



## CITY OF BELLE ISLE, FL CITY COUNCIL MEETING

Held in City Hall Chambers, 1600 Nela Ave, Belle Isle FL

Held the 1st and 3rd Tuesday of Every Month

Tuesday, June 03, 2025 \* 6:30 PM

### AGENDA

#### City Council

Mayor Jason Carson

Vice-Mayor – Commissioner Jim Partin, District 7

District 1 Commissioner – Frank Vertolli | District 2 Commissioner – Holly Bobrowski |

District 3 Commissioner – Karl Shuck | District 4 Commissioner – Bobby Lance |

District 5 Commissioner – Beth Lowell | District 6 Commissioner – Stan Smith

Welcome to the City of Belle Isle City Council meeting. Please silence all technology during the session. Thank you for participating in your City Government.

1. **Call to Order and Confirmation of Quorum**
2. **Invocation and Pledge to Flag** - Comm District 3 Karl Shuck
3. **Public Comments & Announcements** - Persons desiring to address the Council must complete and provide the City Clerk a yellow "Request to Speak" form, limited to three (3) minutes, with no discussion. When the Mayor recognizes you, state your name and address and direct all remarks to the Council as a body.
4. **Presentations/Workshops**
  - a. Appeal CE Violation 25-0159 - 2010 Hoffner Avenue
  - b. Muni-Complex/Property Acquisition Workshop - 30 mins
5. **Consent Items** - These items are considered routine, and one motion will adopt them unless a Council member requests before the vote on the motion that an item be removed from the consent agenda and considered separately.
6. **Unfinished Business**
  - a. 3904 Arajo Court Condemnation Update
  - b. Lot Split 7306 Matchett Road: PURSUANT TO BELLE ISLE CODE SECTION 50-33 (6), THE CITY COUNCIL SHALL CONSIDER AND TAKE ACTION ON A REQUESTED LOT SPLIT APPLICATION TO ALLOW A SINGLE-FAMILY RESIDENTIAL PROPERTY TO BE SPLIT INTO TWO LOTS, SUBMITTED BY APPLICANTS HARVEY AND VIRGINIA SALTZMAN, LOCATED AT 7306 MATCHETT ROAD, BELLE ISLE, FLORIDA 32809, ALSO KNOWN AS PARCEL NUMBER 25-23-29-0000-00-035.
7. **New Business**
  - a. Council Goals/Priorities for FY 25/26
  - b. Possible Approval of Classification and Compensation Study
8. **Attorney's Report**
9. **City Manager's Report**
  - a. City Manager's Report and Work Plan
  - b. Chief's Report
  - c. Public Works Report
10. **Mayor's Report**
11. **Commissioners' Report**
12. **Adjournment**

Written notice of appeal CODE ENFORCEMENT DEPARTMENT city of Belle Isle

RE: Code Violations at 2010 Hoffner Ave APN#30-23-18-3648-00-271

Code Violation: Parking Prepared Surface Sec 30-73 (a)

Code Enforcement Officer: Matthew Rabeau

Owner: Oscar Rosales

Request: Meeting with the city manager and appeal to the special magistrate

Grounds of appeal:

I recently purchased 2010 Hoffner Ave on 4/28/25 from Michael G Jugen. On Saturday May 4<sup>th</sup> I had a BBQ with family and friends who parked on my driveway and some on the curb. I was notified by the Code Enforcement officer Mr Matthew Rabeau that I needed to move the vehicles off the city pathway and onto my property. I proceeded to move the vehicles and I parked some on my property in front of my garages. There was one vehicle that was left between the street and walkway, however this vehicle did not belong to anyone in my party. Mr. Rabeau then proceeded to cite me \$450 for violation of parking that same day.

I am a physician and new to the community of Belle Isle. I promptly followed the advice and directions of Mr. Rabbeau when I was notified that I was in violation of parking. There was a clear misunderstanding in the directions I received since I moved all the vehicles onto my property and off the sidewalk, however I was still fined the same day.

I am asking for leniency as I am a first time offender in a community that I want to have a good relationship in. The parking violations were a result of ignorance rather than rebellion. I feel like I followed the instructions and parked all the vehicles on my property as instructed to do so.

Thank you,  
Oscar Rosales  
305-395-8582  
oscarosales@me.com



**NOTICE OF VIOLATION****SCANNED**

City of Belle Isle, Code Enforcement Division, 1600 Nela Avenue. Belle Isle, FL 32809

~~JUNGEN MICHAEL G~~  
 2010 HOFFNER AVE  
 BELLE ISLE, FL 328093530

*NEW OWNER*  
*Osar D. Rosales*

Case No: CE-25-0159  
 RE: 2010 HOFFNER AV  
 APN: 30-23-18-3648-00-271

**RE: CODE VIOLATIONS at 2010 HOFFNER AV, APN#: 30-23-18-3648-00-271**

Dear OWNER,

**May 7, 2025**

An inspection on May 7, 2025 resulted in apparent violations of code. In an effort to improve and restore the community, we are actively enforcing the Belle Isle Municipal Codes and Ordinances. According to available records, you are listed as an owner or other interested party regarding this property / vehicle. This Notice of Violation is submitted to you, requiring your cooperation in correcting the violations below.

Code Violation:	Code Section:	Violation:
Parking - Prepared Surface	Sec 30-73(a)	(a)Any motor vehicle when parked on residential property shall be parked on the driveway or on a solid surface specifically prepared for parking, pursuant to the requirements for such a surface as described in subsection 30-133(d). No motor vehicle shall be permitted to be parked on the right-of-way between the edge of the street and private property lines within residential areas.

Code Section:	Corrective Action:	Compliance Due Date:
Sec 30-73(a)	Remove the vehicle from the non-prepared surface. To construct a prepared surface to park the vehicle on, a permit is required to have a prepared surface place on your property. Failure to correct the violation by compliance date will result in a \$150 fine.	May 21, 2025

Date	Fee/Payment Name	Fee Details/Notes	Fee/Payment Amount
05/07/2025	Fee	2 Vehicle parked on the grass	\$300.00
Total Fees Due:			\$300.00

**Failure to comply with this notice may result in prosecution before the Code Enforcement Special Magistrate.**

If you have any questions regarding this matter, please do not hesitate to call me at 407-849-8450.

If there are fines attached to this citation you may pay at City Hall, 1600 Nela Avenue. Again, thank you for doing your part to maintain the preservation, welfare, and safety of the community as a whole.

30-76(b) Hearing request by person cited. Any person summoned by a parking violation citation, upon the payment of a fee of \$50.00 in cash, money order or cashier's check, may within five working days after issuance of the citation file with the city manager a written request for a hearing with the city manager.

14-50(c) Appeal of fines and fees. Any person determined by the city to be in violation of any provision of the city's Code of Ordinances that is cited or assessed penalties under this article may

appeal the imposition of any fee or penalty imposed by filing a written request for appeal to the special magistrate within 15 business days of service or hand delivery of the city's written citation or notification that imposes any fines or fees relating to a violation of the city's Code of Ordinances. The written request for appeal shall also be filed with the city's code enforcement department or its designees. The written request for appeal must contain a short statement of the grounds for the appeal. The special magistrate, exercising appellate jurisdiction over the matter, shall hear the appeal within 60 days after the filing of the written request for appeal and shall give notice of the hearing to the appellant and the city's code enforcement department or its designees. The appellant shall pay to the city a fee prescribed by the city commission to cover the administrative costs of such an appeal.

**Payment must be made within 30 days of the date on this citation. Failure to do so will result in a late fee of \$25**

Sincerely,

Matthew Rabeau



Code Enforcement

<b>RECEIPT</b>		No. 553180	
DATE	5-7-25		
FROM	Oscar D. Rosales		\$ 50.00
	fully		
	2010 Hoffman Ave. CE-25-0159		
	for Council. Appeal		
ACCT.		<input checked="" type="radio"/> CASH	
PAID	50.00	<input type="radio"/> CHECK	
DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
		FROM	TO
		BY	
		A-1152 T-4161	

**CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: June 3, 2024

To: Honorable Mayor and City Council Members

From: Rick J. Rudometkin, City Manager

Subject: Muni Complex / Property Acquisition Workshop

Background:

The Council has approved 2 sites to possibly build a new Muni Complex. One site is on the property at: 6810 Conway Road – Orlando, Orange County, Florida Section 29, Township 23 South, Range 30 East, (BTC File #1535-45). The other site is on the current location of City Hall, 1600 Nela Ave.

An environmental study was done to determine the likelihood of building on that site. The study has shown wetland mitigation, a conservation easement and a retention pond. The environmental study for the 20.5-acre property on Conway and Judge was completed by Bio-Tech. The two concepts need to be funded, and a final location needs to be determined. Also, deciding on whether to move on the Conway property or not is essential in moving forward.

Staff Recommendation:

To save on cost, build it on the current location pending a revenue source.

Suggested Motion:

None at this time

Alternatives:

Do not approve.

Fiscal Impact:

Once a location is approved, then a cost can be generated.

Attachments:

Environmental Study



Orlando [Headquarters]  
3025 East South Street  
Orlando, FL 32803

Jacksonville  
11235 St. Johns Industrial Pkwy N  
Suite 2  
Jacksonville, FL 32246

Key West  
1107 Key Plaza  
Suite 259  
Key West, FL 33040

Lantana  
445 West Lantana Road  
Suite 5  
Lantana, FL 33462

Tallahassee  
2560-1 Barrington Circle  
Tallahassee, FL 32308

Tampa  
6011 Benjamin Road  
Suite 101-B  
Tampa, FL 33634

Denver  
651 Garrison Street  
#110  
Lakewood, CO 80215

Raleigh-Durham  
1408 Christian Avenue  
Suite 11  
Durham, NC 27705

Bismarck  
4501 Coleman Street  
Suite 103  
Bismarck, ND 58503

Austin  
3801 N Capital of TX Highway  
Suite E-240  
Austin, TX 78746

Midland  
5114 West County Road 12  
Midland, TX 79706

San Antonio  
7700 Broadway Street  
Suite 104  
San Antonio, TX 78209

Orlando [Aquatic & Land  
Management Operations]  
3825 Rouse Road  
Orlando, FL 32817

407.894.5969  
877.894.5969  
407.894.5970 fax

September 5, 2024

**Internal Use Only**

Rick Rudometkin  
City of Belle Isle  
1600 Nela Avenue  
Belle Isle, Florida 32809

**Proj: 6810 Conway Road – Orlando, Orange County, Florida**  
**Section 29, Township 23 South, Range 30 East**  
**(BTC File #1535-45)**

**Re: Environmental Assessment Report**

Dear Rick:

In August of 2024, Bio-Tech Consulting (BTC) conducted an environmental assessment of the approximately ±20-acre 6810 Conway Road site. This site is located in the City of Orlando, southwest of the intersection of Conway Road and Judge Road, within Section 29, Township 23 South, Range 30 East, Orange County, Florida (**Figures 1 and 2**). This environmental assessment includes the following elements:

- general review of site topography;
- review of soil types mapped within the site boundaries;
- evaluation of land use types/vegetative communities present;
- delineation of any on-site wetland/surface water communities;
- field review for occurrence of protected flora and fauna; and,
- an overview of potential development constraints.

## TOPOGRAPHY

Based upon a review of the USGS Topographic Map present in **Figure 3** (Pine Castle, Florida Quadrangle), elevations on the subject property range from +95 and +90 feet above the National Geodetic Vertical Datum of 1929 (NGVD). In general, it would appear that the subject parcel slopes from the north to the central portion of the property towards the on-site wetlands.

## SOILS

According to the Soil Survey Geographic Database (SSURGO) for Orange County, Florida, created by the U.S. Department of Agriculture (USDA) and the Natural Resources Conservation Service (NRCS), four (4) soil types occur within the subject property boundaries (**Figure 4**). These soil types include the following:

- **Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3)**
- **Ona fine sand, 0 to 2 percent slopes (#26)**
- **Pomello fine sand, 0 to 5 percent slopes (#34)**
- **Smyrna-Smyrna, wet, fine sand, 0 to 2 percent slopes (#44)**

The following presents a brief description of each of the soil types mapped for the subject site:

**Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3)** is a nearly level, very poorly drained soil found in shallow depressions and sloughs and along edges of freshwater marshes and swamps. The surface layer of this soil type generally consists of black fine sand about 7 inches thick. The water table for this soil type is above the surface for 6 to 9 months or more each year and is within 12 inches of the surface for the rest of the year. Permeability of this soil type is rapid throughout.

**Ona fine sand, 0 to 2 percent slopes (#26)** is a nearly level, poorly drained soil found in broad areas on the flatwoods. The surface layer of this soil type generally consists of black fine sand about 6 inches thick. In most years the seasonal high-water table for this soil type is within 10 inches of the surface for 1 to 2 months. It recedes to a depth of 10 to 40 inches for periods of 6 months or more. Permeability of this soil type is rapid in the surface and subsurface layers and is moderate in the subsoil.

**Pomello fine sand, 0 to 5 percent slopes (#34)** is a nearly level to gently sloping, moderately well drained soil found on low ridges and knolls on the flatwoods. The surface layer of this soil type generally consists of gray fine sand about 3 inches thick. In most years, the seasonal high-water table for this soil type is at a depth of 24 to 40 inches for 1 to 4 months and recedes to a depth of 40 to 60 inches during dry periods. Permeability of this soil type is very rapid in the surface and subsurface layers, moderately rapid in the subsoil, and rapid in the substratum.

**Smyrna-Smyrna, wet, fine sand, 0 to 2 percent slopes (#44)** is a nearly level, poorly drained soil found on broad flatwoods. The surface layer of this soil type generally consists of black fine sand about 4 inches thick. The seasonal high-water table for this soil type is within 10 inches of the surface for 1 to 4 months. It recedes to a depth of 10 to 40 inches for more than 6 months. Permeability of this soil type is rapid in the surface and subsurface layers and in the substratum. It is moderate to moderately rapid in the subsoil.

The Florida Association of Environmental Soil Scientists (FAESS) considers the main components within Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3) and the Smyrna-Smyrna, wet, fine sand, 0 to 2 percent slopes (#44) soil types associated with the site to be hydric. The FAESS also considers inclusions present in the Ona fine sand, 0 to 2 percent slopes (#26) and the Pomello fine sand, 0 to 5 percent slopes (#34) soil types associated with the site to be hydric. This information can be found in the Hydric Soils of Florida Handbook, Fourth Edition (March 2007).

## LAND USE TYPES/VEGETATIVE COMMUNITIES

The subject site currently supports five (5) land use types/vegetative communities within its boundaries. These areas were identified utilizing the Florida Land Use, Cover and Forms Classification System, Level III (FLUCFCS, FDOT, January 1999) (**Figure 5**). The upland land use type/vegetative community on the site is classified as Open Land (190) and Upland Hardwood Forests (420). The wetland/surface water land use types/vegetative communities on the site are classified as Reservoirs less than 10 acres (534), Wetland Forested Mixed (630), and Freshwater Marshes (641). The following provides a brief description of the land use types/vegetative communities identified on the site.

### Uplands:

#### **190 Open Land**

The southern portion of the site surrounding the retention pond is consistent with the Open Land (190) FLUCFCS classification. Vegetative species observed include scattered live oak (*Quercus virginiana*), bahiagrass (*Paspalum notatum*), beggarticks (*Bidens alba*), guineagrass (*Urochloa maxima*), caesarweed (*Urena lobata*), showy rattlebox (*Crotalaria spectabilis*), tassel flower (*Emilia coccinea*), muscadine grape (*Vitis rotundifolia*), American beauty-berry (*Callicarpa americana*), common ragweed (*Ambrosia artemisiifolia*), crabgrass (*Digitaria serotina*), turkey tangle fogfruit (*Phyla nodiflora*), Mexican clover (*Richardia scabra*), Baldwin's flatsedge (*Cyperus croceus*), and Canadian horseweed (*Erigeron canadensis*).



## 420 Upland Hardwood Forests

The forested uplands on the site are consistent with the Upland Hardwood Forests (420) FLUCFCS classification. The community type contains trash throughout the site and two occupied squatter camps located in the southeast forested area and the northeast forested area. Vegetative species identified within this land use/community type include laurel oak (*Quercus laurifolia*), live oak (*Quercus virginiana*), cabbage palm (*Sabal palmetto*), John Charles (*Hyptis verticillata*), common pokeweed (*Phytolacca americana*), dogfennel (*Eupatorium capillifolium*), showy rattlebox (*Crotalaria spectabilis*), caesarweed (*Urena lobata*), beggarticks (*Bidens alba*), greenbrier vine (*Smilax* spp.), sword fern (*Nephrolepis* spp.), winged sumac (*Rhus copallinum*), tassel flower (*Emilia coccinea*), bracken fern (*Pteridium aquilinum*), saw palmetto (*Serenoa repens*), muscadine grape (*Vitis rotundifolia*), shiny blueberry (*Vaccinium myrsinites*), American beauty-berry (*Callicarpa americana*), common ragweed (*Ambrosia artemisiifolia*), old world climbing fern (*Lygodium microphyllum*), camphor tree (*Cinnamomum camphora*), and earpod tree (*Enterolobium contortisiliquum*).

### Wetland/Surface Water:

## 534 Reservoirs less than 10 acres

The southern portion of the property contains a retention pond that is consistent with the Reservoirs less than 10 acres (534) FLUCFCS classification. Vegetative species identified within this community type consist of marsh pennywort (*Hydrocotyle umbellata*), cattail (*Typha* spp.), American white waterlily (*Nymphaea odorata*), torpedograss (*Panicum repens*), alligatorweed (*Alternanthera philoxeroides*), duckweed (*Landoltia* spp.), and jointed spikerush (*Eleocharis equisetoides*).

## 630 Wetland Forested Mixed

A forested wetland system is most consistent with the Wetland Forested Mixed (630) FLUCFCS classification. The presence of squatter camps on-site has led to significant trash dumping within the wetland boundaries. Vegetative species identified within this wetland include Chinese tallow (*Triadica sebifera*), laurel oak (*Quercus laurifolia*), sweetbay (*Magnolia virginiana*), loblolly bay (*Gordonia lasianthus*), dahoon holly (*Ilex cassine*), water oak (*Quercus nigra*), red maple (*Acer rubrum*), cypress (*Taxodium* spp.), earpod tree (*Enterolobium cyclocarpum*), wax myrtle (*Morella cerifera*), buttonbush (*Cephalanthus occidentalis*), swamp fern (*Blechnum serrulatum*), saw palmetto (*Serenoa repens*), muscadine grape (*Vitis rotundifolia*), greenbrier vine (*Smilax* spp.), sword fern (*Nephrolepis* spp.), bracken fern (*Pteridium aquilinum*), caesarweed (*Urena lobata*), punktree (*Melaleuca quinquenervia*), royal fern (*Osmunda regalis*), and Virginia chain fern (*Woodwardia virginica*).

## 641 Freshwater Marshes

The non-forested wetlands on the site are consistent with the Freshwater Marshes (641) FLUCFCS classification. Vegetative species identified within this community type include wax myrtle (*Morella cerifera*), soft rush (*Juncus effusus*), beakrush (*Rhynchospora* spp.), Virginia chain fern (*Woodwardia virginica*), spikerush (*Eleocharis* spp.), Chinese tallow (*Triadica sebifera*), sweetbay (*Magnolia virginiana*), loblolly bay (*Gordonia lasianthus*), dahoon holly (*Ilex cassine*), punktree (*Melaleuca quinquenervia*), buttonbush (*Cephalanthus occidentalis*), pipewort (*Eriocaulon compressum*), sedges (*Carex* spp. and *Cyperus* spp.), yellow-eyed grass (*Xyris* spp.), *Hypericum* spp., royal fern (*Osmunda regalis*) and Virginia chain fern (*Woodwardia virginica*).

## PROTECTED SPECIES

Using methodologies outlined in the Florida's Fragile Wildlife (Wood, 2001); Measuring and Monitoring Biological Diversity Standard Methods for Mammals (Wilson, et al., 1996); and Florida Fish and Wildlife Conservation Commission's (FWC's) Gopher Tortoise Permitting Guidelines (April 2023); an assessment for listed floral and faunal species was conducted at the site on August 29, 2024 (**Figure 6A**). This cursory assessment included both direct observations and indirect evidence, such as tracks, burrows, tree markings and vocalizations which indicated the presence of species observed. The assessment focused on species that are listed by the FWC's Official Lists - Florida's Endangered and Threatened Species (December 2022) and listed species that have the potential to occur in Orange County (**see attached Table 1**).

No plant species listed as "Threatened" or "Endangered" by either The Florida Department of Agriculture and Consumer Services (FDACS) or U.S. Fish and Wildlife Service (USFWS) were identified on the site during the assessments conducted. One (1) species identified on the site are listed as commercially exploited by the FDACS. The harvesting of saw palmetto (*Serenoa repens*) for commercial gain is prohibited. The FDACS protection of listed plant species centers on preventing the illegal collection, transport and sale of the listed plants. The FDACS will issue permits for collection purposes. There are no regulations that prohibits the destruction of state-listed flora species as a result of proposed development activities.

The following is a list of those wildlife species identified on the site during the evaluation of the property:

### **Reptiles and Amphibians**

black racer (*Coluber constrictor*)  
brown anole (*Anolis sagrei*)  
coachwhip (*Masticophis flagellum*)  
common cooter (*Pseudemys floridana*)



six-lined racerunner (*Cnemidophorus sexlineatus sexlineatus*)  
southern leopard frog (*Lithobates sphenoccephalus*)

### **Birds**

American Crow (*Corvus brachyrhynchos*)  
Great Egret (*Ardea alba*)  
Northern Cardinal (*Cardinalis cardinalis*)  
Northern Mockingbird (*Mimus polyglottos*)  
Red-shouldered Hawk (*Buteo lineatus*)

### **Mammals**

eastern cottontail (*Sylvilagus floridanus*)  
eastern gray squirrel (*Sciurus carolinensis*)  
nine-banded armadillo (*Dasypus novemcinctus*)  
North American raccoon (*Procyon lotor*)  
opossum (*Didelphis virginiana*)

None of the above wildlife species are identified in the FWC's Official Lists - Florida's Endangered and Threatened Species (December 2022).

