saturday, **January 26**, 9 - 11 a.m.

Cost: \$5 per person

Ages: 18 and up (adults only)

Star Gazing

Join Natural Lands, the staff of the Emil Buehler Planetarium at Seminole State College and members of the Central Florida Astronomical Society for an evening exploring the wonders of the night sky. Program includes guided constellation laser tours of the sky and peering through large telescopes of many of the skies best celestial objects. **Children must be at least 9 years of age and accompanied by an adult.** Call 407.665.2211 for more info.

Pre-registration is required, space is limited.

Register online at: recreation.seminolecountyfl.gov

Location: Lake Harney Wilderness Area

Date/Time: Saturday, **February 9**, 6 - 10 p.m.

Cost: \$5 per person

Owl Class

Join a local expert to find out Who is watching Who at night! Come learn about owls, the silent hunters of the night! Dissect an owl pellet and go for a hike to listen for and hopefully see some of these amazing creatures! **Children must be at least 9 years of age and accompanied by an adult.** Call 407.665.2211 for more info.

Pre-registration is required, space is limited.

Register online at: recreation.seminolecountyfl.gov

Location: Ed Yarbrough Nature Center

Date/Time: Saturday, **February 16**, 6:30 - 9:30 p.m.

Cost: \$5 per person

Compass Class

Come and learn how to navigate using only a map and compass. We will use our new skill to find the treasure! Led by a Florida Master Naturalist. Class limited to 15 children (ages 9 - 12), so sign up soon! **Parent/guardian is free. Only register child. Pre-registration is required, space is limited.** Register online at: recreation.seminolecountyfl.gov. Call 407.665.2211 for more info.

Location: Geneva Wilderness Area

Date/Time: Saturday, **March 30**, 9 - 11 a.m.

Cost: \$5 per child (must be accompanied by an adult)

C.S. Lee Park Solar Electric Powered Lighting

Part 1 Scope of Services

Introduction:

C.S. Lee is a 3-acre park used as a boat launching facility into the beautiful St. Johns River basin. It is located 15 miles east of US 17-92 on State Road 46 just before crossing the St. John's River at the Seminole County Line.

Seminole County is seeking qualified vendors to provide design and installation of a solar electric powered site lighting system with LED light fixtures for C.S. Lee Park. The system shall include thirteen (13) light poles.

Submittals:

The submittals for the solar electric powered lighting shall include the following components:

- "Days of Storage" battery capacity calculation will be based on an assumption of no sun and will show Battery cycle life using manufacturer's cycle life vs. average daily depth of discharge in the worst-case month. Estimates must take into account effect of temperature on cycle life.
- Worst case (winter) average PV panel amp-hour production to specific worst case amp-hour load ratio (Array-to-Load Ratio). Calculations of Array-to-Load shall be based on the lowest average irradiance data from an accredited source (e.g. NREL TMY2), with an additional derating factor of 0.73 to account for worst-case conditions. Calculation should also take into account other aspects that could affect PV panel output, including temperature, shading, snow or dust coverage and sub-optimal orientation.
- LM-80 data demonstrating lumen maintenance vs time and TM-21 projections to show how luminaire meets or exceeds lifetime goals.
- Detailed Site Analysis (includes shading analysis of solar poles and photometric analysis of lighting requirements). The solar lighting manufacturer shall provide the site analysis to ensure project success.

This analysis shall include:

- Design factors: Location of site, location of poles within the site, identification of foot candle requirements for lighting application, lighting layout and associated photometric analysis to ensure foot candle requirements are met, type of solar poles, number of poles in project.
- Observations and Recommendations: Shading issues due to obstruction, future tree growth or other possible future obstructions will be addressed and recommendations will be made to avoid these issues and ensure a reliable lighting system.



SAVE OUR WATERBODIES



Our waterways start at your front yard.
Fertilizers • Grass Clippings • Leaves • Sediment
These carry Nitrogen, Phosphorus & other pollutants.

Algae

Will grow and keep growing as long as there is Nitrogen and Phosphorus available.

Too much Algae

- Reduces clarity.
 - Other plants can't get the light they need
- Uses oxygen.
 - Leads to fish kills

WHAT WE CAN DO

FERTILIZE APPROPRIATELY

- Fertilizer containing nitrogen or phosphorus cannot be applied between June 1–Sept 30. Use iron and other micronutrients or "summer blends".
- Never fertilize 24 hours before a rain event.
- If needed, apply fertilizer in April or October.
- You must use 50% or more slow-release nitrogen and phosphorus free fertilizers.

MANAGE GRASS CLIPPINGS

- Keep grass clippings and yard debris off sidewalks, roadways and drains.
- Leave grass clippings on yard or in compost.
- Do not mow or apply fertilizers within 15 feet of a waterbody.

REDUCE RUNOFF

- Clean up fertilizer spills and store safely.
- Do not overwater.
- Use a rain barrel.

Need to know
more or learn how? Visit
www.seminolecountyfl.gov/fertilizer
Call 407-665-5575.

Shoreline plants absorb nutrients.

OF IFAS EXTENSION/
SEMINOLE COUNTY
GOVERNMENT

SPECIAL
POINTS OF
INTEREST:

- Sunshine Spotlight: The Fertilizer Ordinance
- Butterfly Gardening
- Fertilizer Workshops



The New Leaf Newsletter: Florida-Friendly Landscaping

VOLUME 4, ISSUE 2

SPRING 2017

Fertilizer Calculator

We fertilize because we want to improve the health, vigor, and growth of our plants and lawn. We fertilize *correctly* so that we have healthy turf and clean waterbodies. The whole fertilizing process, however, isn't all that fun. You have to select the right fertilizer then calculate the exact amount you need. And fertilizer smells awful! You get dusty and sweaty spreading it out on a sunny April morning. We can't do anything about the smell, but we can do all the calculations for you!

The new fertilizer ordinance in Seminole County requires a 50% or more slow release nitrogen product. The nitrogen is released in smaller amounts over time so that the grass roots have a better opportunity to absorb it all. You can apply one pound of total nitrogen per 1,000 square feet. Is your fertilizer 50% or more slow-release? If so, how much

fertilizer do you have to use on your lawn? Find out with our Fertilizer Calculator!

When you are looking at your fertilizer bag, visit www.seminolecountyfl.gov/fertilizer (it's mobile-friendly!). The fertilizer label will say the percent of total nitrogen. Enter this number into the first box on the calculator. The label will also say the percent of slow-release nitrogen. Enter this in the second box of the calculator (If you do not see any notation for slow-release nitrogen, assume there is no slow-release forms in that fertilizer). At this point the calculator will tell you if this is a 50% or more slow-release product. Yay!

