



**SEMINOLE COUNTY, FLORIDA**  
**Board of County Commissioners**  
**Meeting Agenda**

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Tuesday, December 9, 2025

9:30 AM

BCC Chambers

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Please silence all cell phones/electronic devices

**I. CALL TO ORDER**

Chairman Andria Herr

**II. INVOCATION & PLEDGE OF ALLEGIANCE**

Jocelyn Williamson, Central Florida Freethought Community

**III. AWARDS, PRESENTATIONS AND PROCLAMATIONS**

1. Proclamation proclaiming Petty Officer First Class Richard Kitchen, United States Navy as Seminole County's December Veteran of the Month. (**Petty Officer First Class Richard Kitchen, United States Navy**) [2025-1082](#)
2. Resolution honoring the Retirement of Assistant County Manager Meloney Koontz [2025-1136](#)
3. County Investment Advisor Report (**Scott McIntyre, CFA - Senior Portfolio Manager, Managing Director Hilltop Securities Asset Management**) [2025-1120](#)

#### **IV. CONSENT AGENDA – PUBLIC PARTICIPATION**

Florida law provides that members of the public shall be given a reasonable opportunity to be heard on propositions before the Board of County Commissioners, except when the Board is acting on emergency or ministerial matters or conducting a meeting exempt from the requirements of the Sunshine Law. Individuals shall be permitted three (3) minutes each for public participation, or six (6) minutes when the individual is an official representative of a formal association or group. The Chairman may modify the maximum time for public participation, at his sole discretion, when appropriate.

Public participation on quasi-judicial or other public hearing items will occur during the Board's consideration of those items this afternoon. Public participation on pending procurement matters or on non-agenda items shall not be permitted at this time. Members of the public desiring to make public comment must fill out a speaker form and present the form to staff. Forms are available in the lobby.

#### **County Manager Agenda Revisions**

#### **Public Comment on Consent Agenda**

#### **Constitutional Officers – Consent Agenda (Item No. 4)**

4. Expenditure Approval Lists dated November 5, 12, and 19, 2025; Payroll Approval Lists dated November 6 and 20, 2025; and BCC Official Minutes dated October 28, 2025. (**Jenny Spencer, CPA, MAcc, CGFO, and CFE, Director - Comptroller's Office**) [2025-1127](#)

#### **County Manager's Consent Agenda (Items No. 4a - 24)**

#### **County Manager's Office**

- 4a. Approve two extra paid days off during the holiday season; Friday, December 26, 2025 and Friday, January 2, 2026. Countywide (**Darren Gray County Manager**) [2025-1144](#)
- 4b. Approve and authorize the County Manager to execute the Settlement Agreement regarding the variance request at 601 Lake Shore Drive, Maitland. District3 - Constantine (**Mike Rhodes, Interim Development Services Director**) [2025-1143](#)

#### **Administrative Services**

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5. Approve and authorize the Chairman to execute the Final Renewal and Twelfth Amendment of the Seminole County Health Department Lease which renews the agreement through February 28, 2027, with no remaining renewals. The annual increase is \$1,578.00 for a total annual lease rate of \$62,268.00. District4 - Lockhart (**Stephen Koontz, Administrative Services Deputy Director**) [2025-1046](#)
  
  6. Approve Change Order #3 to CC-5836-24/MAG - Willow Ave and Alhambra Ave Drainage Improvements in the amount of \$767,929.27 with Carr & Collier, Inc. and authorize the Purchasing & Contracts Division to execute this Change Order. District3 - Constantine (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department - Public Works [2025-1096](#)
  
  7. Approve Change Order #7 to CC-4727-23/GCM - Sand Lake Road at SR 434 & Sand Lake Rd at W. Lake Brantley Road Intersection Improvements with Southland Construction in the amount of \$6,955.99 and authorize the Purchasing and Contracts Division to execute the Change Order. District3 - Constantine. (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department - Public Works [2025-1100](#)
  
  8. Approve the ranking list and authorize staff to negotiate rates in accordance with Section 287.055 Florida Statutes, Consultants Competitive Negotiation Act, and authorize the Purchasing & Contracts Division to execute one (1) Master Services Agreement (MSA) for PS-6745-25/LNF - Architectural and Engineering Services for the Seminole County Medical Examiner's Office. Countywide (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department- Fleet and Facilities Department [2025-1086](#)