### **Potential Wildlife**

The wildlife surveys conducted within the subject site boundaries do not preclude the potential for any listed species, currently or in the future. The following listed species were not observed on-site, but have the potential to occur: Bald Eagle (*Haliaeetus leucocephalus*), Florida Sandhill Crane (*Antigone canadensis pratensis*), and Wood Stork (*Mycteria americana*).

#### **Bald Eagle (*Haliaeetus leucocephalus*)**

State protected by F.A.C. 68A-16.002 and federally protected by both the Migratory Bird Treaty Act (1918) and the Bald and Golden Eagle Protection Act (1940)

In August of 2007, the US Fish and Wildlife Service (USFWS) removed the Bald Eagle from the list of federally endangered and threatened species. Additionally, the Bald Eagle was removed from FWC's imperiled species list in April of 2008. Although the Bald Eagle is no longer protected under the Endangered Species Act, it is still protected under the Bald and Golden Eagle Protection Act, the Migratory Bird Treaty Act, and FWC's Bald Eagle rule (Florida Administrative Code 68A-16.002 Bald Eagle (*Haliaeetus leucocephalus*)).

In May of 2007, the USFWS issued the National Bald Eagle Management Guidelines. In April of 2008, the FWC adopted a new Bald Eagle Management Plan that was written to closely follow the federal guidelines. In November of 2017, the FWC issued “A Species Action Plan for the Bald Eagle” in response to the sunset of the 2008 Bald Eagle Management Plan. Under the USFWS’s management plans, buffer zones are recommended based on the nature and magnitude of the project or activity. The recommended protective buffer zone is 660 feet or less from the nest tree, depending on what activities or structures are already near the nest. As provided within the above referenced Species Action Plan, the USFWS is the regulating body responsible for issuing permits for Bald Eagles. In 2017, the need to obtain a State permit (FWC) for the take of Bald Eagles or their nests in Florida was eliminated following revisions to F.A.C. 68A-16.002. A USFWS Bald Eagle “Non-Purposeful Take Permit” is not needed for any activity occurring outside of the 660-foot buffer zone. No activities are permitted within 330 feet of a nest without a USFWS permit.

In addition to the on-site evaluation for listed species, BTC conducted a review of FWC’s database (2015-2016 Nesting Season) and Audubon’s Eagle Watch program database (2023 Nesting Season) for recorded Bald Eagle nests within the surrounding 660 feet of the subject site (Figure 6B). This review revealed that there are no recorded Bald Eagle nests within 660 feet of the project site boundaries. Thus, no developmental constraints are expected with respect to Bald Eagle nests unless a new nest is found

### **Florida Sandhill Crane (*Antigone canadensis pratensis*)**

*State Listed as “Threatened” by FWC*

The Florida Sandhill Crane is a subspecies of Sandhill Crane that occurs exclusively and is resident to Florida (Stys 1997). Of the six (6) subspecies of Sandhill Crane, the Greater Sandhill Crane (*Antigone canadensis*) is the only other subspecies of Sandhill Crane that occurs regularly in Florida (Stys 1997). The Greater Sandhill crane is a winter migrant, arriving in Florida during late fall (October/November) and leaving in late February (Stys 1997). Since the two subspecies cannot be distinguished easily from one another in the field, Stys (1997) recommends conducting surveys between May and September to validate the presence of the protected subspecies. With regard to nesting activity, which may begin any time between January and June, the FWC requires a 400-foot set back buffer of land clearing and development activities; this set-back distance is intended to prevent nest disturbance and potential nest abandonment. Since cranes do not re-use the same nest year after year, this 400-foot buffer is only temporary during the nesting season.

No Floridida Sandhill Cranes were observed foraging in the area and no nests were identified within or in close proximity to the subject site. Due to the surrounding area and the timing of this survey (August), it is unlikely that the Sandhill Crane is using the marsh for nesting, however, to accurately determine the presence of the Florida Sandhill Crane, BTC recommends continuing nesting surveys in any areas scheduled for development activity within 400 feet of an herbaceous wetland during the nesting season (January-July).

**Wood Stork (*Mycteria americana*) – Core Foraging Area**  
*State & Federally listed as “Threatened” by FWC & USFWS*

The subject site is located within a Wood Stork Nesting Colony Core Foraging Area (Figure 6B). Wood Storks typically nest colonially in medium to tall trees that occur in stands located either in swamps or on islands surrounded by relatively broad expanses of open water (Ogden 1991; Rodgers et al. 1996). The Wood Stork (*Mycteria americana*) is listed as “Threatened” by the USFWS. Wood storks are large, long-legged wading birds, about 45 inches tall, with a wingspan of 60 to 65 inches. Their plumage is white except for black primaries and secondaries and a short black tail. The head and neck are largely un-feathered and dark gray in color. The bill is black, thick at the base, and slightly decurved. Wood Storks are birds of freshwater and estuarine wetlands, primarily nesting in cypress or mangrove swamps.

Successful breeding sites are those that have limited human disturbance and low exposure to land-based predators. Because of their specialized feeding behavior, Wood Storks forage most effectively in shallow-water areas with highly concentrated prey. Typical foraging sites for the Wood Stork include freshwater marshes, depressions in cypress heads, swamp sloughs, managed impoundments, stock ponds, shallow-seasonally flooded roadside or agricultural ditches and narrow tidal creeks or shallow tidal pools. Good foraging conditions are characterized by water that is relatively calm, open, and having water depths between 5 and 15 inches (5 and 38 cm). The U.S. Fish and Wildlife Service (Service) has identified core foraging area (CFA) around all known Wood Stork nesting colonies that is important for reproductive success. In Central Florida, CFAs include suitable foraging habitat (SFH) within a 15-mile radius of the nest colony; CFAs in North Florida include SFH within a 13-mile radius of a colony. The Service believes loss of suitable foraging wetlands within these CFAs may reduce foraging opportunities for the Wood Stork.

Based on our review of available databases, the site is located within the CFA, but there is no record of a Wood Stork rookery on the site or within close proximity. The permitting agencies require that any impacts to on-site ditches and/or wetlands, which would eliminate a portion of the Wood Stork foraging habitat, be either mitigated through the purchase of mitigation credits or recreated elsewhere on-site so that there would be no net loss of Wood Stork foraging habitat.

## USFWS CONSULTATION AREAS

The U.S. Fish and Wildlife Service (USFWS) has established “Consultation Areas” for certain listed species (**Figure 7**). Generally, these consultation areas only become an issue if USFWS consultation is required, which is usually associated with permitting through the U.S. Army Corps of Engineers (USACOE). The user of this report should be aware that species presence and need for additional review are often determined to be unnecessary early in the permit review process due to lack of appropriate habitat or other conditions. However, the USFWS makes the final determination.

Consultation areas are typically regional in size, often spanning multiple counties where the species in question is known to exist. Consultation areas by themselves do not indicate the presence of a listed species. They only indicate an area where there is a potential for a listed species to occur and that additional review might be necessary to confirm or rule-out the presence of the species. The additional review typically includes the application of species-specific criteria to rule-out or confirm the presence of the species in question. Such criteria might consist of a simple review for critical habitat types. In other cases, the review might include the need for species-specific surveys using established methodologies that have been approved by the USFWS. The following presents further information pertaining to species in which their USFWS consultation areas covers the subject property.

### **Red Cockaded Woodpecker (*Picoides boreali*)**

*Federally Listed as “Endangered” by USFWS*

The Red-cockaded Woodpecker (*Picoides boreali*) is a federally endangered species by the USFWS. The basis for the listing is loss and degradation of suitable habitat. This species is commonly found in open park-like pine forests maintained by periodic fire, such as mature long-leaf pine ecosystem. The Red-cockaded Woodpecker is a federally and state protected endangered species that is protected and should not be injured, harmed, molested or killed.

No Red-Cockaded Woodpeckers were observed within the subject site during the environmental assessment conducted by BTC. As there is no suitable habitat and no nesting trees were found within the limits of the subject site, it is not anticipated that a formal survey would be required by the USFWS or another agency.

### **Everglade Snail Kite (*Rostrhamus sociabilis*)**

*Federally Listed as “Endangered” by USFWS*

The subject site falls within the USFWS Consultation Area for the Everglade Snail Kite. Currently the Everglade Snail Kite is listed as “Endangered” by the USFWS. Everglade Snail Kites are similar in size to Red-shouldered Hawks. All Everglade Snail Kites have deep red eyes and a white rump patch. Males are slate gray, and females and juveniles vary in amounts of white, light brown, and dark brown, but the females always have white on their chin. Kites vocalize mainly during courtship and nesting. They may occur in nearly all of the wetlands of central and southern Florida.

They regularly occur in lake shallows along the shores and islands of many major lakes, including Lakes Okeechobee, Kissimmee, Tohopekaliga (Toho) and East Toho. They also regularly occur in the expansive marshes of southern Florida such as Water Conservation Areas 1, 2, and 3, Everglades National Park, the upper St. John’s River marshes and Grassy Waters Preserve.

No Everglade Snail Kites were observed on the site during the environmental assessment conducted by BTC. Since there is no suitable habitat for this species within the site boundary, a formal survey is not anticipated to be required by the USFWS or another agency.

### **Florida Scrub-Jay (*Aphelocoma coerulescens*)**

*Federally Listed as “Threatened” by USFWS*

Currently the Florida Scrub-Jay is listed as “Threatened” by the USFWS. Florida Scrub-Jays are largely restricted to scattered, often small and isolated patches of sand pine scrub, xeric oak, scrubby flatwoods, and scrubby coastal stands in peninsular Florida (Woolfenden 1978a, Fitzpatrick et al. 1991). They avoid wetlands and forests, including canopied sand pine stands. Optimal Scrub-Jay habitat is dominated by shrubby scrub, live oaks, myrtle oaks, or scrub oaks from 1 to 3 m (3 to 10 ft.) tall, covering 50% to 90 % of the area; bare ground or sparse vegetation less than 15 cm (6 in) tall covering 10% to 50% of the area; and scattered trees with no more than 20% canopy cover (Fitzpatrick et al. 1991).

Florida Scrub-Jays are most abundant in open, oak-dominated scrub communities of the interior and Atlantic coast sand ridges of the Peninsula. Florida Scrub-Jay habitat is broken down into three (3) types. These habitat types are the following:

- TYPE I HABITAT. Any upland plant community in which the percent cover of the substrate by scrub oak species is 15% or more.
- TYPE II HABITAT. Any plant community not meeting the definition of Type I habitat, in which one or more scrub oak species is represented.

- TYPE III HABITAT. Any upland or seasonally dry wetland within ¼ mile of any designated as Type I or Type II habitat.

In most cases, the Type I habitat is recognized as xeric oak scrub, scrubby pine flatwoods, scrubby coastal strand, or sand pine scrub. Usual classification schemes are not as useful in identifying or predicting habitat type; the presence of scrub oaks is the key indicator. The third habitat type includes many different plant communities where scrub oak species are not represented, but that are nearby or adjacent to Type I or Type II habitat. The subject site does not have any Types I-III Habitats.

No Florida Scrub-Jays were observed on the subject site during the environmental assessment conducted by BTC. Additionally, the subject site does not contain any scrub habitat. Since there is no suitable habitat for this species within the site boundary, a formal survey is not anticipated to be required by the USFWS or another agency.

#### **Sand Skink (*Neoseps reynoldsi*)**

*Federally Listed as “Threatened” by USFWS*

The subject site falls within the Sand Skink Consultation Area for the United States Fish and Wildlife Service (USFWS). The sand skink is listed as “Threatened” by the USFWS. The sand skink exists in areas vegetated with sand pine (*Pinus clausa*) - rosemary (*Ceratiola ericoides*) scrub or a long leaf pine (*Pinus palustris*) - turkey oak (*Quercus laevis*) association. Habitat destruction is the primary threat to this species’ survival. Citrus groves, residential, commercial and recreational facilities have depleted the xeric upland habitat of the sand skink. All properties within the limits of this consultation area that are located at elevations greater than 80’ and contain suitable (moderate-to-well drained) soils are believed by USFWS to be areas of potential sand skink habitat.

The results of the pedestrian survey during the environmental assessment in August 2024 showed no evidence (i.e., sinusoidal tracks) that indicate the presence of the sand skinks on-site. While the site is within the USFWS Sand Skink Consultation Area and is above the 80-foot requirement, only 2.02 acres of the site have the suitable soil type for the sand skink, specifically Pomello fine sand, 0 to 5 percent slopes. Within this area, much of it is located in the retention pond, and the southern portion is covered with thick grass, making the soils not visible. Since there is no suitable habitat for this species within the site boundary, a formal survey is not anticipated to be required by the USFWS or another agency. However, USFWS and/or another agency make the final determination if a species-specific survey is required.



## DEVELOPMENT CONSTRAINTS AND PERMITTING

All wetlands and surface waters on the site have been delineated by BTC in accordance with local, state and federal guidelines utilizing pink “Bio-Tech Consulting” flagging tape (**Figure 8**). All wetland/surface water flag locations will need to be approved by the appropriate regulatory agencies during the permitting process. The on-site wetlands/surface waters are located within the St. Johns River (Canaveral Marshes to Wekiva) basin (**Figure 9**).

### City of Orlando EA Requirements

The Environmental Assessment shall consist of three levels. Applicants may choose which level of information to submit in initial applications to the City, but the City shall determine if the submittal is appropriate on a case-by-case basis. The three levels of Environmental Assessment are as follows:

**Level A:** Where the site for a proposed development consists of legally cleared lands, with vegetation either sparse or absent, an environmental description consisting of the following may be sufficient: Conservation Policy Document Page C-6

1. a location map;
2. a copy of an aerial photograph;
3. ground-level panoramic photographs of the site.

**Level B:** Where the site is not cleared of vegetation and/or may contain wetlands, but has a low probability of supporting Endangered or Threatened Species, or Species of Special Concern, a site inspection and brief environmental assessment from a qualified environmental professional may be required. In addition, the Level B assessment shall also contain the following information:

1. a map showing the jurisdictional boundaries and acreage of all wetlands on the site;
2. a general description of the location and types of ecosystems on the site;
3. a statement which justifies the opinion of the biologist/consultant that the site does not harbor or support Endangered or Threatened Species, or Species of Special Concern, if such is the case; and
4. an environmental impacts map showing any proposed impacts or alterations to wetland.

**Level C:** Where the site contains native vegetation and/or wetlands which can be expected to harbor or support (or are known to harbor or support) Endangered or Threatened Species, or Species of Special Concern, the following additions to the Level C assessment shall be required:

1. a vegetational map with ecosystems identified to Class III FLUCCS codes;
2. a delineation of any wetlands which are within the landward extent of Waters of the State;
3. an Endangered or Threatened Species survey map;
4. an environmental impacts map;
5. a written report to include an ecological description of the upland and wetland habitats on site;
6. for Developments of Regional Impact, the application for development approval may be substituted in lieu of the above.
- 7.

Construction of single family and duplex homes which are part of subdivisions recorded prior to the effective date of this amendment; projects for which final local development orders have been issued prior to the effective date of this amendment; along with projects which have approved master plans; Developments of Regional Impact, except Conservation Policy Document Page C-7 substantial deviations thereto, and Planned Developments, subject to conditions contained therein; and lands lying within urbanized disturbed areas are exempt from the requirements of this policy.

The City shall consider the findings of the Environmental Assessment in the development review process, and shall apply the appropriate policies found in this Conservation Element. After review of the Environmental Assessment, the Department's recommendations may include, but are not limited to:

1. Protection of the Environmentally Sensitive Lands consistent with the
2. applicable environmental regulatory agencies, and require that the applicant submit signed copies of all environmental permits prior to issuance of engineering permits or final plat by the City;
3. For Protected Wetlands, and wetlands under 0.5 acres, require site design to minimize impact of development on environmentally sensitive features;
4. Require creation of buffers and conservation easements;
5. Request other permitting agencies to protect wetlands of special value to the City which may otherwise be exempted from their permitting process; and/or
6. Require a contribution to the Environmental Trust Fund. Such conditions shall become part of the development approval.

(Amended December 12, 2005, Effective February 28, 2006, Doc. No. 051212903)



### **St. Johns River Water Management District (SJRWMD)**

An Environmental Resource Permit (ERP) will be required through the St. Johns River Water Management District (SJRWMD) to authorize construction and operation of a stormwater management system for the site in association with a proposed project. This includes new activities in uplands that generate stormwater runoff from upland construction, as well as dredging and filling in wetlands and other surface waters. Impacts to the site's wetland and other surface water communities would be permittable by SJRWMD as long as the issues of elimination and reduction of wetland impacts have been addressed and as long as the mitigation offered is sufficient to offset the functional losses incurred via the proposed impacts. Coordination with the Division of Historical Resources (DHR) and the FFWCC will be necessary as part of the ERP process.

### **U.S. Army Corps of Engineers (USACE)**

On February 15, 2024, the U.S. District Court in Washington DC issued a “Memorandum Opinion” regarding the case of Center for Biological Diversity v. United States Environmental Protection Agency (EPA), State of Florida, et al. This ruling immediately returned the Federal Review of Section 404 of the Clean Water Act back to the USACE completely within the State of Florida, dismantling the Florida State 404 program.

Section 404 of the Clean Water Act (CWA) requires that federal authorization be obtained for all activities that propose the placement of dredged or fill material in “Waters of the United States” (WOTUS). The regulatory program established by CWA Section 404 is jointly implemented by the US Environmental Protection Agency (USEPA) and the USACE. Criteria for permit review and issuance are described in CWA Section 404(b)(1) Guidelines. Included in those guidelines, but not limited to, is the requirement to (a) justify jurisdictional wetland impacts with an alternative sites analysis that demonstrates the subject site is the most viable site in the vicinity for the project and will result in the least damaging environmental impacts compared to alternative site locations, and (b) demonstrate on-site avoidance and minimization of impacts have been limited to the maximum practicable extent while allowing for the project purpose. The USACE rarely accepts on-site preservation as mitigation for wetland impacts. All USACE impacts will be required to be off-set by purchase of credits from an approved mitigation bank. The USACE will coordinate with the Division of Historical Resources (DHR) regarding potential impacts to archaeological and cultural resources, as well as the USFWS regarding impacts to species listed under the Endangered Species Act. The permitting process with the USACE is a much longer process than the State ERP program with potential permitting timeframes of 12-18 months depending on the complexity of the wetland impacts and mitigation.

In regards to the subject site, the on-site wetlands and surface waters are isolated and would not be considered U.S. Army Corps of Engineers (USACE) jurisdictional.

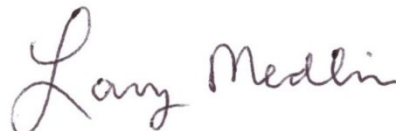
The environmental limitations described in this document are based on observations and technical information available on the date of the on-site evaluation. This report is for general planning purposes only. The limits of any on-site wetlands/surface waters can only be determined and verified through field delineation and/or on-site review by the pertinent regulatory agencies. The wildlife surveys conducted within the subject property boundaries do not preclude the potential for any listed species, as noted on Table 1 (attached), currently or in the future.

Should you have any questions or require any additional information, please do not hesitate to contact our office at (407) 894-5969. Thank you.