Secondly, you need to know how much fertilizer you need in order to put down one pound of nitrogen per 1,000 square feet. This depends on how big your yard is. You can find your home on Google

Maps and use their tools to calculate your yard's area or you can roughly measure length x width or you can do your best to visualize the area (half a volleyball court is 1000 sq ft. A parking space is about 100 sq ft). When you know the square footage of your yard, enter it into the calculator. Pow! Computer mathematical magic has now told you how much fertilizer you need.

We hope this new tool is helpful to you. For any other fertilizer questions, visit www.seminolecountyfl.gov/fertilizer or email fyn@seminolecountyfl.gov

Fertilizer Calculator

Look at the fertilizer bag for the Total Nitrogen. This is on the front of the bag, the first of the three large numbers, or on the back of the bag on this label.

Enter Total Nitrogen:

Also on the label, somewhere beneath the total nitrogen or at the bottom of the label, is the percent of slow release nitrogen.

Enter Slow Release Nitrogen:

Seminole County requires your fertilizer be 50% slow-release nitrogen. This fertilizer is a slow-release product. You can apply up to 1 pound of Nitrogen per 1000 sq ft.

Book Release Nitrogen Percentage:

This is the pounds of fertilizer you need in order to apply 1 pound of Nitrogen per 1000 sq ft.

Fertilizer per 1000 sq ft:

Calculate length x width or try to visualize how many parking spaces or volleyball courts would fit your yard. A parking space is about 100 square feet and half a volleyball court is 1000 square feet.

Enter sq ft of yard:

This is how many pounds of fertilizer you need for your yard. Measure out the pounds with a scale or see the portion of fertilizer you need based on how many pounds are in one bag.

Amount of Fertilizer to apply:

The Newest EDIS Articles

Learn all the latest UF research at
[Edis ifas ufl edu](http://edis.ifas.ufl.edu)

Tissue Testing and Interpretation for Florida Turfgrasses
What nutrients can your turfgrass absorb? Only a tissue test will tell you for sure!
<http://edis.ifas.ufl.edu/en539>

Estimating Benefits of Residential Outdoor Water Conservation: A Step-by-Step Guide
Learn how far your water savings go!
<http://edis.ifas.ufl.edu/fe1009>

Managing Scale Insects and mealybugs on Turf Grass
These tiny guys can pack a punch. Learn how to identify and treat these pests!
<http://edis.ifas.ufl.edu/in1166>

7.9 Natural Resource Management Plans and Procedures



Standard: There shall be natural resource management plans for environmentally unique or sensitive areas such as valuable wetlands, riverbanks and woodlands and there shall be environmental protection procedures, such as for erosion control, conduct of nature studies, wildlife and habitat preservation, and protection of water supply reservoirs and water recharge areas. Even if the agency does not own or control the natural resource, there shall be procedures to encourage and ensure environmental stewardship through volunteer steward programs and/or interpretive education and other learning opportunities. The agency should work with other agencies to meet and promote environmentally sound maintenance and land management standards.

Suggested Evidence of Compliance: *Provide the natural resource management plan(s) and procedures and examples of outreach and education.*

7.9 Suggested Evidence (continued):

7.9- EOC 1: Chapter 190, Part 3, Natural Lands, legislative intent and management of Natural Lands

7.9- EOC 2: Spring Hammock Preserve Land Management Plan

7.9- EOC 3: Black Bear Wilderness Area Land Management Plan

7.9- EOC 4: Black Hammock Wilderness Area Land Management Plan

7.9- EOC 5: Econ River Wilderness Area Land Management Plan

7.9- EOC 6: Geneva Wilderness Area Land Management Plan

7.9- EOC 7: Lake Jesup Wilderness Area Land Management Plan

7.9- EOC 8: Lake Proctor Wilderness Area Land Management Plan

VERSION: JUL 9, 2021 (CURRENT)

- Chapter 160 - MUNICIPAL SERVICE TAXING OR BENEFIT UNIT
- Chapter 165 - NOISE CONTROL
- Chapter 168 - NUISANCES
- Chapter 170 - OBSCENITY
- Chapter 175 - OFFENSES—MISCELLANEOUS
- Chapter 180 - OFFICERS AND EMPLOYEES
- Chapter 185 - OIL AND GAS WELLS STIMULATION PROHIBITED
- Chapter 186 - PAIN MANAGEMENT CLINICS
- Chapter 190 - PARKS AND RECREATION
 - PART 1. - IN GENERAL
 - PART 2. - PUBLIC PARKS
 - PART 3. - NATURAL LANDS**
 - Sec. 190.76. - Legislative intent/use of Natural Lands by the public.
 - Sec. 190.77. - Definitions.
 - Sec. 190.78. - Hours of operation; access to and closure of Natural Lands.
 - Sec. 190.79. - Permitted uses on Natural Lands.
 - Sec. 190.80. - General provisions

PART 3. - NATURAL LANDS

Sec. 190.76. - Legislative intent/use of Natural Lands by the public.

- (a) The purpose of this Part is to establish regulatory provisions relating to the management and use of properties acquired or managed through the Seminole County Natural Lands Program. The purchase of Natural Lands was approved by the voters of Seminole County in 1990 and 2000 by means of their affirmative vote for a total of twenty-five million dollars (\$25,000,000.00) bond referendum. The Natural Lands Program has also participated in joint projects that may have resulted in the County not taking title to parcels, but, instead, accepting management or other responsibilities. The County desires to preserve and manage these environmentally sensitive areas for their ecological value and the enjoyment of present and future citizens.
- (b) Seminole County, by providing any of its Natural Lands for outdoor recreational purposes, does not extend any assurance that such areas or lands are safe for any purpose. The County will attempt to post known hazardous conditions. Users of Natural Lands take upon themselves the risks inherent in using undeveloped natural properties and the resulting and proximate events and conditions arising from the use of these wild and scenic lands.

(Ord. No. 2019-10, § 2, 2-26-2019)

Sec. 190.77. - Definitions.

The following definitions apply to this Part:

Exotic Species. This term means either of the following:

- (1) A species of plant as defined by Florida Administrative Code Rule 68-5.001 (2018), as this regulation may be amended from time to time.
- (2) A species of animal not native to the area it is found in.