9. Award RFP-5089-25/LAS On & Off Road Heavy Equipment Repairs and Parts to EFE, Inc. dba Everglades Equipment Group, Wellington, Fl., and National Equipment Dealers, LLC, Lexington, NC., at an estimated annual amount of \$200,000.00 and authorize the Purchasing and Contracts Division to execute the Agreements. Countywide (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department - Fleet and Facilities. [2025-925](#)
10. Award RFP-5082-25/LTT, Uninterruptible Power Supply (UPS) Maintenance and Repair Services to ON Computer Services, LLC dba Computer Power Systems for an estimated annual amount of \$134,930.00, and authorize the Purchasing and Contracts Division to execute the Agreement. Countywide (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department - Emergency Management [2025-926](#)
11. Waive the procurement process and authorize Single Source Procurement SS-5133-25/GCM - Lien Search Services to PropLogix, LLC d/b/a Orange Data Systems, Sarasota, FL, as a revenue-generating agreement and authorize the Purchasing and Contracts Division to execute the service agreement. Estimated annual revenues are \$71,500. Countywide (**Stephen Koontz, Deputy Director, Administrative Services**) Requesting Department - Development Services [2025-1045](#)
12. Approve and authorize the Chairman to execute an easement in favor of Duke Energy to allow for the installation of a Duke Energy aerial powerline that will cross over the northeast corner of County property (Tax ID #07-21-30-511-0B00-01A0) located at the southwest corner of Magnolia Street and Ronald Reagan Boulevard. District4 - Lockhart (**Stephen Koontz, Administrative Services Deputy Director**) Requesting Department - Public Works [2025-1125](#)

## Community Services

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13. Approve and authorize the Chairman to execute the Sharing Center Street Outreach Agreement in the amount \$63,000 to continue providing outreach, engagement and assessment services for the Seminole County homeless population. Countywide **(Allison Thall, Community Services Director)** [2025-1101](#)
14. Approve and authorize the Chairman to execute The Health Council of East Central Florida Medical System of Care Agreement in the amount of \$71,000 which provides outpatient medical health services to uninsured and underinsured residents of Seminole County from October 1, 2025 - April 1, 2026. Countywide **(Allison Thall, Community Services Director)** [2025-1109](#)
15. Approve and authorize the Chairman to execute an agreement in the amount of \$853,116 from the General Housing Trust Fund (Ordinance 2021-14) to assist with the construction cost associated with ten homes within a nineteen-unit affordable housing development located in the City of Sanford in partnership with Habitat for Humanity of Seminole County and Greater Apopka Inc. and any amendments or other related documents. District5 - Herr **(Allison Thall, Community Services Director)** [2025-1108](#)
16. Approve the Affordable Housing Incentive Report for the 2024-2025 Program Year as presented and authorize staff to submit the report to the Florida Housing Coalition. Countywide **(Allison Thall - Community Services Director)** [2025-1115](#)

**Emergency Management**

17. Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) 26-011 in the General Fund to transfer \$167,490 from reserves for the addition of 4 FTEs in the Animal Services Division. Countywide [2025-1117](#)  
**(Alan Harris, Emergency Management Director)**

**Office of Economic Development and Tourism**

18. Approve and authorize the Chairman to execute a resolution providing tournament personnel the ability to utilize golf carts on a specific segment of Lake Markham and South Sylvan Lake Roads for the ECNL Boy's Regional Soccer Tournament on January 2-4, 2026, the ECNL Girl's Regional Soccer Tournament on January 9-11, 2026, and the MLS Next Academy Division Regional Tournament on January 23-26, 2026. District5 - Herr [2025-1116](#)  
**(Gui Cunha, Director, Office of Economic Development and Tourism)**
19. Approve and authorize the Chairman to execute an Arts Funding Agreement between Seminole County and Seminole Cultural Arts Council, Inc., in the amount of \$73,483.00 for the 2025/2026 fiscal year. Countywide [2025-1103](#)  
**(Gui Cunha, Director of Economic Development and Tourism)**

**Parks and Recreation**

20. Approve and authorize the Chairman to execute a Seminole County Natural Land Resident Caretaker Lease Agreement with James Hennessey. District1 - Dallari [2025-1097](#)  
**(Rick Durr, Parks and Recreation Director)**