Regards,



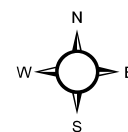
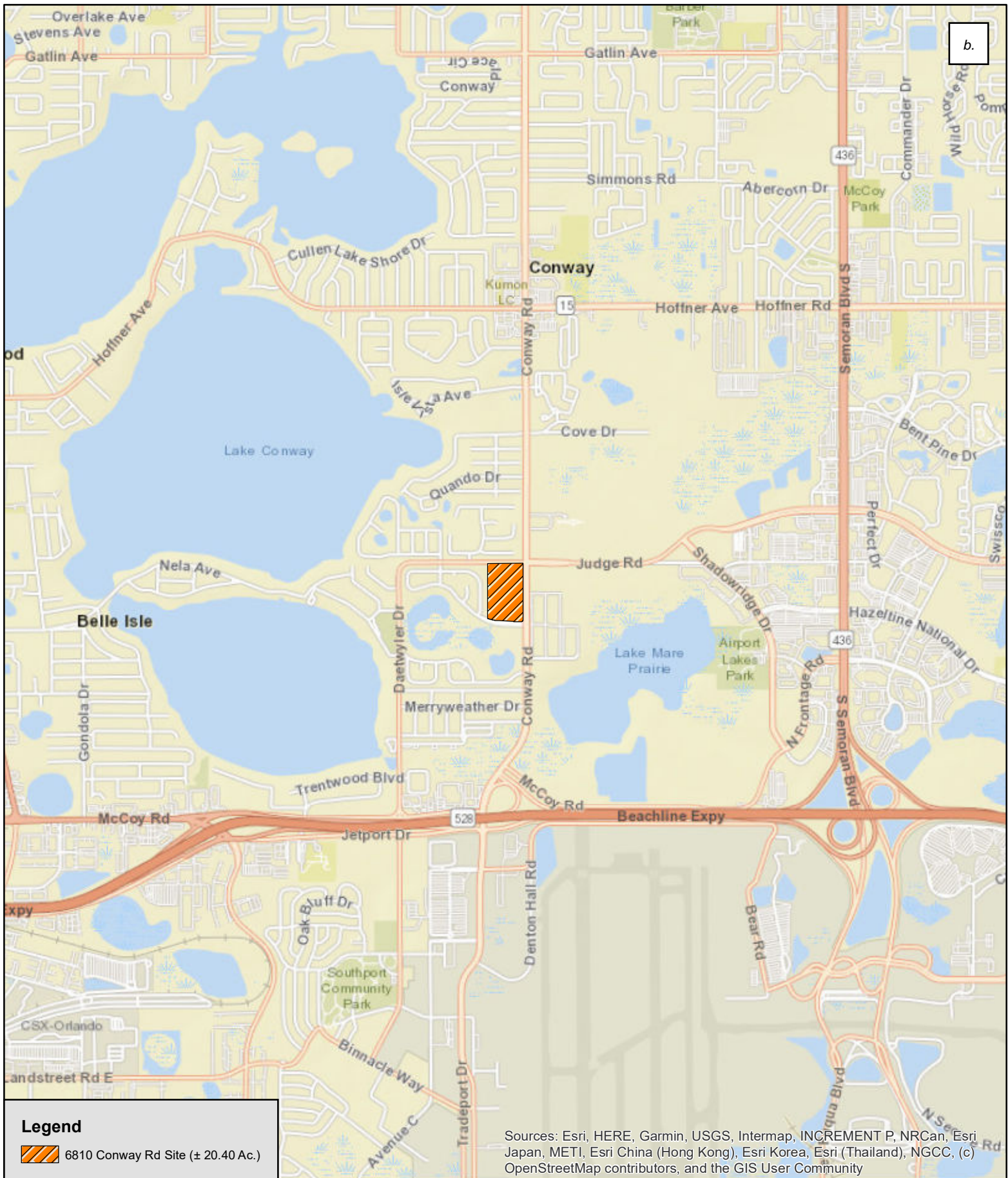
Olivia Hecimovich  
Environmental Scientist



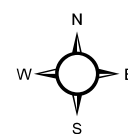
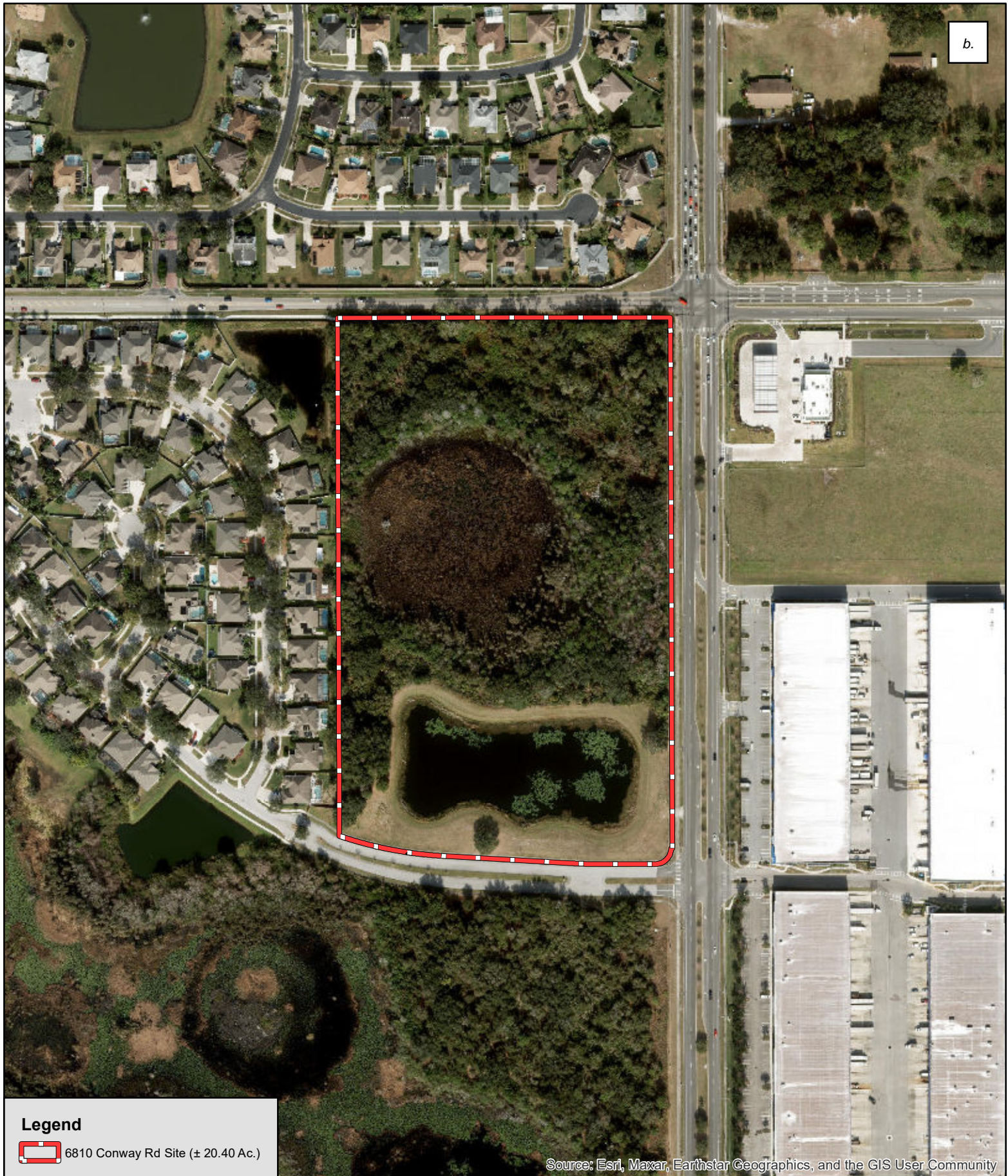
Larry Medlin  
Project Manager

**Attachments:**

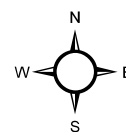
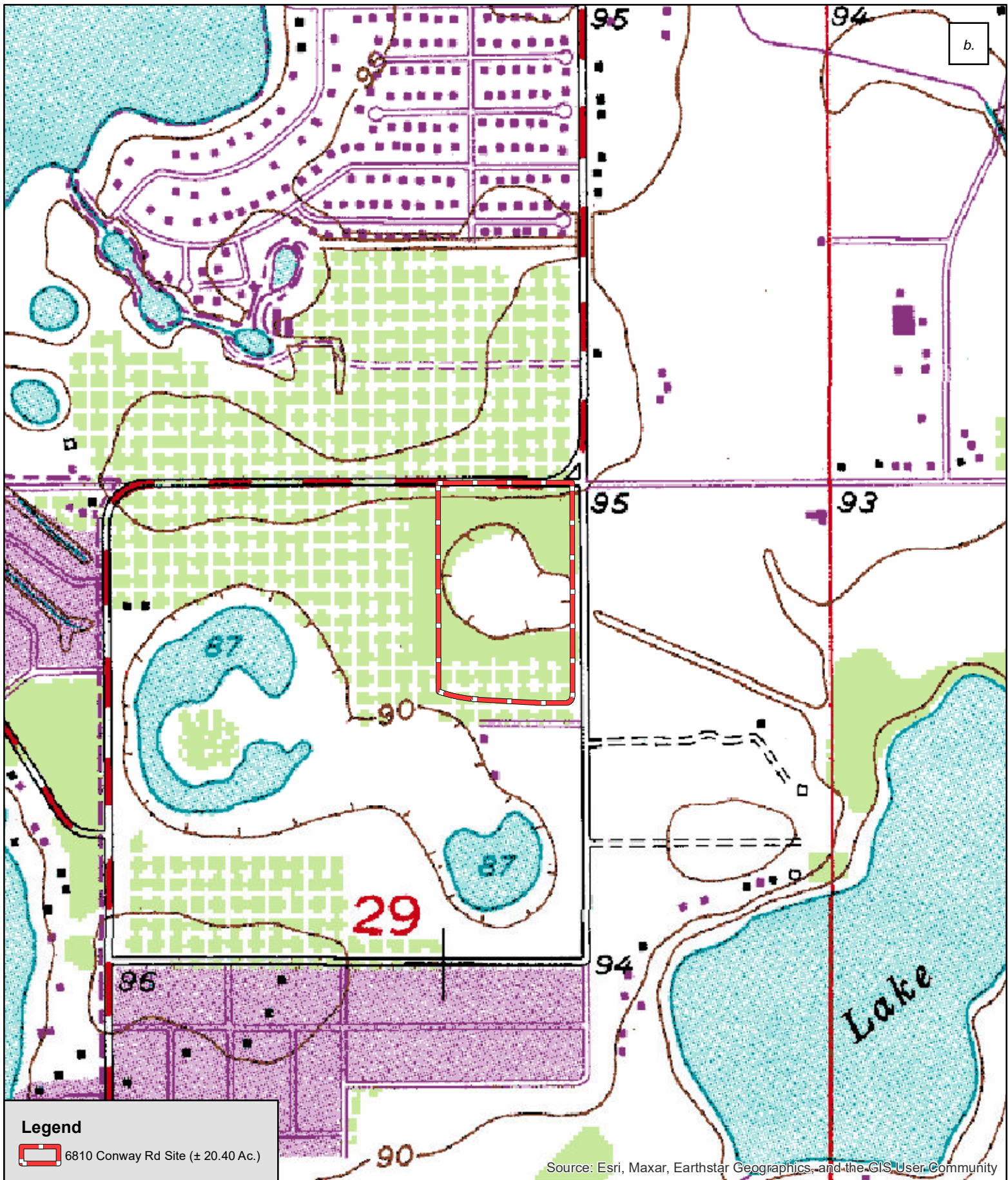
**Figure 1 – Location Map**  
**Figure 2 – 2021 Aerial Photograph**  
**Figure 3 – USGS Topographic Map**  
**Figure 4 – USDA-NRCS Soils Map**  
**Figure 5 – FLUCFCS Map**  
**Figure 6A – Wildlife Survey Map**  
**Figure 6B – Wildlife Proximity Map**  
**Figure 7 – USFWS Consultation Areas Map**  
**Figure 8 – Wetland and Surface Waters Map**  
**Figure 9 – SJRWMD Mitigation Basins Map**  
**Audubon Florida EagleWatch Nest Map**  
**Wildlife Table 1**



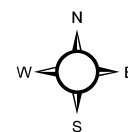




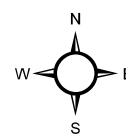




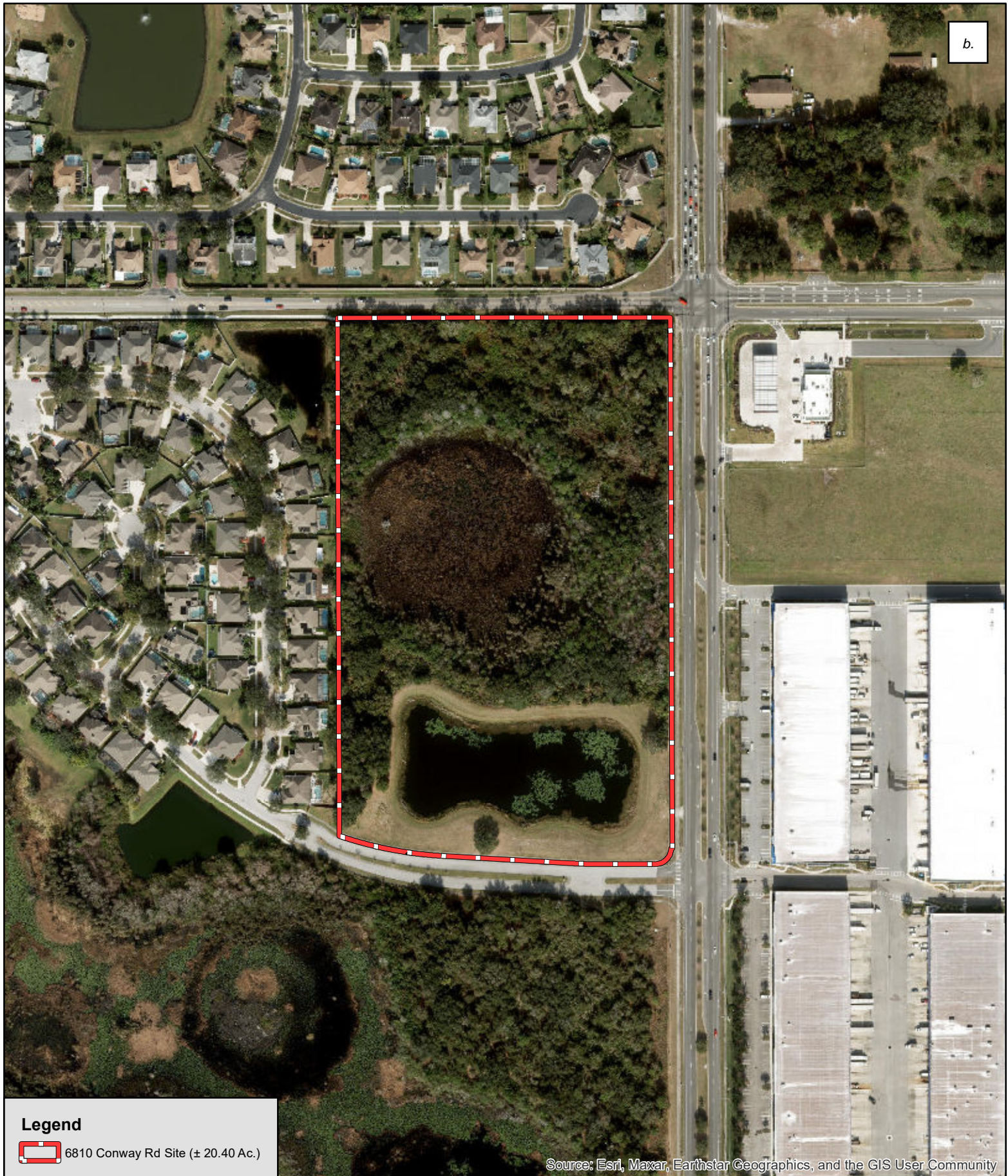









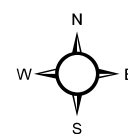




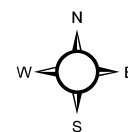
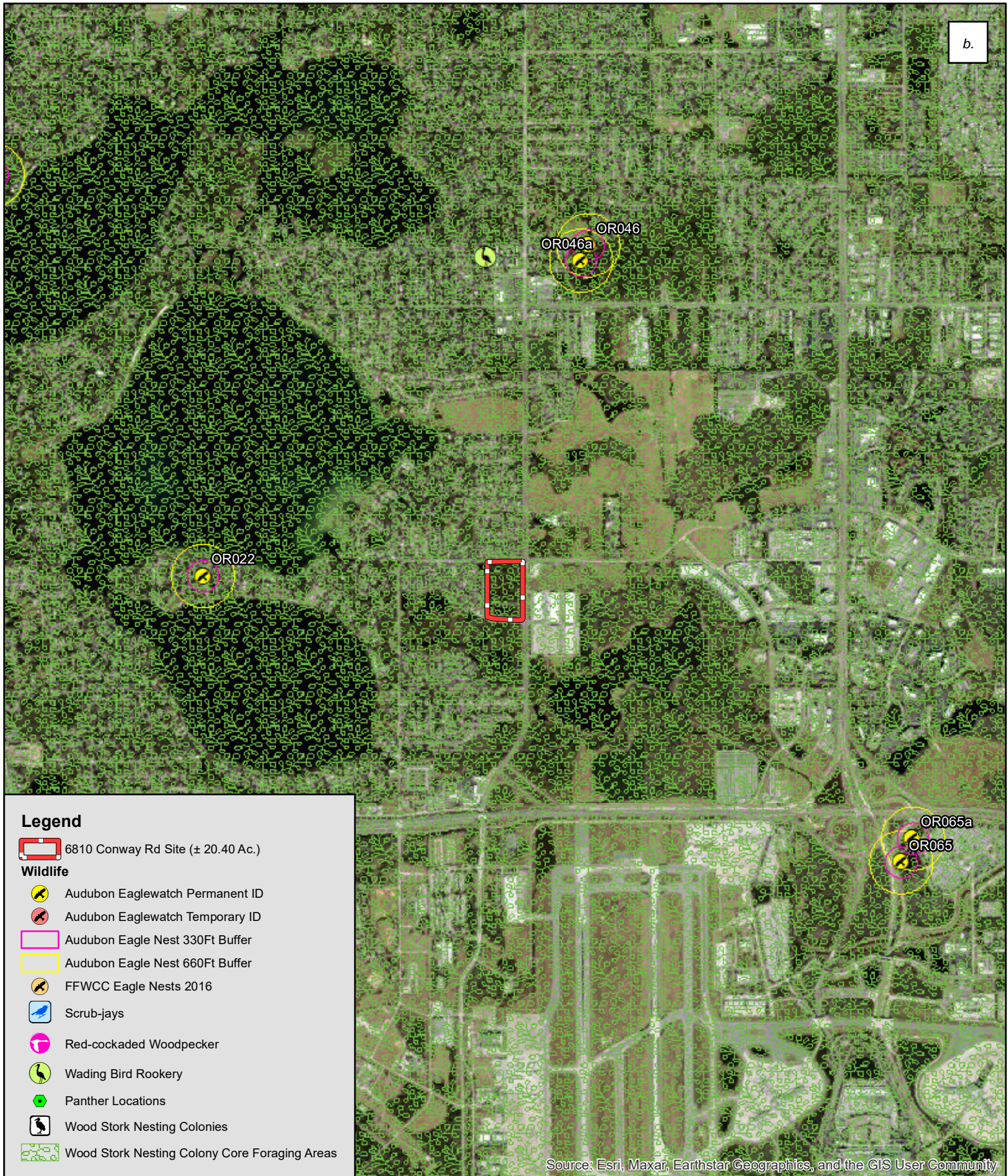
# Legend

 6810 Conway Rd Site (± 20.40 Ac.)

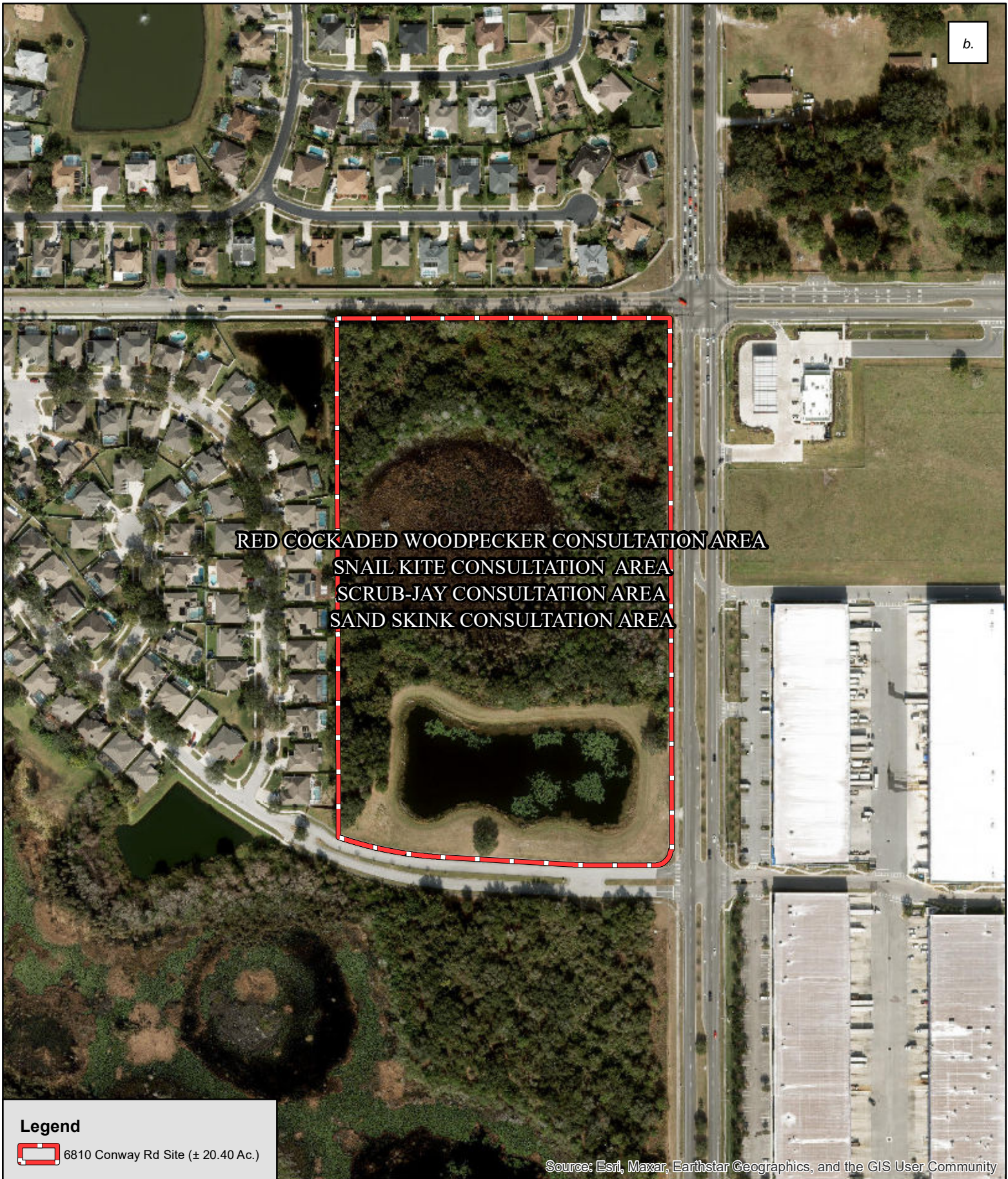
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