Motor Vehicle. Any self-propelled vehicle as defined in Section 316.003(42), Florida Statutes (2018), as this statute may be amended from time to time, not operated upon roads or a guideway, but not including a bicycle, motorized scooter, or personal assistive mobility device for disabled individuals.

Natural Lands. Properties purchased or otherwise acquired or managed under Seminole County's Natural Lands Program. Such properties are described in a resolution adopted by the Board of County Commissioners, which may be amended from time-to-time as the Natural Lands inventory changes.

Passive Recreation. Non-consumptive recreation that focuses upon and is exclusively based on the natural resources present on a parcel of property that is accomplished with little or no impact to the resources. Authorized Passive Recreation uses are determined by the County in accordance with [Section 190.79](#) of this Part.

Preservation Lands. Properties purchased or otherwise acquired or managed under Seminole County Leisure Services and are not accessible or available for public use.

Public Nuisance. Any condition or act that tends to injure or unreasonably annoy the community or injures the health, safety, or welfare of the citizens in general as listed in Chapter 823, Florida Statutes (2018), as this statute may be amended from time to time, or any other applicable statutory provision.

Restoration. To return back to a natural or preexisting condition.

BLACK HAMMOCK WILDERNESS AREA
LAND MANAGEMENT PLAN

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7.9 Suggested Evidence (continued):

7.9- EOC 9: Wilsons Landing Ecological Enhancement and Education Project Presentation given to committee group

7.9- EOC 10: Seminole County Natural Lands on SGTV and YouTube

7.9- EOC 11: Email exchange showing Greenways and Natural Lands presenting about Trails system to Leadership Seminole Group

7.9- EOC 12: Examples of awareness posters placed at Wilderness Areas to promote keeping the natural lands protected and educate visitors on what is on property.

7.9- EOC 13: Bear Management Ordinance and Program Implementation

7.9- EOC 14: Bear Resistant Flyer from County website

7.9- EOC 15: Fertilizer Ordinance

7.9- EOC 16: Fertilizer Ordinance Education and Promotional materials



An aerial photograph showing a dense, lush green forest. In the upper left corner, a dark, calm body of water is visible, bordered by a thin strip of land with some trees. The rest of the image is filled with the intricate canopy of the forest.

AN ORDINANCE AMENDING CHAPTER 270, "WATER AND SEWER", SEMINOLE COUNTY CODE, BY ADDING PART 12, "PROPER USE OF FERTILIZERS"; REGULATING THE PROPER USE OF FERTILIZERS BY ANY APPLICATOR; PROVIDING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; PROVIDING FOR APPLICABILITY WITHIN SEMINOLE COUNTY; ESTABLISHING A PROHIBITED APPLICATION PERIOD; SPECIFYING ALLOWABLE FERTILIZER APPLICATION RATES AND METHODS, FERTILIZER-FREE ZONES, LOW MAINTENANCE ZONES, AND EXEMPTIONS; REQUIRING THE USE OF BEST MANAGEMENT PRACTICES WHICH PROVIDE SPECIFIC MANAGEMENT GUIDELINES TO MINIMIZE NEGATIVE SECONDARY AND CUMULATIVE ENVIRONMENTAL EFFECTS ASSOCIATED WITH THE MISUSE OF FERTILIZERS WHICH HAVE BEEN OBSERVED IN AND ON SEMINOLE COUNTY'S NATURAL AND CONSTRUCTED STORMWATER CONVEYANCES, RIVERS, CREEKS, CANALS, SPRINGS, LAKES AND OTHER WATERBODIES; REQUIRING PROPER TRAINING OF COMMERCIAL AND INSTITUTIONAL FERTILIZER APPLICATORS; ESTABLISHING TRAINING AND LICENSING REQUIREMENTS; PROVIDING FOR ENFORCEMENT AND PENALTIES; AMENDING CHAPTER 53, "CODE ENFORCEMENT", SEMINOLE COUNTY CODE, TO PROVIDE FOR PENALTIES; PROVIDING FOR CODIFICATION IN THE SEMINOLE COUNTY CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to 33 U.S.C. § 1313(d) (2016) of the Federal Clean Water Act and the resulting Florida Impaired Waters Rule, Chapter 62-303, Florida Administrative Code (2016), the Florida Department of Environmental Protection ("FDEP") has classified specific waterbodies in Seminole County as "impaired" as a result of the presence of excess nutrients; and

WHEREAS, the Seminole County National Pollutant Discharge (NPDES) Municipal Separate Storm Sewer System (MS4) Permit No. FLS000038, issued by the Florida Department of Environmental Protection under authority delegated to it by the United States Environmental Protection Agency, mandates the adoption of a fertilizer ordinance that includes all of the requirements set forth in the Florida Department of Environmental Protection's Model Ordinance

AN ORDINANCE OF SEMINOLE COUNTY RELATING TO URBAN BEAR MANAGEMENT; AMENDING THE SEMINOLE COUNTY CODE TO INCLUDE A NEW CHAPTER 258 ADDRESSING REFUSE COLLECTION AND OTHER WILDLIFE MANAGEMENT TECHNIQUES INTENDED TO REDUCE HUMAN-BEAR CONFLICTS; PROVIDING DEFINITIONS; CREATING STANDARDS FOR REFUSE MANAGEMENT WITHIN IDENTIFIED URBAN BEAR MANAGEMENT AREAS; CREATING OTHER MISCELLANEOUS PROVISIONS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR APPLICATION IN UNINCORPORATED AND INCORPORATED AREAS OF THE COUNTY UNLESS THERE IS A CONFLICT; ESTABLISHING THE WEST SEMINOLE COUNTY URBAN BEAR MANAGEMENT AREA; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII, Section 1 of the Florida Constitution and Chapter 125, Florida Statutes, Seminole County is authorized to protect the public health, safety, and welfare of its residents, and has the power and authority to enact regulations for valid government purposes that are not inconsistent with general or special law; and

WHEREAS, according to the Florida Fish and Wildlife Conservation Commission (FWC), black bears have recovered from population declines and are a conservation success story for Florida and the FWC; and

WHEREAS, a consequence of this conservation success is an increase in human-bear conflicts within urban areas; and

WHEREAS, black bears are attracted to unsecured Refuse at residences and businesses found in bear range areas; and

WHEREAS, the majority of human-bear conflicts within urban areas are associated with unsecured Refuse, and some of those conflicts have resulted in injury to humans; and

7.9.1 Recycling and/or Zero Waste Plan



Standard: There shall be a recycling and/or zero waste plan for park and recreation facilities and administrative offices that is systematically monitored and periodically reviewed. The plan shall also include an educational component for both users and employees. The recycling and/or zero waste plan should include all major products suitable for recycling in the given region with an emphasis on making the recycling process easy and convenient for park and recreation users.