**Public Works**

21. Approve and authorize the Chairman to execute a Supplemental Agreement between Seminole County and CSX Transportation Inc. for the Sidewalk Improvement Project located at Sanford Avenue and Rosehill Trail Pedestrian crossing. In addition to the sidewalk enhancements, a sum of \$54,941.00, as outlined in Exhibit D (Force Account Estimate) within the Supplemental Agreement, will be allocated by the County for necessary enhancements to the railroad crossing infrastructure. District2 - Zembower (**John Slot, Public Works Director**) Requesting Department - Public Works [2025-1087](#)
22. Approve and authorize the Chairman to execute the Wetland Mitigation Credit Reservation and Sale Agreement with Holland Properties, Inc. in the amount of \$6,750.00, to comply with USACE permit application requirements for issuance of permit for the De Leon Street (Sweetwater/Solary Canal) Project. District2 - Zembower (**John Slot, Public Works Director**) Requesting Department - Public Works [2025-1099](#)
23. Approve and authorize the Chairman to sign the Off-System Construction and Maintenance Agreement between the Florida Department of Transportation and Seminole County and the corresponding resolution to authorize and allow FDOT to begin work on the School Street right-of-way and on County utility facilities, between US 17-92 (Monroe Road) and Elder Road, prior to jurisdictional transfer of School Street from Seminole County to FDOT. District5 - Herr. (**John Slot, Public Works Director**) [2025-1124](#)
24. Approve and authorize Chairman to execute the 5th Amendment to the Bike/Walk Central Florida Agreement. Countywide (**John Slot, Public Works Director**) [2025-1121](#)

**V. WORKSESSION**

25. Septic Tanks (**Johnny Edwards, Utilities Director, and Kim Ornberg, Environmental Services Director**) [2025-1066](#)

**Public Comment on Work Session**

26. Basin Studies for East County Basins Groups A, B, and C (Soldiers Creek, Gee Creek, Little Lake Howell, Lake Jesup, and Howell Creek) (**John Slot, Public Works Director**) [2025-1119](#)

Public Comment on Work Session

Recess BCC Meeting Until 1:30 P.M.

Reconvene Meeting at 1:30 P.M.

## VI. PUBLIC HEARING AGENDA

Accept Proofs of Publication

Ex Parte Disclosure

Public Hearings - Quasi - Judicial

27. **Palmer's Subdivision Right-of-Way Vacate** - Adopt the Resolution vacating and abandoning an undeveloped portion of an unnamed right-of-way in the Palmer's Subdivision Plat, as recorded in Plat Book 2, Page 41, of the Public Records of Seminole County, Florida, for property located approximately 1,200 feet west of Sipes Ave, south of E Lake Mary Blvd; (Tri3 Civil Engineering Design Studio, Inc, Applicant) District2 - Zembower (**Annie Sillaway, Principal Planner**) [2025-1041](#)

Public Comment on Public Hearing Item

Public Hearings - Legislative

28. **Comprehensive Plan Amendment - *(Continued from the 11/18/2025 BCC meeting)*** Approve the proposed Ordinance amending the Seminole County Comprehensive Plan by revising the Introduction, Transportation, Public School Facilities, Intergovernmental Coordination, and Capital Improvement Elements to implement the 2021 School Interlocal Agreement to expand options for transit services and provide a definition for micro-transit. Countywide (**David German, Senior Planner**) [2025-1065](#)  
Division:

Public Comment on Public Hearing Item

**VII. COUNTY ATTORNEY'S REPORT**

**IIX. COUNTY MANAGER'S REPORT AND STAFF PRESENTATIONS**

**IX. BOARD APPOINTMENTS**

- 29. Approve the District 1 Board Appointments [2025-1110](#)
- 30. Approve the District 2 Board Appointments [2025-1111](#)
- 31. Approve the District 3 Board Appointments [2025-1112](#)
- 32. Approve the District 4 Board Appointments [2025-1113](#)
- 33. Approve the District 5 Board Appointments [2025-1114](#)
- 34. Approve the at-large Board Appointments [2025-1118](#)

**X. DISTRICT COMMISSIONER REPORTS**

District 1 - Commissioner Dallari

District 2 - Commissioner Zembower

District 3 - Commissioner Constantine

District 4 - Commissioner Lockhart

District 5 - Chairman Herr

**XI. CHAIRMAN'S REPORT**

- 35. Approval of the 2026 BCC Meeting Calendar [2025-1128](#)
- 36. Approval of the 2026 BCC Chairman Appointments [2025-1130](#)

**XII. PUBLIC COMMENT (Items not Related to the Agenda)**

**XIII. ADJOURN BCC MEETING**

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES, ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING AT 407-665-7940.

FOR ADDITIONAL INFORMATION REGARDING THIS NOTICE, PLEASE CONTACT THE COUNTY MANAGER'S OFFICE, AT 407-665-7219. PERSONS ARE ADVISED THAT, IF THEY DECIDE TO APPEAL DECISIONS MADE AT THESE MEETINGS/HEARINGS, THEY WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, THEY MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, PER SECTION 286.0105, FLORIDA STATUTES.