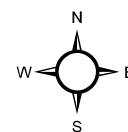
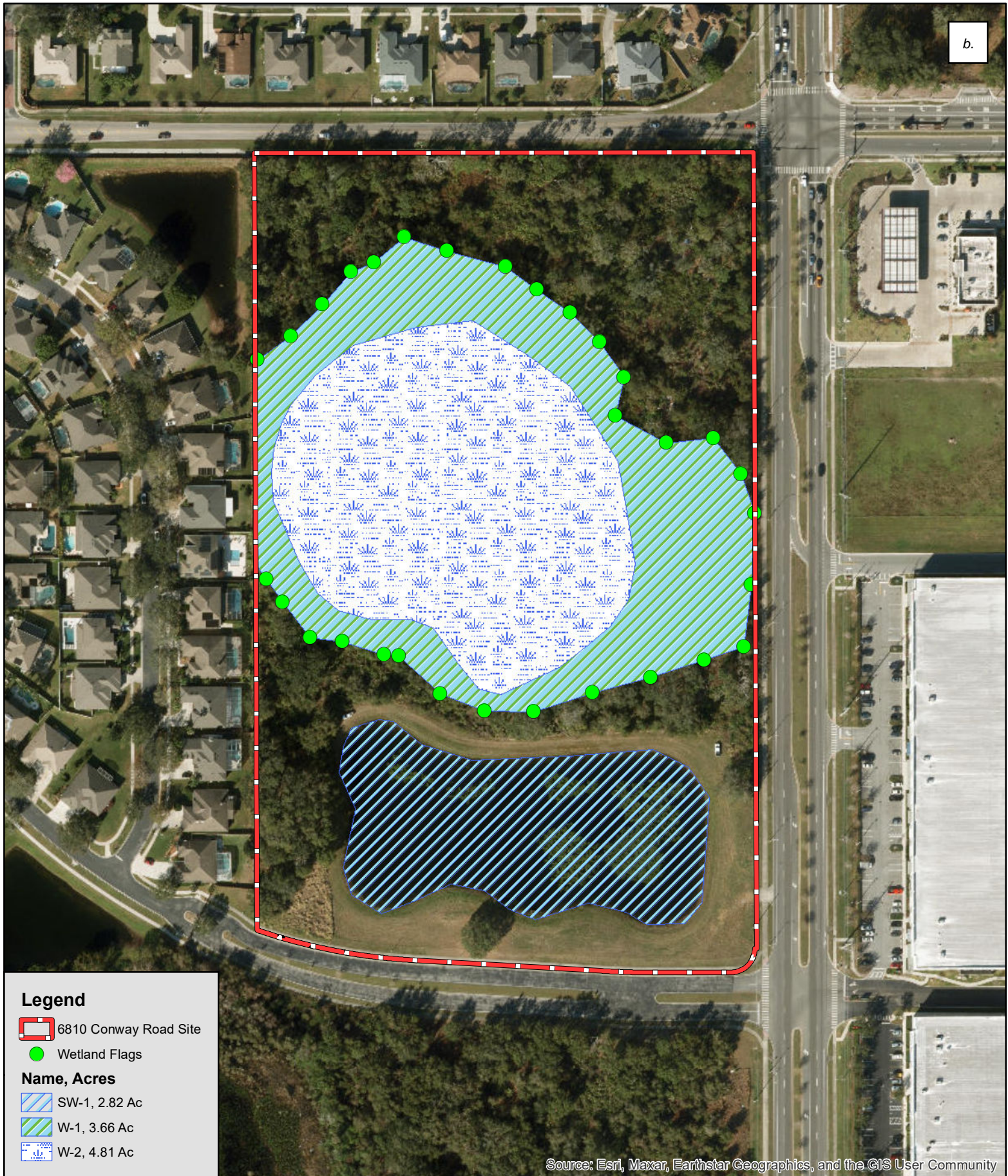




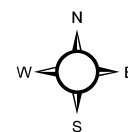
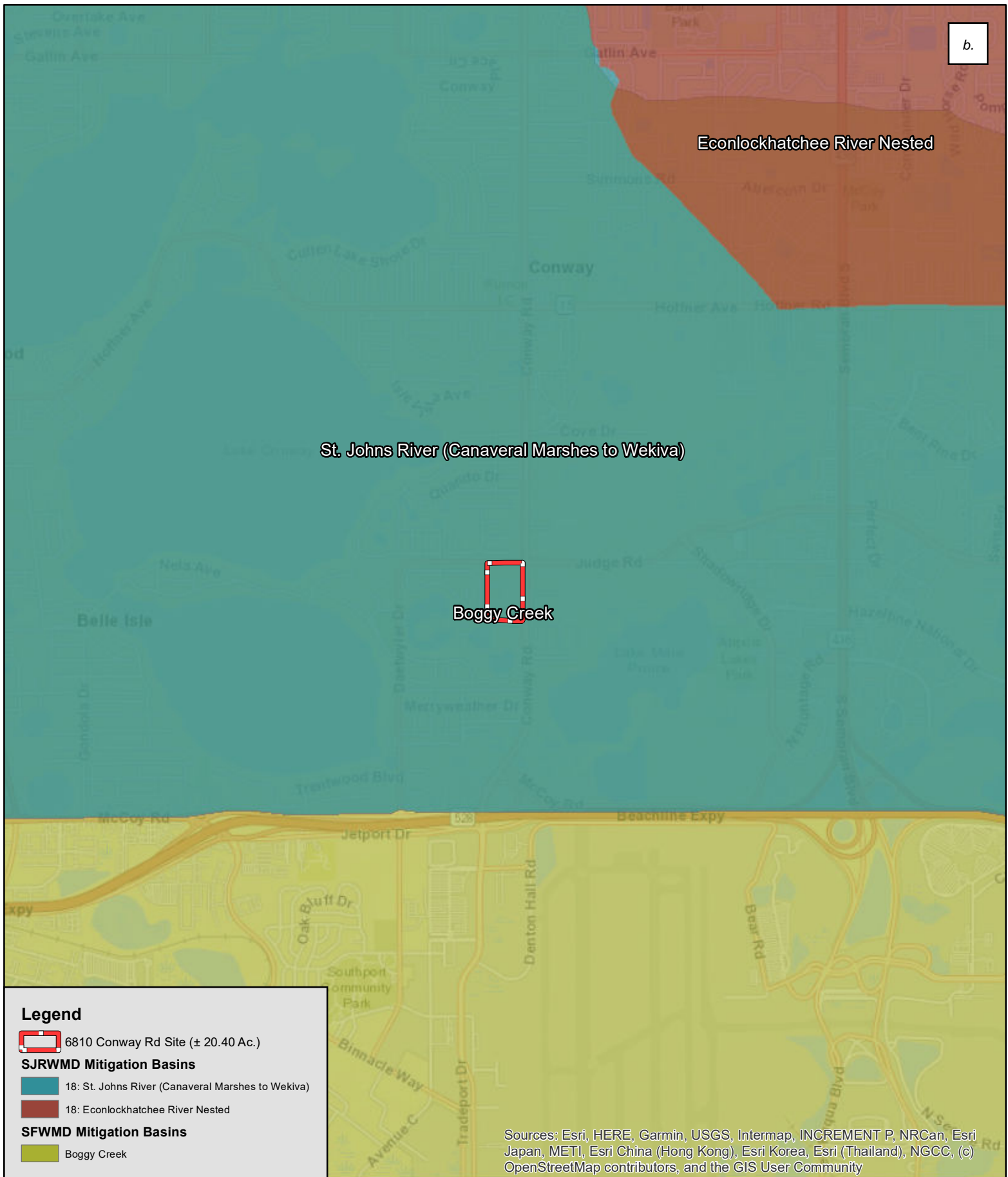






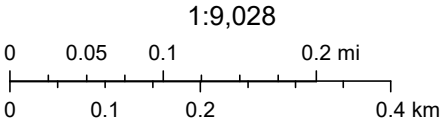








8/29/2024, 1:58:53 PM



State of Florida, Maxar, Esri Community Maps Contributors, County of Orange, FL, FDEP, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



Table 1:		Potentially Occuring Listed Wildlife and Plant Species in Orange County, Florida		b.
Scientific Name	Common Name	Federal Status	State Status	
<b>REPTILES</b>				
<i>Alligator mississippiensis</i>	American alligator	SAT	FT(S/A)	
<i>Drymarchon corais couperi</i>	eastern indigo snake	LT	FT	
<i>Gopherus polyphemus</i>	gopher tortoise	C	ST	
<i>Lampropeltis extenuata</i>	short-tailed snake	N	ST	
<i>Pituophis melanoleucus mugitus</i>	Florida pine snake	N	ST	
<i>Plestiodon reynoldsi</i>	sand skink	LT	FT	
<b>BIRDS</b>				
<i>Antigone canadensis pratensis</i>	Florida sandhill crane	N	ST	
<i>Aphelocoma coerulescens</i>	Florida scrub-jay	LT	FT	
<i>Athene cunicularia floridana</i>	Florida burrowing owl	N	ST	
<i>Polyborus plancus audubonii</i>	Crested Caracara	LT	N	
<i>Egretta caerulea</i>	little blue heron	N	ST	
<i>Egretta tricolor</i>	tricolored heron	N	ST	
<i>Falco sparverius paulus</i>	southeastern American kestrel	N	ST	
<i>Mycteria americana</i>	wood stork	LT	FT	
<i>Picoides borealis</i>	red-cockaded woodpecker	LE	FE	
<i>Platalea ajaja</i>	roseate spoonbill	N	ST	
<i>Sterna antillarum</i>	least tern	N	ST	
<b>MAMMALS</b>				
N/A				
<b>VASCULAR PLANTS</b>				
<i>Bonamia grandiflora</i>	Florida bonamia	LT	E	
<i>Calopogon multiflorus</i>	Many-flowered Grass-pink	N	T	
<i>Centrosema arenicola</i>	Sand Butterfly Pea	N	E	
<i>Chionanthus pygmaeus</i>	Pygmy Fringe Tree	LE	E	
<i>Clitoria fragrans</i>	Scrub Pigeon-Wing	LT	E	
<i>Coelorachis tuberculosa</i>	piedmont jointgrass	N	LT	
<i>Deeringothamnus pulchellus</i>	beautiful pawpaw	LE	E	
<i>Eriogonum longifolium</i> var <i>gnaphalifolium</i>	scrub buckwheat	LT	E	
<i>Glandularia tampensis</i>	Tampa Vervain	N	E	
<i>Illicium parviflorum</i>	star anise	N	E	
<i>Lechea cernua</i>	nodding pinweed	N	T	
<i>Lechea divaricata</i>	Pine Pinweed	N	E	
<i>Lupinus aridorum</i>	scrub lupine	LE	E	
<i>Matelea floridana</i>	Florida spiny-pod	N	E	
<i>Monotropa hypopithys</i>	pinemap	N	E	
<i>Najas filifolia</i>	Narrowleaf Naiad	N	T	
<i>Nemastylis floridana</i>	Celestial Lily	N	E	
<i>Nolina atopocarpa</i>	Florida beargrass	N	T	
<i>Nolina brittoniana</i>	Britton's beargrass	LE	E	
<i>Ophioglossum palmatum</i>	hand fern	N	E	
<i>Paronychia chartacea</i> ssp <i>chartacea</i>	paper-like nailwort	LT	E	
<i>Pecluma plumula</i>	Plume Polypody	N	E	
<i>Pecluma ptilota</i> var. <i>bourgeauana</i>	Comb Polypody	N	E	
<i>Platanthera integra</i>	Yellow Fringeless Orchid	N	E	
<i>Polygonella myriophylla</i>	Small's jointweed	LE	E	
<i>Prunus geniculata</i>	scrub plum	LE	E	
<i>Pteroglossaspis ecristata</i>	Giant Orchid	N	T	
<i>Stylisma abdita</i>	scrub stylisma	N	E	
<i>Warea amplexifolia</i>	clasping warea	LE	E	
<i>Zephyranthes simpsonii</i>	redmargin lily	N	T	

FEDERAL LEGAL STATUS

LE-Endangered: species in danger of extinction throughout all or a significant portion of its range.  
LT-Threatened: species likely to become Endangered within the foreseeable future throughout all or a significant portion of its range.  
SAT-Endangered due to similarity of appearance to a species which is federally listed such that enforcement personnel have difficulty in attempting to differentiate between the listed and unlisted species.  
C-Candidate species for which federal listing agencies have sufficient information on biological vulnerability and threats to support proposing to list the species as Endangered or Threatened.  
XN-Non-essential experimental population.  
N-Not currently listed, nor currently being considered for listing as Endangered or Threatened.

STATE LEGAL STATUS - ANIMALS

FE- Listed as Endangered Species at the Federal level by the U. S. Fish and Wildlife Service  
FT- Listed as Threatened Species at the Federal level by the U. S. Fish and Wildlife Service  
FXN- Federal listed as an experimental population in Florida  
FT(S/A)- Federal Threatened due to similarity of appearance  
ST- State population listed as Threatened by the FFWCC. Defined as a species, subspecies, or isolated population which is acutely vulnerable to environmental alteration, declining in number at a rapid rate, or whose range or habitat is decreasing in area at a rapid rate and as a consequence is destined or very likely to become an endangered species within the foreseeable future.  
SSC-Listed as Species of Special Concern by the FFWCC. Defined as a population which warrants special protection, recognition, or consideration because it has an inherent significant vulnerability to habitat modification, environmental alteration, human disturbance, or substantial human exploitation which, in the foreseeable future, may result in its becoming a threatened species. (SSC\* for Pandion haliaetus (Osprey) indicates that this status applies in Monroe county only.)  
N-Not currently listed, nor currently being considered for listing.  
  
\*\* State protected by F.A.C. 68A-16.002 and federally protected by both the Migratory Bird Treaty Act (1918) and the Bald and Golden Eagle Protection Act (1940)

STATE LEGAL STATUS - PLANTS

E-Endangered: species of plants native to Florida that are in imminent danger of extinction within the state, the survival of which is unlikely if the causes of a decline in the number of plants continue; includes all species determined to be endangered or threatened pursuant to the U.S. Endangered Species Act.  
T-Threatened: species native to the state that are in rapid decline in the number of plants within the state, but which have not so decreased in number as to cause them to be Endangered.  
N-Not currently listed, nor currently being considered for listing.

Orange Co FL 5018620  
09/30/94 11:00:05am  
OR Bk 4802 Pg 3070  
Rec 28.50 DSC .70

DEED OF CONSERVATION EASEMENT

THIS DEED OF CONSERVATION EASEMENT is made this 30<sup>th</sup> day of August, 1994, by WEST MCCOY CITRUS, a Florida general partnership, having an address of P.O. Box 771046, Winter Garden, Florida 34777 ("Grantor"), in favor of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT, a public body existing under Chapter 373, Florida Statutes, having a mailing address at P.O. Box 1429, Palatka, Florida 32078-1429 ("Grantee").

W I T N E S S E T H:

WHEREAS, Grantor solely owns in fee simple certain real property in Orange County, Florida, more particularly described in Exhibit "A" attached hereto and incorporated by this reference (the "Property"); and

WHEREAS, the Property possesses environmental value of great importance to the Grantor and to the people of Orange County, Florida; and

WHEREAS, Grantor intends, as the Property owner, to convey to Grantee the right to preserve and protect the environmental value of the Property in perpetuity; and

WHEREAS, Grantee agrees, by accepting this Grant, to honor Grantor's intentions stated herein, and to preserve and protect in perpetuity the environmental value of the Property for the benefit of this generation and the generations to come.

NOW, THEREFORE, in consideration of the above and the mutual covenants, terms, conditions and restrictions contained herein, and pursuant to the provisions of 704.06, Florida Statutes, Grantor hereby voluntarily grants and conveys to Grantee, a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth (the "Easement"). Grantor fully warrants the title to said Property and will warrant and defend the same against the lawful claims of all persons whomsoever.

1. Purpose. This Easement's purpose is to assure that the Property will be retained forever, except as herein provided, in its existing natural conditions and to prevent any use of the Property that will impair or interfere with the environmental value of the Property.

2. Rights of Grantee. To accomplish the purposes stated above, the following rights are conveyed to Grantee by this Easement:

(a) To preserve and protect the environmental value of the Property;

(b) To prevent any activity on or use of the Property that is inconsistent with the purpose of this Easement, and to require the restoration of areas or features of the Property that may be damaged by any inconsistent activity or use;

(c) To enter upon and inspect the Property in a reasonable manner and at reasonable times to determine if the Grantor or its successors and assigns are complying with the covenants and prohibitions contained in this Conservation Easement; and

(d) To proceed at law or in equity to enforce the provisions of this Conservation Easement and the covenants set



forth herein, and to prevent the occurrence of any of the prohibited activities hereinafter set forth.

**3. Prohibited Uses.** Any activity on or use of the Property inconsistent with the purpose of this Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited:

(a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities or other structures on or above the ground;

(b) Dumping or placing of soil or other substance or material as landfill or dumping or placing of trash, waste or unsightly or offensive materials;

(c) Removal or destruction of trees, shrubs, or other vegetation;

(d) Excavation, dredging or removal of loam, peat, gravel, soil, rock or other material substances in such a manner as to affect the surface;

(e) Surface use, except for purposes that permit the land or water area to remain predominantly in its natural condition;

(f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation; and

(g) Acts or uses detrimental to such retention of land or water areas.

**4. Reserved Rights.** Grantor reserves unto itself, and its successors and assigns, all rights accruing from its ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. Grantor will assume all liability for any injury or damage to the person or property of third parties which may occur on the Property.

**5. Grantee's Discretion.** Grantee may enforce the terms of this Easement at its discretion, but if Grantor breaches any term of this Easement and Grantee does not exercise its rights under this Easement, Grantee's forbearance shall not be construed to be a waiver by Grantee of such term, or of any subsequent breach of the same, or any other term of this Easement, or of any of the grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver. Grantee shall not be obligated to Grantor, or to any other person or entity, to enforce the provisions of this Easement. No person or entity shall have the right to require Grantee to enforce the provisions of this Easement.

**6. Grantee's Liability.** Neither grantor, nor any person or entity claiming by or through Grantor, shall hold Grantee liable for any damage or injury to person or personal property which may occur on the Property or to the Property.

**7. Acts Beyond Grantor's Control.** Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Property resulting from natural causes beyond Grantor's control, including, without limitation, fire, flood, storm and earth movement, or from any action taken by Grantor under emergency conditions to prevent, abate or mitigate significant injury to the Property resulting from such causes.

8. Assignment. This Easement is transferable, but Grantee may assign its rights and obligations under this Easement only to an organization that is a qualified organization at the time of transfer under Section 170(h) of the Internal Revenue Code of 1954, as amended (or any successor provision then applicable), and the applicable regulations promulgated thereunder, and authorized to acquire and hold environmental easements under the statutes of the State of Florida (or any successor provision then applicable). As a condition of such transfer, Grantee shall require that the environmental purposes that this Grant is intended to advance, continue to be carried out.

9. Recordation. Grantor shall record this instrument in timely fashion in the Official Records of Orange County, Florida, and shall rerecord it at any time as Grantee may require to preserve its rights in this Easement. Grantor shall pay all recording costs and taxes necessary to record this Easement in the public records. Grantor will hold Grantee harmless from any recording costs or taxes necessary to record this Easement in the public records.

10. Successors. The covenants, terms, conditions and restrictions of this Easement shall be binding upon, and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns and shall continue as a servitude running in perpetuity with the Property.

IN WITNESS WHEREOF, Grantor has set its hand on the day and year first above written.

GRANTOR:

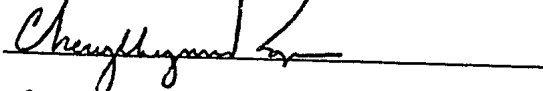
WEST MCCOY CITRUS, a Florida  
general partnership

By:

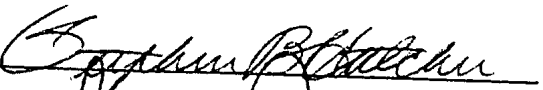
EARL M. CRITTENDEN  
General Partner



Stephen B. Hatcher  
Printed Name



CHERYL LYNNE POPE  
Printed Name



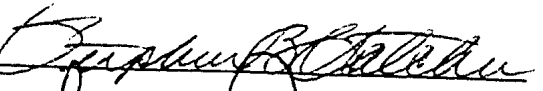
Stephen B. Hatcher  
Printed Name



CHERYL LYNNE POPE  
Printed Name

By:

A.E. LANGLEY  
General Partner



Stephen B. Hatcher  
Printed Name



CHERYL LYNNE POPE  
Printed Name

By:

ELMER G. YOUNGBLOOD  
General Partner

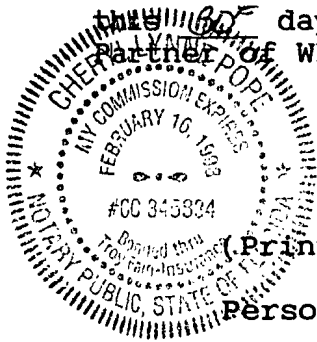
Stephen B. Hatcher  
Printed Name

CHERYL LYNNE POPE  
Printed Name

By: Billy C. Youngblood  
BILLY C. YOUNGBLOOD  
General Partner

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of August, 1994, by EARL M. CRITTENDEN, General Partner of WEST MCCOY CITRUS, a Florida general partnership.



Cheryl Lynne Pope  
Notary Public

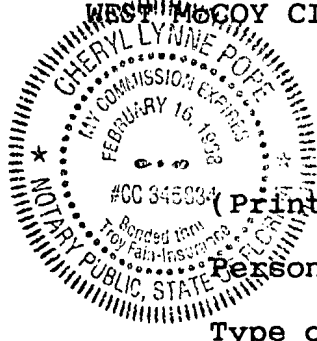
(Print, type or stamp commissioned name of Notary Public)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of August, 1994, by A.E. LANGLEY, General Partner of WEST MCCOY CITRUS, a Florida general partnership.