Suggested Evidence of Compliance: *Provide a description of the recycling and/or zero waste plan for facilities and administrative offices and provide the last review with statistics on the amounts of materials recycled or the percent of total waste recycled for the most recent reporting period.*

7.9.1 Suggested Evidence (continued):

7.9.1- EOC 1: Leisure Services Recycling Policy

7.9.1- EOC 2: Email from PW stating overview of collection program

7.9.1- EOC 3: Report on collection data and location

7.9.1- EOC 4: Exhibits of amendments from Recycling Contracts

7.9.1- EOC 5: Monofilament Recycling Standard Operation Procedures

7.9.1- EOC 6: Examples of recycling containers in and around Leisure Services



SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL

Procedure #:	11.23	Eff. Date:	1-Mar-14
Section:	Parks and Recreation	Revision:	10-Jul-17
Topic:	Recycling		

DIVISION POLICY:

Recycling bins will be placed throughout the park to encourage recycling by park participants. The monofilament recycling program will be used in all active parks that promote fishing.

DEPARTMENT BUSINESS RULES:

The monofilament recycling SOP will be followed for the following active parks that promote fishing.

- Sylvan Lake Park
- Red Bug Lake Park

Each Park Supervisor will identify areas throughout the park to install permanent recycling bins. Spots will also be identified for placement of temporary bins for large tournaments, league play and special events. Signs will be placed throughout the park to encourage recycling.

PROCEDURES:

Recycling bins will be placed in the following locations:

- Business Office
- Sylvan Lake Park
- Sanlando Park
- The Seminole County Softball Complex
- Red Bug Lake Park
- Soldiers Creek Park
- Sports Complex
- Midway Community Center
- Geneva Wilderness Center
- Ed Yarbrough Nature Center

Recycling bins will be dumped as needed into the designated recycling dumpster provided at each active park site. These dumpsters are emptied on a weekly basis by the waste management company under contract with Seminole County.

REFERENCES:

Monofilament Recycling SOP



SEMINOLE COUNTY MONOFILAMENT RECYCLING PROGRAM
STANDARD OPERATING PROCEDURES (SOPs) AND MANUAL

Effective Date: March 2014

Updated: July 2018

I. Background

Mission

The mission of the Seminole County Monofilament Recycling Program is to aid in the active restoration and preservation of county waterways through proper disposal of monofilament (fishing line) and education of the public on hazards of improper monofilament disposal.

Purpose

The Monofilament Recycling Program, within the Leisure Services Division of Seminole County, recruits, educates, and trains volunteers to maintain monofilament recycling receptacles at stations within the county. This project is important for our community because monofilament discarded in our waterways and on the ground near shorelines is a serious environmental concern; it can entangle and kill wildlife, obstruct divers and swimmers, and wrap around boat propellers. Monofilament recycling containers are a great way to both educate the public about this issue, and to provide a free way to dispose of used monofilament.

The Monofilament Recycling Program was initiated in fiscal year 2013/2014, and was designed to complement the conservation and education efforts of the Leisure Services Division, the Watershed Management Division, and the Seminole Education, Restoration, and Volunteer (SERV) Program. The Monofilament Recycling Program is open to volunteers interested in protecting their watershed and local environment, who are able to make a 6 or 12 month commitment to the program, and who are able to work independently.

Scope

The Monofilament Recycling Program utilizes volunteers to assist with almost all aspects of the project: construction of recycling containers (as needed), regular monitoring, and collection of monofilament material for recycling. Volunteers are crucial to improving the health of the water bodies and natural areas in Seminole County; they are a highly valued component of the operations of Seminole County.

	A	B	C	D	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
1	Cust #	Site Name	Address	6-Sep	13-Sep	20-Sep	27-Sep	4-Oct	11-Oct	18-Oct	25-Oct	1-Nov	8-Nov	
2	74945	25 Fire Station #29	2300 Via Loma Dr											
3	74946	37 CRIMINAL JUSTICE CENTER	101 ESLINGER WAY	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
4	74947	6 SOUTHEAST REGIONAL WATER TREATMENT PLANT	3300 DIKE RD	NOT OUT	FULL	FULL	NOT OUT	NOT OUT	FULL	FULL	FULL	FULL	FULL	
5	74946	21 PUBLIC WORKS ENGINEERING	100 E 1ST ST	FULL	HALF	HALF	QTR	HALF	QTR	HALF	EMPTY	QTR	Empty	
6	74946	24 SANLANDO PARK	401 W HIGHLAND ST	EMPTY	HALF	QTR	EMPTY	EMPTY	QTR	EMPTY	EMPTY	EMPTY	QTR	
7	74946	7 COUNTY COURTHOUSE	301 N PARK AVE	QTR	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
8	74946	19 NORTH BRANCH LIBRARY	150 N PALMETTO AVE	HALF	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	
9	74946	8 COUNTY SERVICES BLDG	1101 E 1ST ST	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
10	74946	8 COUNTY SERVICES BLDG	1101 E 1ST ST	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
11	74945	15 FIRE STATION #41	3355 SR 46 E	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
12	74945	17 FIRE STATION #43	110 E 7TH ST	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
13	74946	15 LAKE MILLS PARK	1301 TROPICAL AVE	HALF	HALF	HALF	HALF	HALF	HALF	HALF	QTR	HALF	HALF	
14	74946	9 EAST BRANCH LIBRARY	310 N DIVISION ST	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
15	74945	7 FIRE STATION #27	5280 RED BUG LAKE RD	FULL	EMPTY	EMPTY	QTR	QTR	QTR	QTR	QTR	QTR	EMPTY	
16	74946	22 RED BUG PARK	3600 RED BUG LAKE RD	FULL	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
17	74946	22 RED BUG PARK	3600 RED BUG LAKE RD	FULL	HALF	HALF	FULL	HALF	HALF	FULL	HALF	HALF	HALF	
18	74945	10 FIRE STATION #26	850 NORTHERN WAY	FULL	QTR	QTR	HALF	QTR	QTR	QTR	HALF	QTR	QTR	
19	74945	9 FIRE STATION #24	102 N MOSS RD	FULL	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
20	74946	4 CENTRAL BRANCH LIBRARY	215 N OXFORD RD	NOT OUT	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
21	74945	1 FIRE STATION #11 - 31472 000 OP	175 NEWBURYPORT AVE	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
22	74945	4 FIRE STATION #14	600 HATTAWAY DR	NOT OUT	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
23	74945	2 FIRE STATION #12	325 DOUGLAS AVE	FULL	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
24	74946	26 SOFTBALL COMPLEX	264 NORTH ST	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
25	74946	26 SOFTBALL COMPLEX	264 NORTH ST	EMPTY	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL	
26	74946	24 SANLANDO PARK	401 W HIGHLAND ST	FULL	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	
27	74945	3 FIRE STATION #13	3860 E SR 436	FULL	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	QTR	
28	74946	31 WEST BRANCH LIBRARY	245 N HUNT CLUB BLVD	NOT OUT	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
29	74945	14 FIRE STATION #36	6200 W LAKE MARY BLVD	FULL	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
30	74946	20 NORTHWEST BRANCH LIBRARY	580 GREENWAY BLVD	FULL	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	HALF	
31	74946	5 CENTRAL TRANSFER STATION	1950 SR 419	NOT OUT	HALF	HALF	NOT OUT	HALF	EMPTY	EMPTY	HALF	NOT OUT	NOT OUT	