Cheryl Lynne Pope  
Notary Public

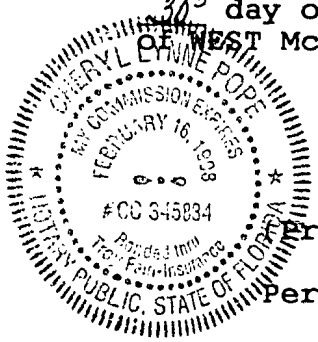
(Print, type or stamp commissioned name of Notary Public)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of August, 1994, by ELMER G. YOUNGBLOOD, General Partner of WEST MCCOY CITRUS, a Florida general partnership.



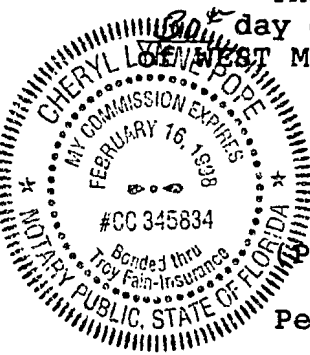
Cheryl Lynne Pope  
Notary Public

(Print, type or stamp commissioned name of Notary Public)

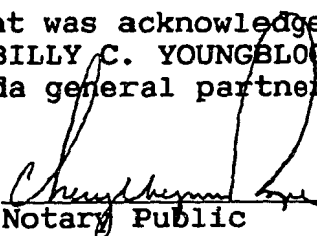
Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ORANGE



The foregoing instrument was acknowledged before me this day of August, 1994, by BILLY C. YOUNGBLOOD, General Partner of WEST McCOY CITRUS, a Florida general partnership.

  
Notary Public

Print, type or stamp commissioned name of Notary Public)

Personally Known ☒ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

THIS INSTRUMENT PREPARED BY  
AND RETURN TO:

Kenneth F. Oswald  
Suite 110, 600 Courtland Street  
Orlando, Florida 32804

EXHIBIT "A"

Record Verified - Martha O. Haynie

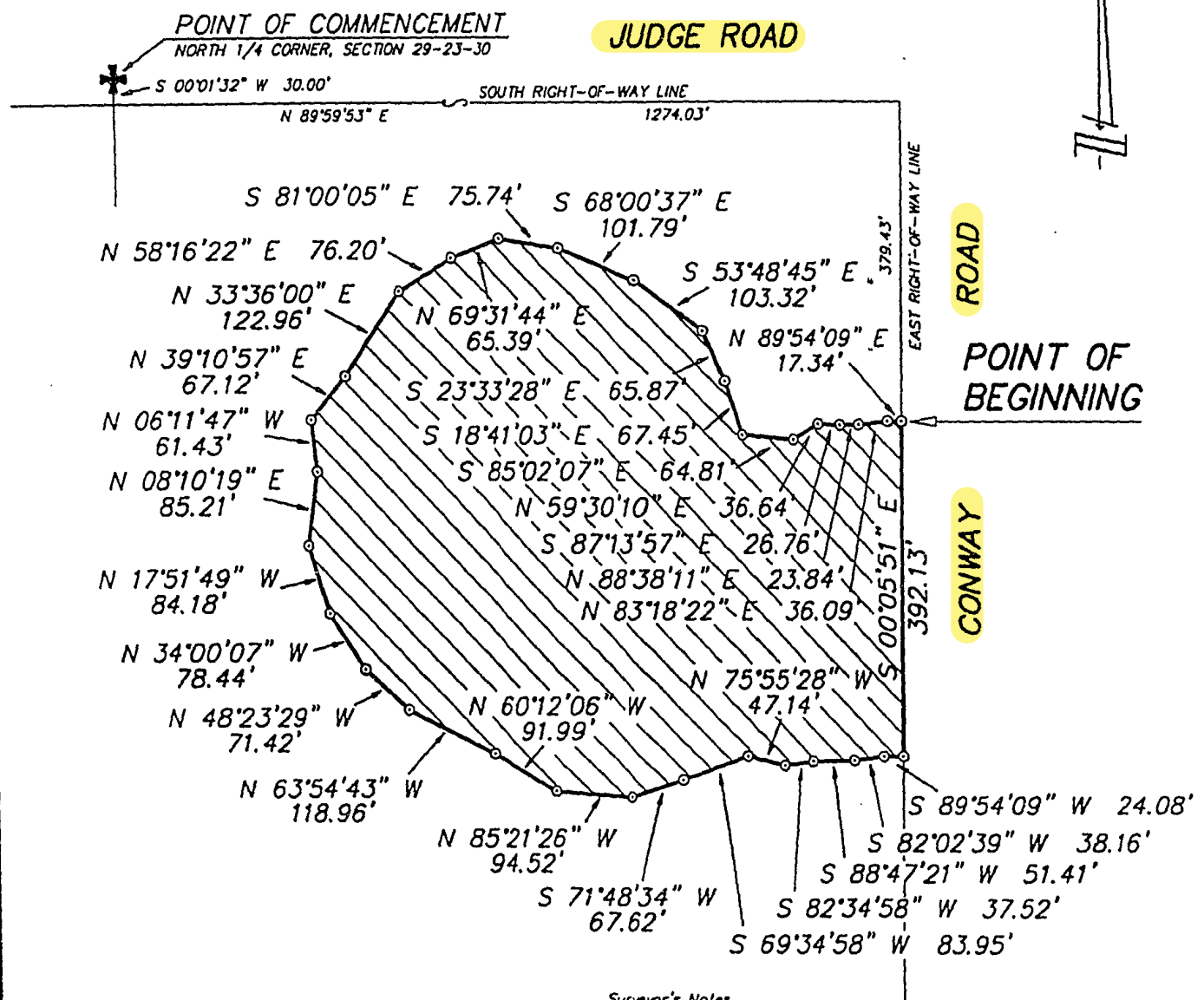
Legal Description

Conservation Easement

A portion of Section 29, Township 23 South, Range 30 East, Orange County, Florida, being more particularly described as follows:

Commence at the North 1/4 corner of said Section 29; thence run S 00°01'32" W, 30.00 feet to a point on the south right-of-way line of Judge Road; thence run N 89°59'53" E, along said south right-of-way line, 1274.03 feet to a point on the west right-of-way line of Conway Road; thence run S 00°05'51" E, along said west right-of-way line, 379.43 feet for the POINT OF BEGINNING; thence continue to run S 00°05'51" E, 392.13 feet; thence run S 89°54'09" W, 24.08 feet; thence run S 82°02'39" W, 38.16 feet; thence run S 88°47'21" W, 51.41 feet; thence run S 82°34'58" W, 37.52 feet; thence run N 75°55'28" W, 47.14 feet; thence run S 69°34'58" W, 83.95 feet; thence run S 71°48'34" W, 67.62 feet; thence run N 85°21'26" W, 94.52 feet; thence run N 60°12'06" W, 91.99 feet; thence run N 63°54'43" W, 118.96 feet; thence run N 48°23'29" W, 71.42 feet; thence run N 34°00'07" W, 78.44 feet; thence run N 17°51'49" W, 84.18 feet; thence run N 08°10'19" E, 85.21 feet; thence run N 06°11'47" W, 61.43 feet; thence run N 39°10'57" E, 67.12 feet; thence run N 58°16'22" E, 76.20 feet; thence run N 33°36'00" E, 122.96 feet; thence run N 58°16'22" E, 76.20 feet; thence run N 69°31'44" E, 65.39 feet; thence run S 81°00'05" E, 75.74 feet; thence run S 68°00'37" E, 101.79 feet; thence run S 53°48'45" E, 103.32 feet; thence run S 23°33'28" E, 65.87 feet; thence run S 18°41'03" E, 67.45 feet; thence run S 85°02'07" E, 64.81 feet; thence run N 59°30'10" E, 36.64 feet; thence run S 87°13'57" E, 26.76 feet; thence run N 88°38'11" E, 23.84 feet; thence run N 83°18'22" E, 36.09 feet; thence run N 89°54'09" E, 17.34 feet to the POINT OF BEGINNING.

Containing 8.27 acres, more or less.



Surveyor's Notes

1. Reproductions of this survey are not valid unless embossed with the Surveyor's seal.
2. The lands shown hereon were not abstracted for easements, rights-of-way, ownership or other matters of record by this firm.
3. The bearings shown hereon are based upon the south right-of-way line of Judge Road, according to the plat of "CONWAY LAKES" as recorded in Plat Book 8, Page 3 of the Public Records of Orange County, Florida, having a bearing of N 89°50'12" E.

SKETCH OF DESCRIPTION ONLY - NOT A SURVEY

I CERTIFY THAT THIS SKETCH OF DESCRIPTION MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF LAND SURVEYORS IN CHAPTER 81G17-8 F.A.C. PURSUANT TO SECTION 472.027 FLORIDA STATUTES. NO CORNERS WERE SET AND THE AUTHOR ASSUMES NO RESPONSIBILITY BEYOND ACCEPTED MATHEMATICAL CLOSURES. ALL BEARINGS AND DISTANCES SHOWN HEREON ARE SUBJECT TO FIELD VERIFICATION.

PREPARED FOR:

FIRST ORLANDO DEVELOPMENT COMPANY

JOB NO. 94044.8

SHEET 1 OF 1

DATE 8/11/94

SCALE 1" = 200'



GANUNG - BELTON ASSOCIATES, INC.

a professional surveying company

1275 E. Robinson Street, Orlando, FL 32801 (407) 894-6656

R. CLAYTON GANUNG

REG. FILE NO. 4236



Orlando [Headquarters]  
3025 East South Street  
Orlando, FL 32803

Jacksonville  
11235 St. Johns Industrial Pkwy N  
Suite 2  
Jacksonville, FL 32246

Key West  
1107 Key Plaza  
Suite 259  
Key West, FL 33040

Lantana  
445 West Lantana Road  
Suite 5  
Lantana, FL 33462

Tallahassee  
2560-1 Barrington Circle  
Tallahassee, FL 32308

Tampa  
6011 Benjamin Road  
Suite 101-B  
Tampa, FL 33634

Denver  
651 Garrison Street  
#110  
Lakewood, CO 80215

Raleigh-Durham  
1408 Christian Avenue  
Suite 11  
Durham, NC 27705

Bismarck  
4501 Coleman Street  
Suite 103  
Bismarck, ND 58503

Austin  
3801 N Capital of TX Highway  
Suite E-240  
Austin, TX 78746

Midland  
5114 West County Road 12  
Midland, TX 79706

San Antonio  
7700 Broadway Street  
Suite 104  
San Antonio, TX 78209

Orlando [Aquatic & Land  
Management Operations]  
3825 Rouse Road  
Orlando, FL 32817

407.894.5969  
877.894.5969  
407.894.5970 fax

November 13, 2024

Rick Rudometkin  
**City of Belle Isle**  
1600 Nela Avenue  
Belle Isle, Florida 32809

**Proj: 6810 Conway Road Site – Orlando, Orange County, Florida**  
**Parcel ID #29-23-30-0000-00-023**  
**Section 29, Township 23 South, Range 30 East**  
**(BTC File #1535-45)**

**Re: Phase I Environmental Site Assessment Report Summary**

Dear Mr. Rudometkin:

Per your request, below is a brief summary of the Phase I Environmental Site Assessment (ESA) report we prepared for the City in September of 2024 for the approximately 20.4-acre 6810 Conway Road Site located in the City of Orlando, at the physical address of 6810 Conway Road, within Section 29, Township 23 South, Range 30 East, Orange County, Florida.

At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion. There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation. The Phase I ESA performed was done so in general conformance with the scope and limitations of ASTM International's Standard Practice E1527-21 for Phase I ESAs (hereafter referred to as ASTM E1527-21). The assessment revealed no Recognized Environmental Conditions (RECs), no Controlled Recognized Environmental Conditions (CRECs) and no Significant Data Gaps (SDGs) in connection with the subject property. While this is the case, the user of this assessment should be aware of the following non-REC item (Business Environmental Risk, defined in ASTM E1527-21) prior to completing a commercial real estate transaction involving the subject property:

- Historical Agricultural Use—Past use of a portion of the subject property for agricultural purposes for citrus crop production over multiple decades



Through the review of historical record sources, particularly aerials dating in the period 1947 through 1990, the southern portion of the subject property was planted in citrus trees. This past use is being noted due to the assumed ubiquitous use of controlled substances (pesticides, herbicides and fertilizers) commonly used in this type of operation, as well as the long time use of the lands for this purpose. It is important to note that the legal application (i.e., in accordance with manufacturer's specifications and customary practices) of such substances, in the course of standard operational practices, does not constitute a "release to the environment" by definition. No structures or irrigation infrastructure were identified on the subject property through historical aerials or our on-site investigation that could represent potential agricultural chemical mixing/storage areas or areas where petroleum products may have been stored/handled. In addition, no reasonably ascertainable information was obtained during the course of our assessment, including historical records review, site reconnaissance observations, and regulatory record reviews, indicating that a past release had occurred on the subject property. Therefore, the mere existence of this historical land use does not meet the definition of a REC.

Should you have any questions or require any additional information, please do not hesitate to contact our office at (407) 894-5969. Thank you.

Sincerely,



Joseph Galletti  
Vice President

INSTEP-LEP #123/NREP-REPA #5898



**6810 Conway Road Site  
Orlando, Orange County, Florida**

**Phase I Environmental Site Assessment  
(BTC File #1535-45)**

September 14, 2024



Orlando [Headquarters]  
3025 East South Street  
Orlando, FL 32803

Jacksonville  
11235 St. Johns Industrial Pkwy N  
Suite 2  
Jacksonville, FL 32246

Key West  
1107 Key Plaza  
Suite 259  
Key West, FL 33040

Lantana  
445 West Lantana Road  
Suite 5  
Lantana, FL 33462

Tallahassee  
2560-1 Barrington Circle  
Tallahassee, FL 32308

Tampa  
6011 Benjamin Road  
Suite 101-B  
Tampa, FL 33634

Denver  
651 Garrison Street  
#110  
Lakewood, CO 80215

Raleigh-Durham  
1408 Christian Avenue  
Suite 11  
Durham, NC 27705

Bismarck  
4501 Coleman Street  
Suite 103  
Bismarck, ND 58503

Austin  
3801 N Capital of TX Highway  
Suite E-240  
Austin, TX 78746

Midland  
5114 West County Road 12  
Midland, TX 79706

San Antonio  
7700 Broadway Street  
Suite 104  
San Antonio, TX 78209

Orlando [Aquatic & Land  
Management Operations]  
3825 Rouse Road  
Orlando, FL 32817

407.894.5969  
877.894.5969  
407.894.5970 fax

September 14, 2024

Rick Rudometkin  
**City of Belle Isle**  
1600 Nela Avenue  
Belle Isle, Florida 32809

**Proj: 6810 Conway Road Site – Orlando, Orange County, Florida**  
**Parcel ID #29-23-30-0000-00-023**  
**Section 29, Township 23 South, Range 30 East**  
**(BTC File #1535-45)**

**Re: Phase I Environmental Site Assessment Report**

Dear Mr. Rudometkin:

Per your request and authorization, Bio-Tech Consulting, LLC (BTC) has completed a Phase I Environmental Site Assessment (ESA) of the above referenced subject property located in Orlando, Orange County, Florida. The work was performed in general accordance with the ASTM International's Standard Practice E1527-21 for Phase I ESAs and was targeted toward identifying Recognized Environmental Conditions (RECs) in connection with the subject property. The attached report summarizes our research, findings and conclusions regarding the subject property.

As stated in Section 7.0 (Findings, Opinions, Data Gaps and Conclusions) of the report, this assessment revealed no RECs, Controlled Recognized Environmental Conditions (CRECs) or Significant Data Gaps (SDGs) in connection with the subject property.

We appreciate the opportunity to complete this assessment for you. Should you have any questions or require any additional information, please do not hesitate to contact our office at (407) 894-5969. Thank you.

Sincerely,

Joseph Galletti  
Vice President  
INSTEP-LEP #123/NREP-REPA #5898

Attachment: Phase I ESA Report

**6810 Conway Road Site  
Orlando, Orange County, Florida  
(BTC File #1535-45)**

**Phase I Environmental Site  
Assessment**

**Prepared for:**

**City of Belle Isle**  
1600 Nela Avenue  
Belle Isle, Florida 32809

**Prepared by:**

**Bio-Tech Consulting, LLC**  
3025 East South Street  
Orlando, Florida 32803  
(407) 894-5969

Subject Property Visit – August 29, 2024  
Owner Provided Information – N/A  
Radius Report Prepared – August 27, 2024

September 14, 2024

## TABLE OF CONTENTS

1.0	SUMMARY
2.0	INTRODUCTION
2.1	Site Location and Legal Description
2.2	Site and Vicinity General Characteristics
2.2.1	Current Uses of the Subject Property and Adjoining Properties
2.2.2	Soils
2.2.3	Topography
2.3	Purpose
2.4	Scope of Services
2.5	Significant Assumptions
2.6	Limitations and Exceptions of Assessment
2.7	Special Terms and Conditions
2.8	Deviations
2.9	User Reliance
3.0	USER PROVIDED INFORMATION
3.1	Environmental Liens and/or Activity and Use Limitations
3.2	Specialized Knowledge
3.3	Valuation Reduction for Environmental Issues
3.4	Commonly Known and Reasonably Ascertainable Information
3.5	Obvious Indicators of Releases
3.6	Reason for Performing Phase I ESA
3.7	Title Records
4.0	RECORDS REVIEW
4.1	Standard Federal and State Environmental Records
4.1.1	Federal National Priorities List (NPL) and Delisted NPL
4.1.2	Federal CERCLIS List/Superfund Enterprise Management System (SEMS)
4.1.3	Federal CERCLIS No Further Remedial Action Planned (NFRAP)
4.1.4	Federal Resource Conservation and Recovery Act Information System (RCRA) – CORRACTS Facilities List
4.1.5	Federal RCRA – Non-CORRACTS TSD Sites
4.1.6	Federal RCRA – Generator Sites
4.1.7	Federal Institutional Control/Engineering Control Registries
4.1.8	Federal Emergency Response Notification System (ERNS)
4.1.9	State Hazardous Waste Sites (SHWS)



## TABLE OF CONTENTS (cont.)

4.1.10	State Solid Waste/Landfill Facilities (SWF/LF)
4.1.11	State Leaking Underground Storage Tanks (LUST)
4.1.12	State and Tribal Registered AST and UST Lists (AST/UST)
4.1.13	State Institutional Control/Engineering Control Registries
4.1.14	State Voluntary Cleanup Sites (VCP)
4.1.15	State Brownfields Areas/Sites
4.1.16	State Dry-cleaning Facilities (DRYCLEANERS)
4.1.17	State Dry-cleaner Priority Ranking List (PRIORITYCLEANERS)
4.1.18	State Delineated Areas – Ethylene Dibromide (DEDB) Database
4.1.19	Florida Cattle Dip Vat Sites
4.1.20	Unmappable Sites
4.1.21	Potential Vapor Encroachment Conditions (VECs)
4.2	Additional Environmental Records Sources
4.3	Historical Use Information – Subject Property and Adjoining Lands
4.3.1	Historical Aerial Photographs
4.3.2	Historical Sanborn Maps
4.3.3	Historical City Directory Information
4.3.4	Historical Topographic Maps
4.4	Physical Setting Characteristics
4.4.1	Stormwater Drainage
4.4.2	Groundwater
5.0	SITE RECONNAISSANCE
5.1	Methodology and Limiting Conditions
5.2	General Subject Property Setting
5.2.1	General Exterior Observations
5.2.2	General Interior Observations
5.3	Hazardous Substances & Petroleum Products in Connection with Identified Uses
5.4	Hazardous and Unidentified Substance Containers (Including Drums and Totes)
5.5	Storage Tanks
5.6	PCB Containing Items
5.7	Indication of Solid Waste Disposal
5.8	Stained Soils or Pavement
5.9	Stressed Vegetation
5.10	Strong, Pungent or Noxious Odors
5.11	Pools of Liquid or Sumps Containing Liquid
5.12	Domestic/Sanitary Waste Handling and Potable Water Supply
5.13	Ponds, Lagoons and Pits
5.14	Wells
5.15	Adjoining Property Observations

## **TABLE OF CONTENTS (cont.)**

6.0	INTERVIEWS
6.1	Interview with Owner
6.2	Interviews with Past Owners
6.3	Interviews with Local Government Officials
6.4	Interviews with Others
7.0	FINDINGS, OPINIONS, DATA GAPS AND CONCLUSIONS
7.1	Findings
7.2	Opinions
7.3	Data Gaps, Data Failures and Significant Data Gaps (SDGs)
7.4	Conclusions
8.0	QUALIFICATIONS OF ENVIRONMENTAL PROFESSIONALS
9.0	ADDITIONAL SERVICES
10.0	REFERENCES

## **FIGURES**

Figure 1:	Location Map
Figure 2:	SSURGO Soils Map
Figure 3:	USGS Topographic Map
Figure 4:	Environmental Data Resources (EDR) Site Search Map

## **APPENDICES**

Appendix A:	User Provided Information and Interview Documentation
Appendix B:	Environmental Data Resources, Inc. – EDR Radius Map Report
Appendix C:	Historical Aerial Photographs – 1947, 1954, 1968, 1970, 1978, 1984, 1990, 1997, 2002, 2008, 2012, 2016, 2018, 2021 and 2024
Appendix D:	Photographic Documentation
Appendix E:	Qualifications of Environmental Professionals

## SECTION 1.0 SUMMARY

In August and September of 2024, Bio-Tech Consulting, LLC (BTC) conducted a Phase I Environmental Site Assessment (ESA) of the single parcel, identified by Orange County as #29-23-30-0000-00-023, which comprises the approximately 20.4-acre 6810 Conway Road Site. This parcel, currently owned by the City of Orlando, is located in the City of Orlando, at the physical address of 6810 Conway Road, within Section 29, Township 23 South, Range 30 East, Orange County, Florida (Figure 1). At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion. There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation.

This Phase I ESA was performed in general conformance with the scope and limitations of ASTM International's Standard Practice E1527-21 for Phase I ESAs (hereafter referred to as ASTM E1527-21). Any exceptions to, or deletions from, this practice are described in Section 2.8 of this report.

This assessment revealed no Recognized Environmental Conditions (RECs), Controlled Recognized Environmental Conditions (CRECs) or Significant Data Gaps (SDGs) in connection with the subject property. While this is the case, the user of this assessment should be aware of the following non-REC item (Business Environmental Risk, defined in ASTM E1527-21) prior to completing a commercial real estate transaction involving the subject property:

- Historical Agricultural Use—Past use of a portion of the subject property for agricultural purposes for citrus crop production over multiple decades

Through the review of historical record sources, particularly aerials dating in the period 1947 through 1990, the southern portion of the subject property were planted in citrus trees. This past use is being noted due to the assumed ubiquitous use of controlled substances (pesticides, herbicides and fertilizers) commonly used in this type of operation, as well as the long time use of the lands for this purpose. It is important to note that the legal application (i.e., in accordance with manufacturer's specifications and customary practices) of such substances, in the course of standard operational practices, does not constitute a "release to the environment" by definition. No structures or irrigation infrastructure were identified on the subject property through historical aerials or our on-site investigation that could represent potential agricultural chemical mixing/storage areas or areas where petroleum products may have been stored/handled. In addition, no reasonably ascertainable information was obtained during the course of our assessment, including historical records review, site reconnaissance observations, and regulatory record reviews, indicating that a past release had occurred on the subject property. Therefore, the mere existence of this historical land use does not meet the definition of a REC.

## SECTION 2.0 INTRODUCTION

### 2.1 Site Location and Legal Description

The single parcel, identified by Orange County as #29-23-30-0000-00-023, which comprises the approximately 20.4-acre 6810 Conway Road Site, is located in the City of Orlando, at the physical address of 6810 Conway Road, within Section 29, Township 23 South, Range 30 East, Orange County, Florida. The following is the legal description for the parcel, as provided by the Orange County Property Appraiser's Office:

**Parcel ID #29-23-30-0000-00-023**

6810 Conway Road  
Orlando, Florida 32812  
Owner – City of Orlando

*THAT PART OF NW1/4 OF NE1/4 OF SEC 29-23-30 LYING ELY OF CRESENT PARK  
PH 1 PB 34/33 & NLY OF CRESCENT PARK BLVD (LESS RD R/W ON N & E)*

### 2.2 Site and Vicinity General Characteristics

#### 2.2.1 Current Uses of the Subject Property and Adjoining Properties

In general, the subject property is situated in a former agricultural use area, including rural homesites, which has been in transition for larger-scale residential development and commercial uses since the 1990s. Historically the area appears to have been comprised mostly of lands associated with agricultural uses for citrus crop production and pasturelands, undeveloped naturally vegetated uplands and wetlands and rural residential homesites from prior to the mid-1940s through the early 1990s. As citrus production declined in the area, larger-scale residential development and commercial uses have appeared. Currently, the general area includes a mixture of larger-scale residential development uses, commercial use for warehousing facilities, agricultural uses for pastures and plant nurseries and undeveloped lands covered by natural vegetation and surface waters. At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion. There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation. Currently adjoining the subject property are residential use lands associated with single-family subdivisions (west, northwest and north) and a multi-family apartment complex (south), commercial use lands associated with a retail gasoline station (east) and warehousing facilities (east and

southeast), undeveloped lands covered by natural vegetation (northeast, east and southwest) and the Judge Road (north), South Conway Road (east) and Crescent Park Boulevard (south) rights-of-way.

### 2.2.2 Soils

According to the SSURGO Soils Map of Orange County, Florida, prepared by the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), four (4) soil types occur within the subject property boundaries (Figure 2). The following presents a brief description of these soil types mapped for the subject property:

**Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3)** is a nearly level, very poorly drained soil found in shallow depressions and sloughs and along edges of freshwater marshes and swamps. The surface layer of this soil type generally consists of black fine sand about 7 inches thick. The water table for this soil type is above the surface for 6 to 9 months or more each year and is within 12 inches of the surface for the rest of the year. Permeability of this soil type is rapid throughout.

**Ona fine sand, 0 to 2 percent slopes (#26)** is a nearly level, poorly drained soil found in broad areas on the flatwoods. The surface layer of this soil type generally consists of black fine sand about 6 inches thick. In most years the seasonal high-water table for this soil type is within 10 inches of the surface for 1 to 2 months. It recedes to a depth of 10 to 40 inches for periods of 6 months or more. Permeability of this soil type is rapid in the surface and subsurface layers and is moderate in the subsoil.

**Pomello fine sand, 0 to 5 percent slopes (#34)** is a nearly level to gently sloping, moderately well-drained soil found on low ridges and knolls on the flatwoods. The surface layer of this soil type generally consists of gray fine sand about 3 inches thick. In most years, the seasonal high-water table for this soil type is at a depth of 24 to 40 inches for 1 to 4 months and recedes to a depth of 40 to 60 inches during dry periods. Permeability of this soil type is very rapid in the surface and subsurface layers, moderately rapid in the subsoil, and rapid in the substratum.

**Smyrna-Smyrna, wet, fine sand, 0 to 2 percent slopes (#44)** is a nearly level, poorly drained soil found on broad flatwoods. The surface layer of this soil type generally consists of black fine sand about 4 inches thick. The seasonal high-water table for this soil type is within 10 inches of the surface for 1 to 4 months. It recedes to a depth of 10 to 40 inches for more than 6 months. Permeability of this soil type is rapid in the surface and subsurface layers and in the substratum. It is moderate to moderately rapid in the subsoil.

The Florida Association of Environmental Soil Scientists (FAESS) considers the main components in the Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3) and Smyrna-Smyrna, wet, fine sand, 0 to 2 percent slopes (#44) soil types associated with the subject property to be hydric. The FAESS also considers inclusions present in the Basinger fine sand, frequently ponded, 0 to 1 percent slopes (#3), Ona fine sand, 0 to 2 percent slopes (#26) and Pomello fine sand, 0 to 5 percent slopes (#34) soil types associated with the subject property to be hydric.

### **2.2.3 Topography**

Based upon a review of the USGS Topographic Map presented in Figure 3 (Pine Castle, Florida Quadrangle – 1953/Photorevised 1980), elevations on the subject property range from highs between +100 and +95 feet above the National Geodetic Vertical Datum of 1929 (NGVD) on the extreme northern portion of the site, to below +90 feet NGVD on the central portion of the property, within a wetland area. Spot elevations of +95 and +94 feet NGVD are noted west and south of the subject property, respectively, on the available topographic information. In general, it would appear that the subject property slopes gradually from its northern and southern portions towards the central portion of the parcel, in the direction of the noted on-site wetland area.

## **2.3 Purpose**

The purpose of this Phase I ESA was to identify RECs associated with the subject property. The term Recognized Environmental Condition (REC), as defined by the ASTM International Standard Practice E1527-21 for Phase I ESAs, means (1) the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; (2) the likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment; or (3) the presence of hazardous substances or petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment. A *de minimis* condition is not a REC. For the purposes of this assessment, a “release” is identified as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discharging of barrels, containers and other closed receptacles containing any hazardous substances or pollutant or contaminant). The term “environment” includes (A) the navigable waters, the waters of contiguous zone and the ocean waters and (B) any other surface water, groundwater, drinking water supply, land surface or subsurface strata.

A CREC is a REC resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority (e.g., as evidenced by the issuance of a No Further Action [NFA] letter or equivalent, or meeting risk-based criteria established by regulatory agencies), with hazardous substances

or petroleum products allowed to remain in place subject to the implementation of required controls (e.g., property use restrictions, activity and use limitations [AULs], institutional controls or engineering controls). An HREC is a past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted residential use criteria established by a regulatory authority, without subjecting the property to any required controls (e.g., property use restrictions, AULs, institutional controls, or engineering controls). *De minimis* conditions generally would not present material risk of harm to public health or the environment and generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies. HRECs and *de minimis* conditions are not RECs per ASTM International Standard Practice E1527-21 for Phase I ESAs.

This Phase I ESA was performed in general accordance with ASTM International Standard Practice E1527-21 for Phase I ESAs utilizing methods and procedures consistent with good commercial or customary practice. The independent conclusions represent our best professional judgment based on information and data available to us during the course of this assessment and on the conditions that existed and information available at the time of the assessment.

## 2.4 Scope of Services

The Phase I ESA was requested as part of the user's due diligence process associated with a potential commercial real estate transaction (land purchase). It is assumed it will be utilized to assess the environmental condition of the subject property for reasons of qualifying for one of the *Landowner Liability Protections* (LLPs) offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001 (the "*Brownfields Amendments*"). As the Phase I ESA was conducted in general compliance with the scope and instructions of ASTM E1527-21, it should constitute "All Appropriate Inquiry" into the previous ownership and uses of the subject property consistent with good commercial or customary practice.

To achieve the stated purpose, the following services were performed by BTC for this assessment:

- Review of physical characteristics and uses of the subject property and adjoining lands.
- Review of standard environmental record sources maintained by Federal, State, local and Tribal agencies to identify sites that could have the potential to impact the environmental quality of the subject property. Governmental agency information is collected and compiled by a contracted data research company. The data research company report is based on a radius search which focuses both on the subject property and neighboring lands which may have impacted the site.



- Review of the subject property history in an attempt to identify possible ownership and/or uses that would suggest an impact to the environmental integrity of the subject property. This is performed through review of reasonably ascertainable land title records and standard historical sources.
- A site reconnaissance to visually and physically inspect the subject property. This includes a visual inspection of the portions of adjoining properties visible from the subject property and public thoroughfares.
- Interviews, when possible, with individuals and local government representatives considered likely to know useful information regarding the subject property and adjoining properties.
- Preparation of a report, which includes the results of our investigation, findings, opinions, and conclusions, and a discussion of any data failures and/or gaps encountered.

## **2.5 Significant Assumptions**

The following notable assumptions were made during the course of this assessment:

- Information provided to BTC by the user of this assessment has been assumed to be correct and complete.
- It is assumed the southern portion of the subject property was in use for a first-time agricultural purpose for citrus crop production at the time of the 1947 historical aerial photograph reviewed by BTC as part of this assessment. Prior to the agricultural use, the entire subject property is assumed to have been undeveloped and vacant.

## **2.6 Limitations and Exceptions of Assessment**

This Phase I ESA was conducted in a manner consistent with that level of care and skill exercised by members of the profession currently practicing under similar conditions, and was based upon the information made available to BTC at the time of this assessment. This Phase I ESA is strictly limited to the scope of services listed in Section 2.4. The environmental professional did not evaluate the subject property for conditions relating to asbestos containing building materials, biological agents, cultural and historical resources, ecological resources, endangered species, health and safety, indoor air quality/vapor intrusion (unrelated to releases of hazardous substances or petroleum products into the environment), industrial hygiene, lead-based paint, lead in drinking water, mold, radon, regulatory compliance or wetlands.



As stated in ASTM E1527-21, the user or environmental professional is not obligated to identify, obtain, or review every possible record that might exist with respect to a property; it is only necessary to review record information that is reasonably ascertainable from standard sources. Such information is publicly available, obtainable within reasonable time and cost constraints, and practically reviewable.

A Phase I ESA is intended to reduce, but not eliminate, uncertainty regarding the potential for RECs in connection with a property. As noted by the legal analysis in ASTM E1527-21, there may be environmental issues or conditions at a property that parties may wish to assess in connection with commercial real estate that are outside the scope of this practice. Also, some substances may be present on a property in quantities and under conditions that may lead to contamination of the property or of nearby properties but are not included in Comprehensive Environmental Response, Compensation, and Liability Act's (CERCLA) definition of hazardous substances. It is therefore recognized that the possibility exists that some hazardous substances or wastes may not be detected because it is beyond the level of inquiry for this type of study.

At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion. There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation. All areas located within the subject property boundaries were accessible allowing a full and complete investigation of the site as described herein.

## **2.7 Special Terms and Conditions**

This report, and the information contained herein, shall be the sole property of BTC until payment of any unpaid balance is made in full. City of Belle Isle, hereinafter referred to as the User of this Phase I ESA report, agrees that until payment is made in full, the User shall not have proprietary interest in this report or the information contained herein. BTC shall have absolute right to request the return of any and all copies of this report submitted to other parties, public or private, on behalf of the User in the event of nonpayment of outstanding fees by the User.

## **2.8 Deviations**

This Phase I ESA did not delete or deviate from ASTM E1527-21.

## **2.9 User Reliance**

This Phase I ESA report was prepared for use by the following entities:

- City of Belle Isle and related assigns
- City of Orlando

No other parties are authorized to rely on this report without express written permission from BTC.

## **SECTION 3.0**

### **USER PROVIDED INFORMATION**

In order to qualify for one of the Landowner Liability Protections (LLPs) to CERCLA liability, the user of a Phase I ESA must provide specific information (if available) to the environmental professional conducting the assessment. This task is intended to help identify the possibility of RECs in connection with the subject property. Failure of the user to provide this information could result in a determination the “All Appropriate Inquiry” is not complete. In order to help comply with this requirement, BTC provided the user of the report, City of Belle Isle, a User Questionnaire (Appendix A). This questionnaire was completed by Mr. Rick J. Rudometkin, City Manager for the City of Belle Isle on September 3, 2024. The following provides a summary of the user provided responses to the questionnaire:

#### **3.1 Environmental Liens and/or Activity and Use Limitations**

An environmental lien is defined as a charge, security or encumbrance upon title to a property to secure the payment of a cost, damage, debt, obligation or duty arising out of response actions, cleanup, or other remediation of hazardous substances or petroleum products upon a property. Activity and Use Limitations (AULs) collectively are institutional (legal) restrictions and engineering (physical) controls, put in place to prevent adverse impacts to individuals and populations resulting from exposure to hazardous substances and petroleum products.

It is the user's responsibility to check, or engage a title company or title professional to check ascertainable, recorded land title records for environmental liens and AULs, if any, that are currently recorded against the subject property. Any environmental liens or AULs so identified shall be reported.

Based on responses by Mr. Rudometkin of the City of Belle Isle to the User Questionnaire, the user of the Phase I ESA is unaware of any environmental liens or AULs associated with the subject property.

#### **3.2 Specialized Knowledge**

Based on Mr. Rudometkin's response to the User Questionnaire, the user of the Phase I ESA is in the same line of business as the current property owner and has knowledge and experience related to property acquisition. The user noted no specialized knowledge regarding the past or present uses of the subject property or immediately adjoining lands that is material to RECs in connection with this assessment.



### **3.3 Valuation Reduction for Environmental Issues**

BTC was not informed of a valuation reduction for environmental issues. Based on Mr. Rudometkin's response to the User Questionnaire, a purchase price for the lands is not yet known to the user at this time. The user did note not having any knowledge of any contamination on the property at this time.

### **3.4 Commonly Known or Reasonably Ascertainable Information**

Based on Mr. Rudometkin's responses to the User Questionnaire, the user of the Phase I ESA is unaware of any past uses of the subject property. It appears the user is also unaware of any past or present chemical use or storage, any spills or chemical releases or any environmental cleanups associated with the subject property. As such, it appears the user is unaware of any commonly known or reasonably ascertainable information within the local community about the subject property that is material to RECs in connection with this assessment.

### **3.5 Obvious Indicators of Releases**

Based on Mr. Rudometkin's responses to the User Questionnaire, the user of this assessment did not know of any obvious indicators that point to the presence or likely presence of contamination at the subject property.

### **3.6 Reason for Performing Phase I ESA**

Based on Mr. Rudometkin's response to the User Questionnaire, this Phase I ESA was requested as part of the user's due diligence process associated with a potential commercial real estate transaction (land purchase). It is assumed it will be utilized to assess the environmental condition of the subject property for reasons of qualifying for the innocent landowner defense to CERCLA liability.

### **3.7 Title Records**

No historical ownership (chain-of-title) information for the subject property was provided to BTC by the user of this assessment. Based on a review of available historical aerial photographs (dating from 1947 through 2024), as well as information gathered via interviews and during our site visit, it appears that past/present owners of the subject property, to at least the mid-1940s, have only used the lands for agricultural purposes for citrus crop production and a stormwater management pond. Based on this information, it appears that no past owners of the subject property represented entities of heavy industrial, chemical production, or waste disposal repositories.

Please note that properties occurring in areas with a historic use focused on cattle ranching during the period 1906 to 1961 may include, or be in close proximity, to a historic cattle dip vat. Failure to provide chain of title information limits the environmental professional's ability to cross-reference past ownership of the subject property with the State's list of historic cattle dip vat locations.

## SECTION 4.0 RECORDS REVIEW

As a component part of our Phase I ESA investigations, reasonably ascertainable standard Federal, State and Tribal environmental records are reviewed. In addition, historical record sources such as aerial photographs, ascertainable Sanborn Fire Insurance Maps, City Directories and historical topographic maps are reviewed. The purpose of the records review is to obtain and review records that will help identify potential RECs in connection with the subject property. The following sections detail these activities.

### 4.1 Standard Federal and State Environmental Records

BTC reviewed standard environmental record sources, consisting of Federal, State and Tribal environmental databases compiled by Environmental Data Resources, Inc. (EDR) of Shelton Connecticut. The complete regulatory database report provided by EDR (Report #7746815.2s, dated August 27, 2024) is included with this report as Appendix B. Each database has a minimum corresponding search radius as specified by ASTM E1527-21. Facilities identified to be within this search radius are listed within this subsection. An exhibit depicting the recorded locations of any sites identified is presented in Figure 4. BTC also reviewed unmappable sites, which cannot be precisely located, generally due to inaccurate or missing location information in the record provided by the agency. Any unmappable site identified to be located within its applicable search radius of the subject property is discussed in the relevant section below.

The following table summarizes the databases reviewed, their ASTM search radii and the number of facilities identified in the environmental database review. Supporting information for each database is provided in the sections referenced. Additionally, database descriptions and the dates of searched database versions are included in the attached database report.

ENVIRONMENTAL RECORD SOURCES	ASTM Search Distance (miles)	Listings within Search Distance	Reference Section
<b>Standard Federal Sources</b>			
Federal NPL Site List	1.0	0	4.1.1
Federal Delisted NPL Site List	0.5	0	4.1.1
Federal CERCLIS List/Superfund Enterprise Management System (SEMS)	0.5	0	4.1.2
Federal CERCLIS-NFRAP Site List	0.5	0	4.1.3
Federal RCRA CORRACTS Facilities List	1.0	0	4.1.4
Federal RCRA Non-CORRACTS TSD Facilities List	0.5	0	4.1.5



Federal RCRA Generators List	Target & Adjoining Properties	1 0 (Non-Gen)	4.1.6
Federal Institutional Controls/Engineering Controls Registries	Property Only	0	4.1.7
Federal ERNS List	Property Only	0	4.1.8
<b>Standard State and Tribal Sources</b>			
State and Tribal Hazardous Waste Sites (SHWS) – <i>CERCLIS equivalent</i>	0.5	0	4.1.9
State and Tribal Solid Waste/Landfill Facilities (SWF/LF)	0.5	4	4.1.10
State and Tribal Leaking Underground Storage Tank Sites (LUST)	0.5	0	4.1.11
State Registered Aboveground Storage Tank and Underground Storage Tank Lists (AST and UST)	Target & Adjoining Properties	1	4.1.12
State and Tribal Institutional Control/Engineering Control Registries	Property Only	0	4.1.13
State and Tribal Voluntary Cleanup Sites (VCP)	0.5	0	4.1.14
State and Tribal Brownfields Areas/Sites	0.5	0	4.1.15
<b>Additional Environmental Records</b>			
State Dry-cleaning Facilities (DRYCLEANERS)	0.25	0	4.1.16
State Dry-cleaning Priority Ranking List (PRIORITYCLEANERS)	0.5	0	4.1.17
State Delineated Areas - Ethylene Dibromide (DEDB) Database	0.5	0	4.1.18
Florida Cattle Dip Vat Sites	0.25	0	4.1.19
Unmappable Sites		0	4.1.20

#### 4.1.1 Federal National Priorities List (NPL) and Delisted NPL

The NPL itemizes facilities and/or locations with confirmed environmental contamination. The NPL is a subset of CERCLIS and identifies over 1,200 sites for priority cleanup under the Superfund Program. The Delisted NPL identifies sites where no further response has been deemed appropriate.

There were no NPL sites identified within one mile (5,280-feet) of the subject property and no Delisted NPL sites identified within one-half mile (2,640-feet) of the subject property.

#### **4.1.2 Federal CERCLIS List/Superfund Enterprise Management System (SEMS)**

The U.S. Environmental Protection Agency (USEPA) renamed the CERCLIS list to Superfund Enterprise Management System (SEMS) in 2015. The SEMS contains data on potential hazardous waste sites that have been reported to the USEPA by states, municipalities, private companies and private persons pursuant to Section 103 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). The SEMS contains sites which are either proposed for inclusion on the National Priorities List (NPL) or are in the screening and assessment phase for possible inclusion on the NPL. A listing in the SEMS does not always indicate the presence of contamination, only that the site is being investigated.

There were no CERCLIS/SEMS sites identified within one-half mile of the subject property.

#### **4.1.3 Federal CERCLIS No Further Remedial Action Planned (NFRAP)**

The CERCLIS NFRAP is an identification of those facilities and/or locations which have been removed from the USEPA inventory of potential and confirmed hazardous waste sites (CERCLIS sites). This database was created in an effort to help cities, states, private investors and affected citizens promote economic redevelopment.

There were no CERCLIS NFRAP sites identified within one-half mile of the subject property.