7.10 Maintenance Personnel Assignment Procedures



Standard: The agency shall have procedures for the assignment of competent personnel with clearly defined duties for routine maintenance, repairs, and improvement of areas, facilities, and equipment, including responsibility for general cleanliness and overall attractiveness. Effective maintenance of grounds and facilities requires the selection, training, and supervision of workers in a wide variety of tasks ranging from seasonal laborers to skilled trades. Supervisory staff must be able to focus on maintenance management, such as workload control, as well as supervise the technical details of maintenance work.

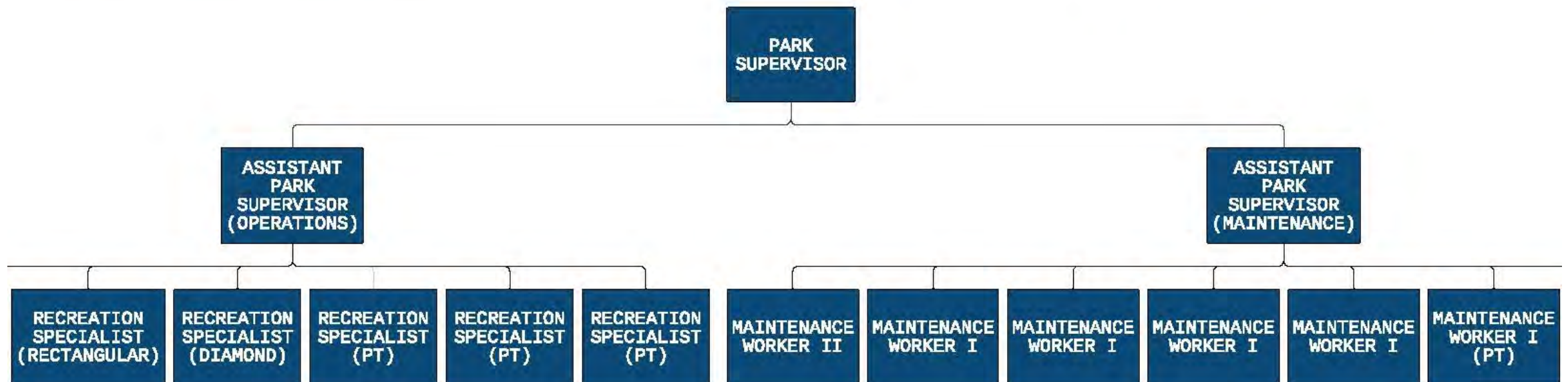
Suggested Evidence of Compliance: *Provide examples of methods used by the agency to assign staff.*

7.10- EOC 1: Leisure Services Organizational Chart showing chain of command from Division Manager to supervisors to maintenance personnel

7.10- EOC 2: Leisure Services Operational, Maintenance and Replacement Program Plan, Assignment of Maintenance Personnel, page 6



LEISURE SERVICES
PARKS & RECREATION DIVISION
BOOMBAH SPORTS COMPLEX



The Leisure Services Department Mission:
Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



Leisure Services Department
Operational, Maintenance & Replacement
Program Plan
Updated March 2019

Greenways and Natural Lands

1. Natural Lands Endowment Fund
2. Trails
3. Passive Parks and Trails
4. Roadway Median Maintenance
5. Countywide Landscape Maintenance

Parks and Recreation

1. BOOMBAH Soldiers Creek Park
2. BOOMBAH Sports Complex
3. Moore Station Fields
4. Red Bug Lake Park
5. Sanlando Park
6. Seminole County Softball Complex
7. Sylvan Lake Park

See Chapter 7 for specific examples of bud

D. Assignment of Maintenance Personnel

Maintenance staff are assigned to both the Greenways and Natural Lands as well as Park and Recreation Divisions. With regularly scheduled Work Plan meetings, updated project lists and customized site specific maintenance plans staff are equipped with clear assignments and responsibilities.

Each of the divisions is led by a Division Manager who manages the Supervisory staff. The Park and Recreation Division Manager manages six Park Supervisors who supervise an Assistant Park Supervisor of Maintenance or a Crew Chief. The Assistant Supervisor of Maintenance and/or the Crew Chief at each Park(s) are charged with managing the full time and part time Maintenance Worker I and Maintenance Worker II positions. The number of maintenance staff vary per park location.

Within Greenways and Natural Lands (GNL) the Division Manager oversees the Natural Lands Projects Manager who manages the Maintenance Worker II, Park Ranger and Program Coordinator. Additionally, the GNL Division Manager manages the Project Manager II who manages a Parks Project Coordinator who is responsible for overseeing all the Tradesworkers, the Equipment Operator and Spray Application Technician. The Project Manger II also supervises the Contract/Project Coordinator and the Landscape Inspector.

Chapter 7 provides a copy of the Seminole County Leisure Services Organizational Charts.