#### **4.1.4 Federal Resource Conservation and Recovery Act Information System (RCRA) – CORRACTS Facilities List**

The RCRA-CORRACTS list identifies hazardous waste handlers with RCRA corrective action activity.

There were no CORRACTS (corrective action) sites identified within one mile of the subject property.

#### **4.1.5 Federal RCRA – Non-CORRACTS TSD Sites**

The RCRA-TSD list identifies facilities and/or locations that are associated with the treating, storing or disposal of hazardous substances or waste. The facilities listed in the TSD list are potential sources of contamination, although no release has necessarily been reported at these sites.

There were no Non-CORRACTS TSD (treatment, storage & disposal) sites identified within one-half mile of the subject property.

#### **4.1.6 Federal RCRA – Generator Sites**

The RCRA-Generator list identifies facilities and/or locations associated with the handling, storing or transporting of hazardous substances or waste. The facilities listed in the RCRA-Generator list are potential sources of contamination, although no release has necessarily been reported at these sites.

The subject property is not identified as a RCRA Generator site; however, one (1) adjoining property was identified in the RCRA Generator index. This adjoining property RCRA Generator listing is reported as follows:

- **Kuehne & Nagel, Inc.**  
7297 South Conway Road #100  
Orlando, Florida 32812  
Adjoining Property SE (cross-gradient)  
EPA Facility ID #FLT140085176  
Classification: CESQG – Conditionally Exempt Small Quantity Generator

Based on a review of public information obtained from the Florida Department of Environmental Protection (FDEP) and the USEPA's Enforcement and Compliance History Online (ECHO) system, the Kuehne & Nagel, Inc. listing is reported as a conditionally exempt small quantity generator with no violation history. Based on this information, as well as observations during the site visit, this adjoining property RCRA Generator listing does not appear significant to this assessment at this time.

#### **4.1.7 Federal Institutional Control/Engineering Control Registries**

The Institutional Control and Engineering Control Registries are listings of sites with institutional and/or engineering controls in place. Institutional controls include administrative measures and post remediation care requirements intended to prevent exposure to contaminants remaining on a site. Engineering controls include various forms of caps, building foundations, liners and treatment methods to create pathway elimination for regulated substances to enter environmental media or effect human health.

The subject property is not identified in association with any Federal institutional and/or engineering controls.



#### **4.1.8 Federal Emergency Response Notification System (ERNS)**

The ERNS lists information on releases of petroleum products and hazardous waste. The ERNS list identifies those facilities and/or locations that have been reported to the USEPA under the Emergency Response Notification System because of the release of potentially hazardous material.

The subject property is not identified as an ERNS site.

#### **4.1.9 State Hazardous Waste Sites (SHWS)**

The State Hazardous Waste Sites List (SHWS) is the State equivalent to the CERCLIS list. These sites may or may not already be listed on the Federal CERCLIS list.

There were no SHWS sites identified within one-half mile of the subject property.

#### **4.1.10 State Solid Waste/Landfill Facilities (SWF/LF)**

The SWF/LF list includes facilities and/or locations identified with the handling or land filling of solid waste. Inclusion of a site on the SWF/LF list does not indicate that contamination has been reported, but rather that there is the potential.

There were four (4) SWF/LF sites identified within one-half mile of the subject property. These area SWF/LF listings are reported as follows:

- **Cusson Marion Judge TR-Citizen Site**  
6809 South Conway Road  
Orlando, Florida 32812  
Adjoining Property E (cross-gradient)  
Facility ID #99953  
Facility Classification: Disaster Debris Management Site  
Facility Status: Inactive

The Cusson Marion Judge TR-Citizen Site listing is reported as an inactive disaster debris management site (DDMS). This site is not identified in association with any compliance, enforcement or cleanup documents in public file information gathered from the FDEP Division of Waste Management OCULUS System. Based on this information, this area property SWF/LF listing does not appear significant to the subject property and this assessment at this time.

- **Agricultural Center Debris Staging Area**

South Conway Before Judge Road  
Orlando, Florida 32812  
Approximately 705-feet NNE (cross-gradient)  
Facility ID #98283  
Facility Classification: Disaster Debris Management Site  
Facility Status: Inactive

The Agricultural Center Debris Staging Area listing is reported as an inactive DDMS. The site is not identified in association with any compliance, enforcement or permitting documents in public file information gathered from the FDEP Division of Waste Management OCULUS System. Based on this information, this area property SWF/LF listing does not appear significant to the subject property and this assessment at this time.

- **Madison Management Site 2**

5827 South Conway Road  
Orlando, Florida 32812  
Approximately 1,865-feet NNE (cross-gradient)  
Facility ID #106604  
Facility Classification: Disaster Debris Management Site  
Facility Status: Pre-Authorized

The Madison Management Site 2 listing is reported as a DDMS that was pre-authorized for 2024. The site was last inspected on June 24, 2020, for a pre-authorization inspection, with no issues reported. The site is not identified in association with any compliance, enforcement or permitting documents in public file information gathered from the FDEP Division of Waste Management OCULUS System. Based on this information, this area property SWF/LF listing does not appear significant to the subject property and this assessment at this time.

- **Palm Garden Nursery**

4761 Judge Road  
Orlando, Florida 32812  
Approximately 1,905-feet NE (cross-gradient)  
Facility ID #107232  
Facility Classification: Disaster Debris Management Site  
Facility Status: Pre-Authorized

The Palm Garden Nursery listing is reported as a disaster DDMS that was pre-authorized for 2024. The site was last inspected on June 15, 2022, for a pre-authorization inspection, with no issues reported. The site is not identified in association with any compliance, enforcement or permitting documents in public

file information gathered from the FDEP Division of Waste Management OCULUS System. Based on this information, this area property SWF/LF listing does not appear significant to the subject property and this assessment at this time.

#### **4.1.11 State Leaking Underground Storage Tanks (LUST)**

The State Leaking Underground Storage Tank (LUST) list includes specifically those sites that have reported incidences of leaks or discharges associated with underground storage tanks (USTs).

There were no LUST sites identified within one-half mile of the subject property.

#### **4.1.12 State and Tribal Registered Storage Tank Lists (AST/UST)**

The State and Tribal Registered Storage Tank lists include all facilities and/or locations that are required by Florida Administrative Code (F.A.C.) to register aboveground storage tanks (ASTs) and underground storage tanks (USTs). Inclusion on these lists does not indicate that a release of petroleum product has occurred, but rather that there is the potential for a release.

The subject property is not identified as an AST/UST site; however, an adjoining property is identified in the UST index. This adjoining property UST listing is reported as follows:

- **RaceTrac #2541**  
6803 Conway Road  
Orlando, Florida 32812  
Adjoining Property E (cross-gradient)  
Facility ID #9817048  
Facility Status: Open Retail Station UST Site

Based on public file information reviewed by BTC as part of this assessment, the RaceTrac #2541 listing is identified as an open retail UST site presently associated with three (3) USTs (20,000- and 2-24,000-gallon units utilized for unleaded gasoline, ethanol E85 and vehicular diesel, respectively). Based on available information, all of the units were installed in May of 2019. The site was last inspected on May 8, 2023, and based on the information provided during and following the inspection, the facility was determined to be “In Compliance” with the Department’s rules and regulations. Based on additional public file information reviewed, there appeared to be no issues identified by the operator or the FDEP during operation of these units. Based on this information, as well as the lack of any documentation in readily accessible public file records indicating any significant releases associated with these units, this adjoining property UST listing does not appear significant to the subject property and this assessment at this time.



#### **4.1.13 State Institutional Control/Engineering Control Registries**

The Institutional Control and Engineering Control Registries are listings of contaminated sites in the State which are subject to institutional and/or engineering controls. Institutional controls include administrative measures and post remediation care requirements intended to prevent exposure to contaminants remaining on a site. Engineering controls encompass a variety of engineered remedies to contain and/or reduce contamination, and/or physical barriers intended to limit access to a property.

The subject property is not identified in association with any State institutional and/or engineering controls.

#### **4.1.14 State Voluntary Cleanup Sites (VCP)**

The VCP database lists facilities and/or locations that are associated with voluntary cleanup activities.

There were no VCP sites identified within one-half mile of the subject property.

#### **4.1.15 State Brownfields Areas/Sites**

Brownfields are defined by the Florida Department of Environmental Protection (FDEP) as abandoned, idled, or underused industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. The primary goals of Florida's Brownfields Redevelopment Act (Ch. 97-277, Laws of Florida, codified at ss. 376.77-.85, F.S.) are to reduce health and environmental hazards on existing commercial and industrial sites that are abandoned or underused due to these hazards and create financial and regulatory incentives to encourage redevelopment and voluntary cleanup of contaminated properties. A "brownfield area" means a contiguous area of one or more brownfield sites, some of which may not be contaminated, that has been designated as such by a local government resolution. Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and USEPA designated brownfield pilot projects.

There were no State Brownfields Areas/Sites identified within one-half mile of the subject property.

#### **4.1.16 State Dry-cleaning Facilities (DRYCLEANERS)**

The DRYCLEANERS database includes information about permitted dry-cleaner facilities. A listing on the DRYCLEANERS database does not indicate that a release has occurred, but rather that there is the potential for a release.

There were no DRYCLEANERS sites identified within one-quarter mile of the subject property.

#### **4.1.17 State Dry-cleaner Priority Ranking List (PRIORITYCLEANERS)**

The PRIORITYCLEANERS database is a listing of all facilities that have applied for a state funded program which aids in the cleanup of properties that are contaminated as a result of the operations of a dry-cleaning facility or wholesale supply facility. A listing on PRIORITYCLEANERS indicates that a release has occurred, although the quantity released may not pose a threat to either the releasing facility or to surrounding properties.

There were no PRIORITYCLEANERS sites identified within one-half mile of the subject property.

#### **4.1.18 State Delineated Areas – Ethylene Dibromide (DEDB) Database**

Ethylene Dibromide (EDB) is a carcinogenic compound determined by the US EPA to have the potential to produce adverse health effects from prolonged consumption. EDB was used as a soil fumigant between 1962 and 1983 to control nematodes on citrus groves, golf courses and some other crops such as peanuts and soybean. It also was an additive to leaded gasoline from the 1920s until leaded gasoline was phased out in the 1980s. Subsequently, EDB was identified as a carcinogen and as a groundwater contaminant associated with older leaking underground storage tank sites (LUSTs), as well as with certain historical agricultural lands.

The FDEP now delineates areas of EDB contamination, which are codified under Chapter 62-524, F.A.C. Although EDB sites have been confirmed in twenty-two (22) Florida counties, most of the sites are located in five (5) counties: Highlands, Jackson, Lake, Orange and Polk. The Delineated Areas-Ethylene Dibromide database (DEDB) identifies those locations where the FDEP has delineated a 1000-foot setback zone from a confirmed EDB-contaminated groundwater well or in areas where EDB was historically applied, but for which groundwater quality data is limited. While a review of this database is not required specifically by the ASTM standard, an investigation of this information is considered good commercial and customary practice in Florida, particularly in historic citrus growing areas (or the five [5] aforementioned counties), out to a radius of one-half mile from a subject property.

There were no DEDB test sites identified within one-half mile of the subject property in the available radius information. In order to further assess the potential for EDB to have affected the subject property, a review of FDEP Groundwater Contamination Areas data was conducted as part of this assessment. This review did not identify the subject property as being located within a known historical EDB application area, pursuant to Chapter 62-524, F.A.C., New Potable Water Well Permitting in Delineated Areas.

#### **4.1.19 Florida Cattle Dip Vat Sites**

The State Cattle Dip Vat database lists the known locations of historic cattle dip vats. According to the Florida Department of Health, approximately 3,400 cattle-dipping vats were constructed on private properties throughout Florida from 1906 through 1962. These vats were used in an effort to eradicate cattle fever ticks, and State law required that all cattle, horses, mules, goats and other susceptible animals be dipped every fourteen (14) days. The vats contained insecticide solutions that were mixed on site and therefore, most were located near a water source. The sites consisted of a concrete trough, typically measuring 30-feet long, 3-feet wide and up to 7-feet deep, with a drip pad at the exit and a drip pen beyond the pad.

It is now known that the solutions used in these cattle-dipping vats are harmful to humans and areas with the vats may have contaminated soils and groundwater in their vicinity. The most significant contaminant of concern at cattle dip vat locations is arsenic, although other potential contaminants include BHC, DDT, DDE and toxaphene. The original State records typically identified vat locations descriptively or by property owner and did not include an address or map location.

Consequently, while 85 cattle dip vats are listed as having been constructed in Orange County, only one (1) of them has been mapped in recent years. Hence, properties located in areas with an historic land use of cattle ranching may have or be in close proximity to an historic cattle dip vat.

There were no Cattle Dip Vat sites identified within one-quarter mile of the subject property in the available radius report.

#### **4.1.20 Unmappable Sites**

BTC reviewed the EDR Orphan Summary (unmapped sites included in databases) as part of this assessment. Unmappable sites are those for which inadequate location information exists (i.e., no definitive street address, zip code or latitude/longitude data) for a practical review. Based on the information reviewed, there were no orphan sites located within close proximity to the subject property.



#### **4.1.21 Potential Vapor Encroachment Conditions (VECs)**

Vapor migration refers to the movement of hazardous substances or petroleum products vapor in the subsurface. A Vapor Encroachment Condition (VEC) is defined as the presence or likely presence of chemicals of concern (COCs) vapors in the subsurface of the subject property caused by the release of vapors from contaminated soil and/or groundwater, either on or near the subject property.

Based on the Federal, State, local, Tribal and proprietary database search and our evaluation, no VECs (and therefore, no RECs) were identified via vapor encroachment screening.

#### **4.2 Additional Environmental Records Sources**

All of the record sources reviewed as part of this assessment were described above. No additional sources were considered in this study.

#### **4.3 Historical Use Information – Subject Property and Adjoining Lands**

##### **4.3.1 Historical Aerial Photographs**

The land use history of the subject property and adjoining lands was determined, in part, through analysis of historical aerial photographs dating from 1947 through 2024 (Appendix C). The aerials were obtained from the Florida Department of Transportation (FDOT) and the University of Florida (Publication of Archival, Library & Museum Materials – PALMM). The purpose of this review was to identify evidence of structures, objects, or disturbances at the subject property and immediately surrounding areas which may indicate the presence of RECs at the time the aerial photographs were taken. Our observations are summarized below:

##### ***1947 Historical Aerial Photograph***

The southern portion of the subject property appears as agricultural lands in use for citrus crop production on the 1947 aerial photograph. The remainder of the site appears as undeveloped lands covered by natural vegetation at this time. There are no structures evident on the subject property on the 1947 aerial photograph. The undeveloped portion of the subject property may be in use as rangelands at this time, but there is no specific evidence of this potential use. Immediately adjoining lands appear either similar to the subject property (agricultural lands in use for citrus crop production or undeveloped lands covered by natural vegetation), as agricultural lands in use for pasture or as rural residential homesites on the 1947 aerial photograph. Located on adjoining lands to the north and east at this time are roads within the current Judge Road and South Conway Road rights-of-way, respectively.

***1954 Historical Aerial Photograph***

No significant changes appear on the subject or immediately adjoining parcels.

***1968 Historical Aerial Photograph***

No significant changes appear on the subject or immediately adjoining parcels.

***1970 Historical Aerial Photograph***

No significant changes appear on the subject or immediately adjoining parcels.

***1978 Historical Aerial Photograph***

Except for the removal of an assumed homesite from adjoining lands to the northeast, no significant changes appear on the subject or immediately adjoining parcels.

***1984 Historical Aerial Photograph***

No significant changes appear on the subject or immediately adjoining parcels.

***1990 Historical Aerial Photograph***

No significant changes appear on the subject or immediately adjoining parcels.

***1997 Historical Aerial Photograph***

Except for the apparent decline of citrus crop production activities on the subject and adjoining lands, the conversion of adjoining lands to the north and west for single-family residential subdivisions and the construction of the currently existing Crescent Park Boulevard right-of-way to the south, no significant changes appear on the subject or immediately adjoining parcels.

***2002 Historical Aerial Photograph***

Except for the completion of construction of single-family residential subdivisions to the north and west, no significant changes appear on the subject or immediately adjoining parcels.

### ***2008 Historical Aerial Photograph***

Except for the partial construction of a stormwater management pond within the southern portion of the subject property, apparent roadway improvements to the east and the commencement of construction of a currently existing commercial warehousing facility to the southeast, no significant changes appear on the subject or immediately adjoining parcels.

### ***2012 Historical Aerial Photograph***

Except for the completion of construction of the stormwater management pond on the southern portion of the subject property, the apparent completion of adjoining right-of-way improvements to the east and further development of commercial warehousing facilities to the southeast, no significant changes appear on the subject or immediately adjoining parcels.

### ***2016 Historical Aerial Photograph***

Except for further development of warehousing facilities to the southeast, no significant changes appear on the subject or immediately adjoining parcels.

### ***2018 Historical Aerial Photograph***

Except for further development of warehousing facilities to the east, no significant changes appear on the subject or immediately adjoining parcels.

### ***2021 Historical Aerial Photograph***

Except for the construction of two (2) additional warehouses and the currently existing retail gasoline station to the east, no significant changes appear on the subject or immediately adjoining parcels.

### ***2024 Historical Aerial Photograph***

Except for the partial construction of a multi-family apartment complex on adjoining lands to the south, no significant changes appear on the subject or immediately adjoining parcels.

#### **4.3.2 Historical Sanborn Maps**

Sanborn Fire Insurance Maps were produced for the fire insurance industry from 1876 through 1961, with photo revisions continuing until 1975. These maps show buildings and their associated land uses down to parcels and lots within many U.S. towns and cities (mostly concentrated to urbanized areas). Therefore, these fire maps can be very useful in identifying potential environmental concerns associated with past land uses during periods prior to and overlapping with, the advent of aerial photography. A search for Sanborn Fire Insurance Maps for the location in which the subject property is situated was not conducted, as it is known by BTC that this is an unmapped area.

#### **4.3.3 Historical City Directory Information**

Based on the positive identification of past uses of the subject property identified through interviews and review of historical aerial photographs (no developed uses other than for agricultural purposes for citrus crop production and a stormwater management pond identified on-site), a search of available city directories was not conducted as part of this assessment.

#### **4.3.4 Historical Topographic Maps**

Based on historical topographic maps reviewed, it appears that no landmark structures existed on the subject property at the time of publications for 1953, 1970 or 1980. A landmark feature for orchards (assumed citrus groves) existed on the southern portion of the subject property for all publications dates. This is consistent with historical aerial photographs reviewed.

### **4.4 Physical Setting Characteristics**

Based upon a review of the USGS Topographic Map presented in Figure 3 (Pine Castle, Florida Quadrangle – 1953/Photorevised 1980), elevations on the subject property range from highs between +100 and +95 feet NGVD on the extreme northern portion of the site, to below +90 feet NGVD on the central portion of the property, within a wetland area. Spot elevations of +95 and +94 feet NGVD are noted west and south of the subject property, respectively, on the available topographic information. In general, it would appear that the subject property slopes gradually from its northern and southern portions towards the central portion of the parcel, in the direction of the noted on-site wetland area.



#### **4.4.1 Stormwater Drainage**

It appears that run-off from the subject property drains to the central portion of the site, in the direction of a lower-lying wetland area. Due to the relief which exists in the vicinity of the subject property, as well as physical and stormwater management features present in the area, off-site run-off likely only enters the site from the immediate north and northwest.

#### **4.4.2 Groundwater**

The groundwater hydrology of Central Florida can be described in terms of the nature and relationship of three basic aquifers – the surficial-, the intermediate-, and the Floridan aquifers.

The surficial aquifer is highly permeable and includes the local water table. In general, the sands of the surficial aquifer extend to depths of 40 to 70 feet. The surficial aquifer sits atop the much less permeable intermediate aquifer, consisting of the Hawthorn Group and various confining beds. The Hawthorn Group is characterized by low permeability clays and ranges in thickness from nearly absent in some locations to greater than 100 feet. Beneath this intermediate aquifer is the Floridan Aquifer, consisting of a limestone formation, which may be several thousand feet thick at various locations. The limestone formation, which is the primary source of drinking water in Central Florida, is highly permeable due to the presence of large interconnected channels and cavities throughout the rock. The amount of groundwater flow between the surficial and Floridan aquifers is dependent on the thickness and consistency of the Hawthorn clay confining beds, which as previously stated varies widely throughout Central Florida.

Although no test borings were performed by BTC during the assessment of the property, the following presents a general description of the expected hydrogeology in the vicinity of the subject property:

Groundwater in the immediate vicinity of the subject property is assumed to follow, more-or-less, ground surface topography. Based solely on the topographic information presented in Figure 3, it is inferred that the shallow groundwater in the vicinity of the subject property flows towards the central portion of the site, as well as the southwest and east. Due to the relief which exists in the vicinity of the subject property, it appears off-site groundwater could likely enter the site from immediately adjoining areas to the north and northwest. Based on the above assumptions, and information obtained from EDR and the FDEP, there appear to be no significant issues of concern regarding contaminated sites located in the vicinity of the subject property.

## **SECTION 5.0 SITE RECONNAISSANCE**

Inspection of the subject property and adjoining lands was performed by Larry Medlin and Olivia Hecimovich of BTC on August 29, 2024. The purpose of the site reconnaissance is to collect information and make observations to help identify RECs in connection with the subject property. Photographs documenting conditions found at the subject property and adjoining lands on this date are included as Appendix D. Our observations and findings resulting from the site reconnaissance are provided below.