7.10 *Suggested Evidence (continued):*

7.10- EOC 3: Example of Projects Team Weekly Reports

7.10- EOC 4: GNL Project List Master 17-18

7.10- EOC 5: Maintenance Equipment Usage Calendar

7.10- EOC 6: Example of site-specific maintenance plan- Sports Complex

7.10- EOC 7: Landscape Maintenance Contract managed by GNL staff

7.10- EOC 8: Greenways and Natural Lands Division Manager Job Description

7.10- EOC 9: Program Manager I (Natural Lands) Job Description

7.10- EOC 10: Crew Chief Job Description

7.10- EOC 11: Assistant Park Supervisor- Maintenance Job Description

7.10- EOC 12: Park Project Coordinator Job Description

7.10- EOC 13: Maintenance Worker I Job Description

7.10- EOC 14: Maintenance Worker II Job Description

7.10- EOC 15: Trades Worker Job Description

7.10- EOC 16: Landscape Inspector II Job Description

7.10- EOC 17: Landscape Inspector I Job Description

Seminole County
Classification Description



Classification Title: Crew Chief (Parks)

Class Code: 3320

EEO Code: H

FLSA: Non-exempt

Revision Date: March 2018

General Statement of Job

Leads assigned staff in grounds maintenance activities to maintain the functionality and aesthetics grounds, facilities and trails.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Working knowledge of general grounds and turf grass maintenance techniques, ability to organize work of others, serving as lead worker and capable of evaluating performance of a work group.

Mows, edges, rakes, spot fertilized, top-dresses, conducts minor irrigation repairs, picks up trash.

Drives various types of County vehicles, tows, and secures equipment for transport to various locations on main roads and streets.

Plants and removes trees, bushes, and flowers. Lays and removes sod as needed.

Coordinates projects when necessary (annually) to keep fields in the best possible condition.

Prepares park facilities for use.

Coordinates activities with supervisor for self and team members to execute.

Develops a work plan for daily, weekly, and monthly tasks, special projects and repairs.

Responsible for coordinating with vendors and internal departments on specific work to be performed in the park.

Leads and assigns team members for field set-up. Includes moving fences, bases, goals, striping fields.

Maintains all items of inventory assigned to the park. Ensures that all county equipment goes to Fleet Services for scheduled preventative maintenance. Purchases non-capital items, equipment, and other items with the county issued purchasing card, and gives input for the purchase of capital items.

Maintains all irrigation systems. Prepares weekly reports to the Park Manager concerning the turf maintenance and Irrigation operation, budget, and park inspections of all active and passive spaces on property.

Conducts performance evaluations for all assigned staff.

Working knowledge with computer to input inspection reports, receive work orders and use of email system.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Additional Duties:

Performs other related work as required.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Minimum Qualifications

Must possess a high school diploma with a minimum of three (3) years of turf and landscape maintenance experience in the public or commercial sector.

One (1) year supervisory experience in the grounds maintenance industry preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Additional Requirements

7.11 Capital Asset Depreciation and Replacement Schedule



Standard: The agency shall have an established depreciation and replacement schedule for all park and recreation capital assets including buildings, facilities, and equipment that have predictable life cycles. Schedules should identify the useful life of each element and the associated costs of replacement. Capital asset depreciation and replacement schedules, including projected costs of replacement, should be reflected in the agency's financial plan.

Suggested Evidence of Compliance: *Provide the capital asset depreciation and replacement schedule.*

7.11- EOC 1: Capital Improvement Element from Seminole County Comp Plan
(section only due to size of Comp Plan)

7.11- EOC 2: Leisure Services Master Plan, Section 3, Completed Inventory and Assessment Matrices, pages 158-163

7.11- EOC 3: Leisure Services Master Plan, Section 3, FY 2018/2019 5 Year Capital Improvement Plan and Cost Estimates, pages, 164- 173

Special Use Facilities

Item Description	Funding Source	Replacement Category	Unit	Unit Cost	Quantity	Category Cost per Unit	Estimated Cost	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 25 & Beyond	Note
LANEWAY PARK																
Off-Office/Nonoffice Building	TDC	Emergency Impact	SF	\$150.00	10,000	15%	\$1,875,000					\$1,875,000				Includes restrooms, meeting area, office space, staff office, reception area, etc.
Open Lighting (Tennis)	TDC	Emergency Impact	Per Battery	\$48,500.00	8	15%	\$748,125			\$748,125						Replace all tennis court lights with current requirements for safety and competition requirements
Residential Courts (Tennis)	General Fund	End of Life	Court	\$1,340.00	4	15%	\$1,720				\$1,720					Resurface 4 residential courts per current and future maintenance agreements
Blender Shade Cover	General Fund	Replacement	EA	\$4,000.00	6	15%	\$45,000				\$45,000					10'x10' shade cover
Technology Upgrade	General Fund	Replacement	LS	\$70,000.00	1	15%	\$62,500				\$62,500					Install equipment to allow video streaming
Perimeter Fence Gates	General Fund	Today	LF	\$12.40	5,000	15%	\$77,500	\$9,400		\$9,400	\$9,400	\$9,400	\$9,400	\$9,400	\$9,400	Upgrade Perimeter of park only. Existing existing poles.
Facility Signage Package	General Fund	Replacement	EA	\$15,000.00	1	15%	\$13,125				\$13,125					Replace main signage, wayfinding, rules and regulations, security identification, etc. signs, etc.
Lighting - New Parking	General Fund	Today	SF	\$1.11	121,000	15%	\$13,431				\$13,431					Replace to provide light for safety and security in parking lot and walkways
Walking Trails/Peds (Improve)	General Fund	End of Life	LF	\$10.00	5,200	15%	\$56,800						\$56,800			1 mile existing trail resurfaced with asphalt
Playground	General Fund	Replacement	EA	\$250,000.00	1	15%	\$212,500	\$210,000								Large playground replacement
Exercise Equipment (7 stations)	General Fund	End of Life	EA	\$31,342.72	1	15%	\$30,176						\$30,176			Resurface steel deck restrooms for park and courts. Replace, replace furniture.
Public Restrooms	General Fund	End of Life	EA	\$10,000.00	3	15%	\$27,500					\$27,500				
Residential Courts Replacement	General Fund	End of Life	EA	\$10,000.00	2	15%	\$20,000						\$20,000			
Subtotal							\$2,423,492	\$210,000	\$96,800	\$727,812	\$18,800	\$2,093,426	\$72,846	\$75,600	\$9,400	
SOFTBALL COMPLEX																
Softball Field	General Fund	End of Life	EA	\$75,000.00	3	15%	\$448,750				\$448,750	\$448,750	\$448,750	\$448,750	\$448,750	Complete remodel including replacement of irrigation on playing surface
Softball Field Fences	General Fund	Today	LF	\$12.40	4,000	15%	\$50,000				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Replace metal fence and damaged fence around softball field 1,200 ft. for each field
Spectator Seating	General Fund	End of Life	EA	\$7,000.00	10	15%	\$62,500						\$62,500			1 tier with video and back seats
Open Lighting (Tennis)	TDC	Emergency Impact	Per Field	\$133,000.00	3	15%	\$181,250			\$181,250						Replace all field lights with current requirements for safety and competition requirements
Technology Upgrade	General Fund	Replacement	LS	\$70,000.00	1	15%	\$62,500				\$62,500					Install equipment to allow video streaming
Lighting - New Parking	General Fund	Today	SF	\$1.11	221,000	15%	\$24,531						\$24,531			Parking lot area, walkways, existing from main building to parking lot
Perimeter Fence Gates	General Fund	End of Life	LF	\$14.30	4,000	15%	\$59,000						\$59,000			60' Fence, Removal of old fence, one double entrance gate
Public Restrooms	General Fund	End of Life	EA	\$12,000.00	1	15%	\$11,400							\$11,400		Restrooms restrooms on ground floor
Exercise Equipment (7 stations)	General Fund	End of Life	EA	\$31,342.72	1	15%	\$30,176				\$30,176					
Facility Signage Package	General Fund	Replacement	EA	\$15,000.00	1	15%	\$13,125				\$13,125					Replace main signage, wayfinding, rules and regulations, security identification, etc. signs, etc.
Restrooms Concession Area	General Fund	Replacement	LS	\$25,000.00	1	15%	\$21,250					\$21,250				
Guest First Aid Station	General Fund	Replacement	LS	\$25,000.00	1	15%	\$21,250					\$21,250				Restrooms child room into first aid station, including first aid kit
Subtotal							\$2,000,000	\$0	\$72,500	\$942,778	\$222,250	\$174,850	\$227,400	\$433,700	\$236,250	
SPORTS COMPLEX																
Parking for Patrons	General Fund	Replacement	EA	\$13,500.00	1	15%	\$11,625						\$11,625			Utilizing roll-ups to create a more permanent parking lot
Perimeter Fencing	General Fund	Replacement	EA	\$25,000.00	1	15%	\$21,250						\$21,250			Replacement of all 9 perimeter fence to maintain safe play and contained soccer impact events
Artificial Turf Replacement - Entire Field	TDC	Emergency Impact	Per Field	\$700,000.00	9	15%	\$777,500							\$777,500		Replace in 4 to 5 years
Blender Shade Cover	General Fund	End of Life	EA	\$4,000.00	6	15%	\$45,000						\$45,000			
Subtotal							\$823,425	\$0	\$0	\$0	\$0	\$22,500	\$67,425	\$0	\$777,500	
WILSON PARK																
Baseball Field (Tennis)	TDC	End of Life	EA	\$75,000.00	8	15%	\$742,500				\$742,500	\$742,500	\$742,500	\$742,500	\$742,500	Field A-F. Includes complete irrigation system replacement
Facility Signage Package	General Fund	Replacement	EA	\$15,000.00	1	15%	\$13,125				\$13,125					Replace main signage, wayfinding, rules and regulations, security identification, etc. signs, etc.
Blender Shade Cover	General Fund	Replacement	EA	\$4,000.00	6	15%	\$45,000				\$45,000					10'x10' shade cover
Open Lighting - Soccer	TDC	Emergency Impact	Per Field	\$133,000.00	2	15%	\$181,250			\$181,250						Replace Field C & D lights to meet current safety and competition requirements
Concession Facilities	General Fund	Replacement	LS	\$250,000.00	1	15%	\$212,500							\$212,500		Public restrooms/concession offices
Open Lighting - Tennis Courts	TDC	Emergency Impact	Per Battery	\$48,500.00	3	15%	\$748,125				\$748,125					Replace all tennis court lights with current requirements for safety and competition requirements
Residential Courts Concessions	General Fund	Replacement	Per Court	\$22,000.00	3	15%	\$30,750				\$30,750					Resurface residential courts into pickleball courts. Includes these alterations for residential courts
Lighting - New Parking	General Fund	Today	SF	\$1.11	90,000	15%	\$10,000						\$10,000			Main parking lot and main roadway from entrance to playground, from parking lot to tennis courts
Vehicle Parking (overlooking and striping)	General Fund	End of Life	SF	\$2.00	10,000	15%	\$20,000							\$20,000		Fields B & C 40,000, Tennis Courts 34,000. By Additional 10,000 sq. ft. for parking area in park
Perimeter Fence Gates	General Fund	End of Life	LF	\$12.40	7,000	15%	\$86,800						\$86,800			60' Fence, Removal of old fence, 3 double entrance gates, two rolling gates
Public Restrooms	General Fund	End of Life	EA	\$10,000.00	4	15%	\$30,000				\$30,000					Improve Restrooms in Main Building only
Exercise Equipment (7 stations)	General Fund	End of Life	EA	\$31,342.72	1	15%	\$30,176				\$30,176					Replace current exercise equipment that is damaged and no longer usable. Located along trail
Playground	General Fund	End of Life	EA	\$250,000.00	1	15%	\$212,500	\$210,000								Large Playground
Parking for Patrons	General Fund	Today	EA	\$42,000.00	1	15%	\$35,700				\$35,700					Replace current parking lot that has urban board and is at end of life
Baseballs	General Fund	End of Life	LF	\$250.00	1,000	15%	\$375,000						\$375,000			
Walking Trails/Peds (Improve)	General Fund	Replacement	LF	\$10.00	4,072	15%	\$40,720				\$40,720					1.17 mile existing trail resurfaced with asphalt
Pave Shelter	General Fund	Replacement	LS	\$10,000.00	2	15%	\$20,000						\$20,000			Asphalt of baseball field
Subtotal							\$2,857,878	\$210,000	\$728,428	\$471,625	\$209,650	\$174,850	\$682,225	\$236,250	\$426,250	
WOOD STATION FIELD																
Spectator Seating	General Fund	Replacement	EA	\$1,000.00	1	15%	\$875					\$875	\$875			Free Tier bleacher
Blender Shade Cover	General Fund	Replacement	EA	\$4,000.00	1	15%	\$34,000					\$34,000	\$34,000			10'x10' shade cover
Facility Signage Package	General Fund	Replacement	EA	\$1,000.00	1	15%	\$875				\$875					Replace main signage, wayfinding, rules and regulations, security identification, etc. signs, etc.
Open Lighting	TDC	Emergency Impact	Per Field	\$133,000.00	4	15%	\$181,250			\$181,250						Provide lighting to four baseball fields to allow additional use and tournament usage
Concession Facilities	General Fund	Replacement	LS	\$250,000.00	1	15%	\$212,500							\$212,500		Public restrooms/concession offices / storage
Lighting - New Parking	General Fund	Today	SF	\$1.11	114,000	15%	\$12,654				\$12,654					Provide appropriate lighting for parking lot for safety and security if field lights installed
ADA Parking	General Fund	Today	EA	\$3,750.00	4	15%	\$30,000						\$30,000			New ADA compliant
Parking Lot Paving	General Fund	Replacement	SY	\$10.00	5,321	15%	\$53,210						\$53,210			Grass roads with asphalt drive aisle
Handrails	General Fund	Today	SY	\$34.00	475	15%	\$16,075							\$16,075		7 wide sidewalks
Power Tables	General Fund	Replacement	EA	\$100.00	12	15%	\$12,000				\$12,000					under parking
Drinking Fountains	General Fund	Replacement	EA	\$9,000.00	2	15%	\$7,650									Perkins Area
Restroom Facilities	General Fund	Replacement	EA	\$45,000.00	1	15%	\$38,250									
Baseball Field Restrooms	General Fund	Emergency Impact	Per Field	\$75,000.00	8	15%	\$742,500						\$742,500			Crack asphalt area, shelter cover for emergency and tournament headquarters
Perimeter Fence Gates	General Fund	Today	LF	\$14.30	2,300	15%	\$44,790				\$44,790					60' Fence, one double entrance gate. No existing gates
Subtotal							\$2,267,482	\$0	\$4,250	\$238,589	\$445,600	\$212,775	\$227,262	\$242,875	\$212,500	

7.11 Suggested Evidence (continued):

7.11- EOC 4: FY 2018-2019 Adopted Budget Book, Capital Improvement items approved, pages 204-218

7.11- EOC 5: Facilities Capital Improvement Plan 2018-2021

7.11- EOC 6: Fleet Business Plan, Replacement Process, page 4

7.11- EOC 7: Fleet Replacement Schedule

7.11- EOC 8: Leisure Services- Fleet Adjusted Replacement Cost and Depreciation Value

7.11- EOC 9: Computer Inventory and Replacement Schedule

BCC	DESCRIPTION	MONITOR GROUP	BUSINESS UNIT	ADJUSTED REPLACEMENT COST	CURRENT DEPRECIATED VALUE
07452	2006 AGRI-FAB ROUGH CUT MOWER	Attachments	043801 - Natural Lands	\$2,183.24	\$74.50
100669	2015 TUFLINE DISC HARROW	Attachments	043801 - Natural Lands	\$4,675.00	\$3,233.54
56194	2016 LANDPRIDE BATWING ROTARY	Attachments	043801 - Natural Lands	\$13,020.00	\$9,548.00
100157	2005 ECHO Blower	Handheld Equipment	043801 - Natural Lands	\$359.05	\$11.95
100166	2005 ECHO AUGER	Handheld Equipment	043801 - Natural Lands	\$1,036.70	\$38.48
100168	2005 ECHO AUGER	Handheld Equipment	043801 - Natural Lands	\$1,255.41	\$38.48
100257	2007 STIHL Saw Chainsaw	Handheld Equipment	043801 - Natural Lands	\$513.61	\$18.15
100376	2009 STIHL Saw Chainsaw	Handheld Equipment	043801 - Natural Lands	\$439.20	\$18.50
100530	2012 ECHO TRIMMER HEDGE	Handheld Equipment	043801 - Natural Lands	\$377.14	\$0.00
100561	2013 ECHO Saw Chainsaw	Handheld Equipment	043801 - Natural Lands	\$367.99	\$0.00
100792	2016 STIHL Chain Saw	Handheld Equipment	043801 - Natural Lands	\$339.95	\$271.96
100855	2017 STIHL Pole Chain Saw	Handheld Equipment	043801 - Natural Lands	\$474.00	\$355.50
100856	2017 STIHL TRIMMER	Handheld Equipment	043801 - Natural Lands	\$365.00	\$273.75
52663	2015 KUBOTA Tractor	Heavy Off-Road Equipment	043801 - Natural Lands	\$49,585.00	\$35,122.71
05306	2004 KAWASAKI MULE 3010 4X4	Light Off-Road Equipment	043801 - Natural Lands	\$13,183.50	\$422.65
05307	2004 KAWASAKI MULE 3010 4X4	Light Off-Road Equipment	043801 - Natural Lands	\$13,019.94	\$422.65
05308	2004 KAWASAKI MULE 3010 4X4	Light Off-Road Equipment	043801 - Natural Lands	\$13,249.50	\$422.65
06530	2005 POLARIS ATV	Light Off-Road Equipment	043801 - Natural Lands	\$12,084.82	\$391.32
24702	1998 KAWASAKI Mule 4x2	Light Off-Road Equipment	043801 - Natural Lands	\$8,849.08	\$244.22
52108	2014 HUSTLER X-ONE MOWER	Light Off-Road Equipment	043801 - Natural Lands	\$7,625.00	\$5,189.24
52115	2014 TORO GRANDSTAND	Light Off-Road Equipment	043801 - Natural Lands	\$6,428.75	\$1,500.04
52116	2014 TORO GRANDSTAND	Light Off-Road Equipment	043801 - Natural Lands	\$6,428.75	\$1,500.04
05247	2004 BOBS Trailer	Light Trailers	043801 - Natural Lands	\$2,892.52	\$92.50
07623	2006 K.N.D. Trailer	Light Trailers	043801 - Natural Lands	\$6,740.56	\$200.00
02195	2001 FORD F-150 EXT.CAB	Light Vehicles	043801 - Natural Lands	\$36,594.16	\$1,075.00



SUMMARY

1. 2014 vs 2019 Standards - we show 2014 Standard examples;
2. Find similar agencies like you for resources;
3. NRPA Connect CAPRA Accreditation Community:
<https://connect.nrpa.org/home>
4. Get your entire agency involved – work with other departments/divisions;
5. Use your narrative to walk reviewer/anyone through your EOC
- don't make reviewers go hunt for your evidence;
6. "Suggested" means **Required!**



Chapter 7: Learning Objectives

1. Review the standards for Chapter 7 of the Agency Accreditation Process
2. Understand thoroughly the suggested evidence of compliance for CAPRA Accreditation
3. Review resources available to assist you in the achieving of compliance or implementing best practices in your agency