### **5.1 Methodology and Limiting Conditions**

The site visit included a pedestrian inspection of the subject property and visual observations of adjoining lands. The properties were investigated for any evidence of the following items as part of the assessment:

- **Hazardous Substance in Connection with Identified Uses**
- **Hazardous and Unidentified Substance Containers**
- **Storage Tanks**
- **Indication of PCBs**
- **Indication of Solid Waste Disposal**
- **Stained Soils or Pavement**
- **Stressed Vegetation**
- **Odors**
- **Pools of Liquid**
- **Domestic/Sanitary Waste Handling**
- **Ponds, Lagoons or Pits**
- **Wells**

All areas located within the subject property boundaries were accessible, allowing a full and complete investigation of the site as described herein.

### **5.2 General Subject Property Setting**

#### **5.2.1 General Exterior Observations**

The site investigation began with an inspection of the subject property and boundaries and continued with a survey of the adjoining lands. A vehicle survey was conducted of facilities of interest from the EDR Radius Map Report. Access to the subject property was gained via Conway Road and Crescent Park Boulevard, which exist along the eastern and southern property boundaries, respectfully.

At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion (Photos #1 through #8). There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation. There were no observations of past releases, ongoing discharges and/or significant threats of releases to the environment identified in association with the current uses of the exterior portions of the subject property during the investigation conducted.

### **5.2.2 General Interior Observations**

As there were no structures identified on the subject property during the investigation completed, interior observations are not applicable.

### **5.3 Hazardous Substances & Petroleum Products in Connection with Identified Uses**

There were no hazardous substances observed in connection with identified uses of the subject property during the investigation conducted.

### **5.4 Hazardous and Unidentified Substance Containers (Including Drums and Totes)**

There were no hazardous or unidentified substance containers identified on the subject property during the investigation.

### **5.5 Storage Tanks**

There were no ASTs or evidence of USTs identified on the subject property during the investigation.

### **5.6 PCB Containing Items**

Polychlorinated biphenyls have been used in power transformers and capacitors due to their excellent heat exchange and dielectric properties. However, this group of compounds was determined to be carcinogenic and their production was banned in the US in 1979. Consequently, distribution of transformers containing PCBs was phased out in the 1980s. Other potential sources of PCBs include older hydraulic machinery (such as are associated with elevators and lift equipment). Although PCB-type transformers and hydraulic components have been replaced in the time since, an unknown number have been allowed to stay in service for the duration of their life-cycles.

There were no potential sources of PCBs identified on the subject property during the investigation.

## **5.7 Indication of Solid Waste Disposal**

Other than household debris associated with the homeless encampments on the site, as well as a number of waste tires (Photos #9 through #12), there were no indications of solid waste disposal observed on the subject property during the investigation conducted. With regards to the debris noted, there were no issues of concern to this assessment identified.

## **5.8 Stained Soils or Pavement**

There were no indications of stained soils or pavement identified on the subject property during the investigation.

## **5.9 Stressed Vegetation**

There were no indications of stressed vegetation identified on the subject property during the investigation.

## **5.10 Strong, Pungent or Noxious Odors**

There were no unusual odors identified on the subject property during the investigation.

## **5.11 Pools of Liquid or Sumps Containing Liquids**

There were no pools of liquid or sumps containing liquids observed on the subject property during the investigation.

## **5.12 Domestic/Sanitary Waste Handling and Potable Water Supply**

Based on interviews and observations during the site visit, it appeared that domestic/sanitary wastes were not being generated on the subject property. There was also no evidence of past waste systems or an obvious source of potable water for the subject property.

## **5.13 Ponds, Lagoons and Pits**

Other than a natural wetland area within the central portion of the site and a stormwater management pond in the southern portion of the parcel (see Photos #5 through #8), there were no ponds, lagoons or pits identified on the subject property during the investigation conducted. With regards to the natural wetland area and stormwater management noted, there were no issues of concern to this assessment identified.



#### **5.14 Wells**

There were no monitoring wells, water wells, injection wells or any other types of wells, nor indications of abandoned or sealed wells, observed on the subject property during the investigation.

#### **5.15 Adjoining Property Observations**

In general, the subject property is situated in a former agricultural use area, including rural homesites, which has been in transition for larger-scale residential development and commercial uses since the 1990s. Historically the area appears to have been comprised mostly of lands associated with agricultural uses for citrus crop production and pasturelands, undeveloped naturally vegetated uplands and wetlands and rural residential homesites from prior to the mid-1940s through the early 1990s. As citrus production declined in the area, larger-scale residential development and commercial uses have appeared. Currently, the general area includes a mixture of larger-scale residential development uses, commercial use for warehousing facilities, agricultural uses for pastures and plant nurseries and undeveloped lands covered by natural vegetation and surface waters.

Currently adjoining the subject property are residential use lands associated with single-family subdivisions (west, northwest and north – Photos #13 and #14) and a multi-family apartment complex (south – Photo #15), commercial use lands associated with a retail gasoline station (east – Photo #16) and warehousing facilities (east and southeast – Photo #17), undeveloped lands covered by natural vegetation (northeast, east and southwest) and the Judge Road (north – Photo #18), South Conway Road (east – Photo #19) and Crescent Park Boulevard (south – Photo #20) rights-of-way. No significant issues of concern to this assessment were observed in association with any of the adjoining properties during the site visit conducted as part of this site assessment.

## **SECTION 6.0 INTERVIEWS**

The objective of interviews conducted in order to comply with ASTM E1527-21 is to obtain information indicating RECs in connection with the subject property. In addition to the user of the Phase I ESA and present owner of the subject property, BTC makes reasonable attempts to conduct interviews with parties it believes could provide useful information regarding potential RECs. Parties to be interviewed are determined based on the past/present uses identified and their availability for interview within reasonable timeframes. Parties such as occupants, site managers, local government officials and past owners are interviewed, when possible, based on their potential to provide relevant information. Documentation of any such interviews conducted by BTC is included in Appendix A. A summary of this information is presented below.

### **6.1 Interview with Owner**

At the present time, the recorded owner of the subject property is the City of Orlando. BTC was unsuccessful in its attempts to make contact with a representative for this entity in the timeframe allotted for this assessment. The absence of owner provided information does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property due to the availability of relevant information from other sources.

### **6.2 Interviews with Past Owners**

Interviews with past owners were not conducted as part of this assessment. Based on the past uses of the subject property identified through the course of this investigation (no developed uses other than for agricultural purposes for citrus crop production and a stormwater management pond identified on-site), interviews with past owners were not considered necessary as part of this investigation. The absence of past owner provided information does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property due to the availability of relevant information from other sources.

### **6.3 Interviews with Local Governmental Officials**

Interviews with local governmental officials were not conducted as part of this assessment. Based on the past uses of the subject property identified through the course of this investigation (no developed uses other than for agricultural purposes for citrus crop production and a stormwater management pond identified on-site), interviews with local governmental officials were not considered necessary as part of this investigation. The absence of local governmental officials provided information does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property due to the availability of relevant information from other sources.

#### **6.4 Interviews with Others**

Based on information obtained and assumed by BTC through the course of this investigation, additional interviews were not performed or considered necessary for this assessment.

## SECTION 7.0

### FINDINGS, OPINIONS, DATA GAPS/FAILURES AND CONCLUSIONS

The following summarizes the findings, opinions and conclusions representing BTC's best professional judgment based on information and data available to us during the course of this assessment. Included in this section is a summary of both our findings and opinions and of potential RECs, whether recognized (REC) or controlled (CREC), as well as a list of data gaps and/or failures encountered and a determination if they are to be considered Significant Data Gaps (SDGs) along with any Business Environmental Risks (BERs) and *de minimis* conditions.

#### 7.1 Findings

The following summarizes the findings representing BTC's best professional judgment based on information and data available to us during the course of this assessment.

In general, the subject property is situated in a former agricultural use area, including rural homesites, which has been in transition for larger-scale residential development and commercial uses since the 1990s. Historically the area appears to have been comprised mostly of lands associated with agricultural uses for citrus crop production and pasturelands, undeveloped naturally vegetated uplands and wetlands and rural residential homesites from prior to the mid-1940s through the early 1990s. As citrus production declined in the area, larger-scale residential development and commercial uses have appeared. Currently, the general area includes a mixture of larger-scale residential development uses, commercial use for warehousing facilities, agricultural uses for pastures and plant nurseries and undeveloped lands covered by natural vegetation and surface waters. At the time of the site investigation the subject property included undeveloped lands covered by natural vegetation and a stormwater management pond on its southern portion. There were no structures or evidence of any pre-existing structures identified on the subject site at the time of the assessment. Except for the stormwater management pond, there were no other notable improvements identified on the parcel at the time of the investigation. Currently adjoining the subject property are residential use lands associated with single-family subdivisions (west, northwest and north) and a multi-family apartment complex (south), commercial use lands associated with a retail gasoline station (east) and warehousing facilities (east and southeast), undeveloped lands covered by natural vegetation (northeast, east and southwest) and the Judge Road (north), South Conway Road (east) and Crescent Park Boulevard (south) rights-of-way. There were no notable visual observations of releases or other significant issues of concern to this assessment identified in association with the current uses of the subject property or immediately adjoining lands during the investigation conducted.

Based on interviews conducted, as well as a review of historical aerial photographs dating back to 1947, it appears that uses of the subject property have been limited to agricultural for citrus production (grove) and a stormwater management pond. Historical aerial review



dating back to 1947 indicates that adjoining lands were, for the most part, undeveloped or utilized for agricultural endeavors (citrus crop production and pastureland use) and rural homesites from prior to the mid-1940s through the early 1990s. As citrus crop production declined in the immediate area, larger-scale residential development and commercial uses appeared. No heavy industrial uses on the properties immediately adjoining the subject property were identified on the available aerial photographs reviewed. Except for past agricultural use, there were no items of note or issues of concern to this assessment identified in association with the past uses of the subject property or immediately adjoining lands during the investigation.

A review of standard and additional Federal, State, local and Tribal environmental records revealed one (1) area (adjoining) Federal RCRA Generator listing (Kuehne & Nagel, Inc.), four (4) area State SWF/LF listings (Cusson Marion Judge TR-Citizen Site, Agricultural Center Debris Staging Area, Madison Management Site 2 and Palm Garden Nursery) and one (1) area (adjoining) State UST listing (RaceTrac #2541) within radii of the subject property that were deemed appropriate for the area conditions.

## 7.2 Opinions

The following presents BTC opinion(s) of the significant data gaps encountered, as well as the impact on the subject property of conditions identified in Section 7.1 (Findings). This section details BTC's logic and reasoning in evaluating information collected during the course of investigation. Frequently, items initially considered to be a REC are subsequently determined, upon further evaluation, to not be considered a REC.

As noted in our findings, there were no observations of past releases, ongoing discharges or significant threats of releases to the environment or other issues of concern to this assessment identified in association with the current uses of the subject property or immediately adjoining lands during the inspection conducted. In addition, except for past agricultural use, there were not items of note or issues of concern to this assessment revealed in association with the past uses of the subject property or immediately adjoining lands during the investigation conducted.

A review of standard and additional Federal, State, local and Tribal environmental records revealed one (1) area (adjoining) Federal RCRA Generator listing (Kuehne & Nagel, Inc.), four (4) area State SWF/LF listings (Cusson Marion Judge TR-Citizen Site, Agricultural Center Debris Staging Area, Madison Management Site 2 and Palm Garden Nursery) and one (1) area (adjoining) State UST listing (RaceTrac #2541) within radii of the subject property that were deemed appropriate for the area conditions; however, these listings do not appear significant to the subject property and this assessment at this time based on public file information reviewed.

Based on the above findings and opinions, this assessment revealed no RECs, CRECs or SDGs in connection with the subject property. While this is the case, the user of this assessment should be aware of the following non-REC item (Business Environmental Risk, defined in ASTM E1527-21) prior to completing a commercial real estate transaction involving the subject property:

- Historical Agricultural Use—Past use of a portion of the subject property for agricultural purposes for citrus crop production over multiple decades

Through the review of historical record sources, particularly aerials dating in the period 1947 through 1990, the southern portion of the subject property were planted in citrus trees. This past use is being noted due to the assumed ubiquitous use of controlled substances (pesticides, herbicides and fertilizers) commonly used in this type of operation, as well as the long time use of the lands for this purpose. It is important to note that the legal application (i.e., in accordance with manufacturer's specifications and customary practices) of such substances, in the course of standard operational practices, does not constitute a "release to the environment" by definition. No structures or irrigation infrastructure were identified on the subject property through historical aerials or our on-site investigation that could represent potential agricultural chemical mixing/storage areas or areas where petroleum products may have been stored/handled. In addition, no reasonably ascertainable information was obtained during the course of our assessment, including historical records review, site reconnaissance observations, and regulatory record reviews, indicating that a past release had occurred on the subject property. Therefore, the mere existence of this historical land use does not meet the definition of a REC.

### 7.3 Data Gaps, Data Failures and Significant Data Gaps (SDGs)

The following data gaps/failures were encountered by BTC during the course of the Phase I ESA:

- Historical ownership (chain-of-title) information was not provided to BTC by the user of this assessment. The absence of historic ownership information does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property due to the availability of relevant information from other sources. Based on a review of available historical aerial photographs (dating from 1947 through 2024), as well as information gathered via interviews and during our site visit, it appears that past/present owners of the subject property, to at least the mid-1940s, have only used the lands for agricultural purposes for citrus crop production and a stormwater management pond. Based on this information, it appears that no past owners of the subject property represented entities of heavy industrial, chemical production, or waste disposal repositories.

- Interviews with past/present owners were not conducted as part of this assessment. Based on the past uses of the subject property identified through the course of this investigation (no developed uses other than for agricultural purposes for citrus crop production and a stormwater management pond identified on-site), interviews with past/present owners were not considered necessary as part of this investigation. The absence of past/present owner provided information does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property due to the availability of relevant information from other sources.
- As required by ASTM E1527-21 (8.3.2), a definitive identification of obvious uses of the subject property from the present back to the property's first developed use, or back to 1940, whichever is earlier, was not achievable during the course of this assessment. This was due to the availability of reasonably ascertainable standard historical sources for the area (historical aerial photographs, historical topographic maps, Sanborn Fire Insurance Maps, property tax files, land title records, local street directories, etc...). Our review of available historical resources only identified information for the subject property and immediate area dating back to 1947, at which time the southern portion of the subject property appeared in use for citrus crop production. It was assumed by the environmental professional that the noted use of the southern portion of the subject property for citrus crop production was the first "developed" use based on limited local knowledge. Based on this, and in the opinion of the environmental professional, this data gap does not constitute a data failure with regards to this assessment.
- As required by ASTM E1527-21 (8.3.5), our review of reasonably ascertainable historical sources dated within five (5) year intervals or less back to first use, or 1940, whichever is earlier, was not achievable. This was due to the availability of assumed useful environmental record sources for the subject property and immediately adjoining lands. Based on the rural setting in which the subject property was situated through the 1980s, as well as the uses of the site identified through available record sources (no developed uses other than for agricultural purposes for citrus crop production and a stormwater management pond identified on-site), the absence of historical records within five (5) year intervals does not appear to significantly affect the ability of BTC to identify RECs in connection with the subject property.

A data gap or failure is only significant if other information and/or professional experience raises reasonable concerns involving the effects of that data gap/failure on the ability of the environmental professional to render an opinion regarding whether conditions exist that are indicative of RECs or CRECs. None of the data gaps and/or data failures listed above would be considered a Significant Data Gap as defined by ATSM E1527-21.

## 7.4 Conclusions

BTC has performed a Phase I ESA, in general conformance with the scope and limitations of ASTM Practice E1527-21, of the single parcel, identified by Orange County as #29-23-30-0000-00-023, which comprises the approximately 20.4-acre 6810 Conway Road Site, the subject property. Any exceptions to, or deletions from, this practice are described in Section 2.8 of this report. This assessment has revealed no RECs, CRECs or SDGs in association with the subject property.



## SECTION 8.0 QUALIFICATIONS OF ENVIRONMENTAL PROFESSIONALS

I declare that, to the best of my professional knowledge and belief, I meet the definition of Environmental Professional as defined in §312.10 of 40 C.F.R. §312 (Appendix E).

and

I have specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. I have developed and performed the *all appropriate inquiries* in general conformance with the standards and practices set forth in 40 C.F.R. Part 312.



Bill Keenan  
Project Manager  
INSTEP-LEP #381



Joseph Galletti  
Vice President  
INSTEP-LEP #123/NREP-REPA #5898

## **SECTION 9.0 ADDITIONAL SERVICES**

No additional services, outside the scope of ASTM International's Standard Practice E1527-21, were requested by the user of this assessment.

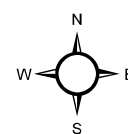
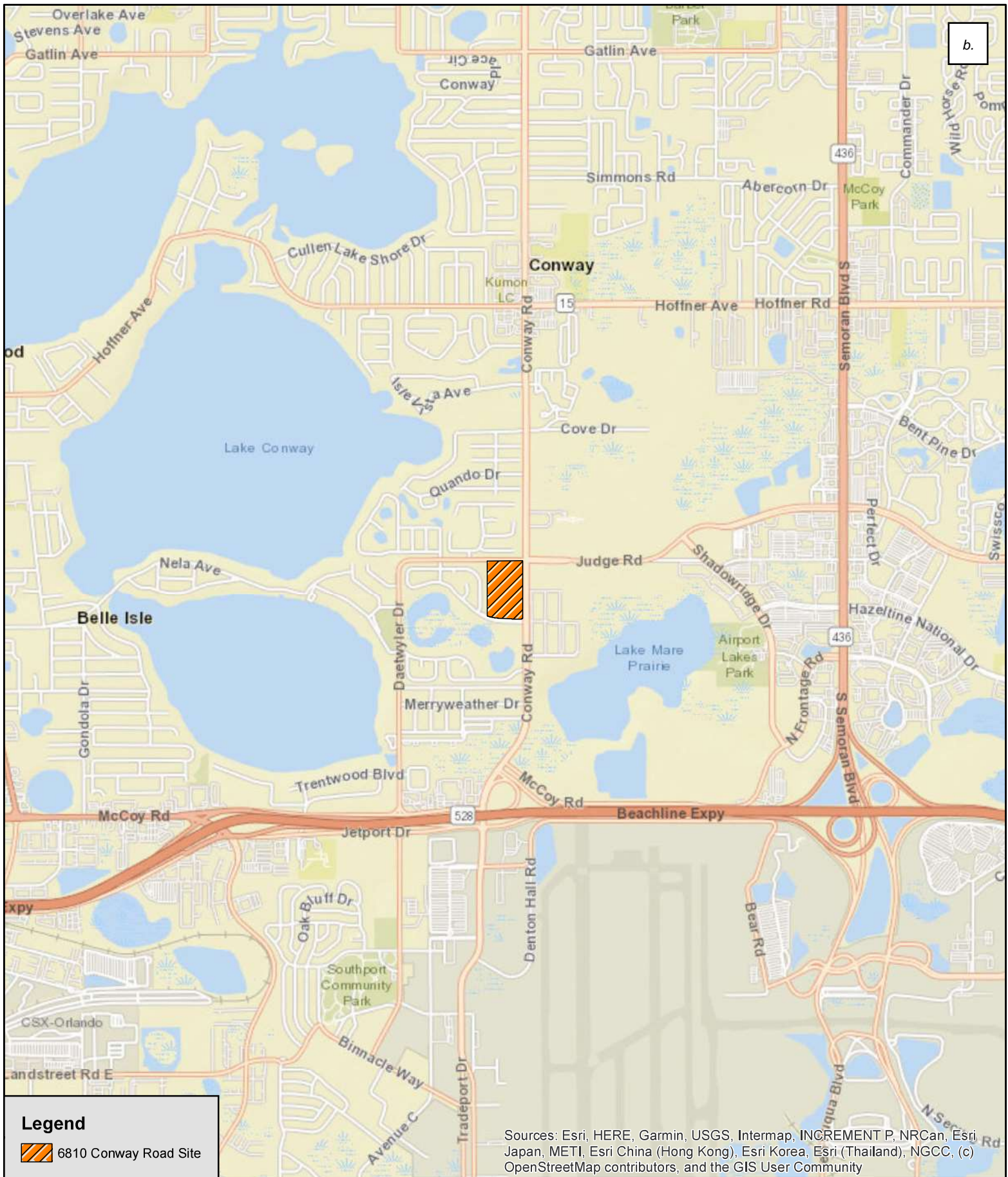
## SECTION 10.0 REFERENCES

The following is a list of literature, agencies and/or individuals utilized in the preparation of this report.

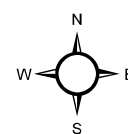
1. SSURGO Soils Map of Orange County, Florida, United States Department of Agriculture, Natural Resource Conservation Service
2. Hydric Soils of Florida Handbook (4<sup>th</sup> Edition) – Florida Association of Environmental Soil Scientists, Gainesville, Florida 32635, March 2007
3. Environmental Data Resources, Inc. (EDR)
4. USGS 7.5 Minute Topographic Map – Pine Castle, Florida Quadrangle – 1953
5. USGS 7.5 Minute Topographic Map – Pine Castle, Florida Quadrangle – 1953 (Photorevised 1970)
6. USGS 7.5 Minute Topographic Map – Pine Castle, Florida Quadrangle – 1953 (Photorevised 1980)
7. ASTM International's Standard E1527-21: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process
8. Florida Department of Environmental Protection's Division of Waste Management OCULUS System
9. University of Florida – Publication of Archival, Library & Museum Materials
10. Florida Department of Transportation (FDOT)
11. Woodward and Clyde Consultants, Cattle Dip Vat Assessment Program: A Summary Report, 1995 – Prepared for the Florida Department of Environmental Protection
12. Michael R. Clark, Dames and Moore, Dipping Vat Removal – Limiting Liability, Tallahassee, Florida
13. Rick J. Rudometkin, City Manager – City of Belle Isle, Representative for the User of Phase I ESA Report

## Figures

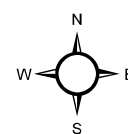
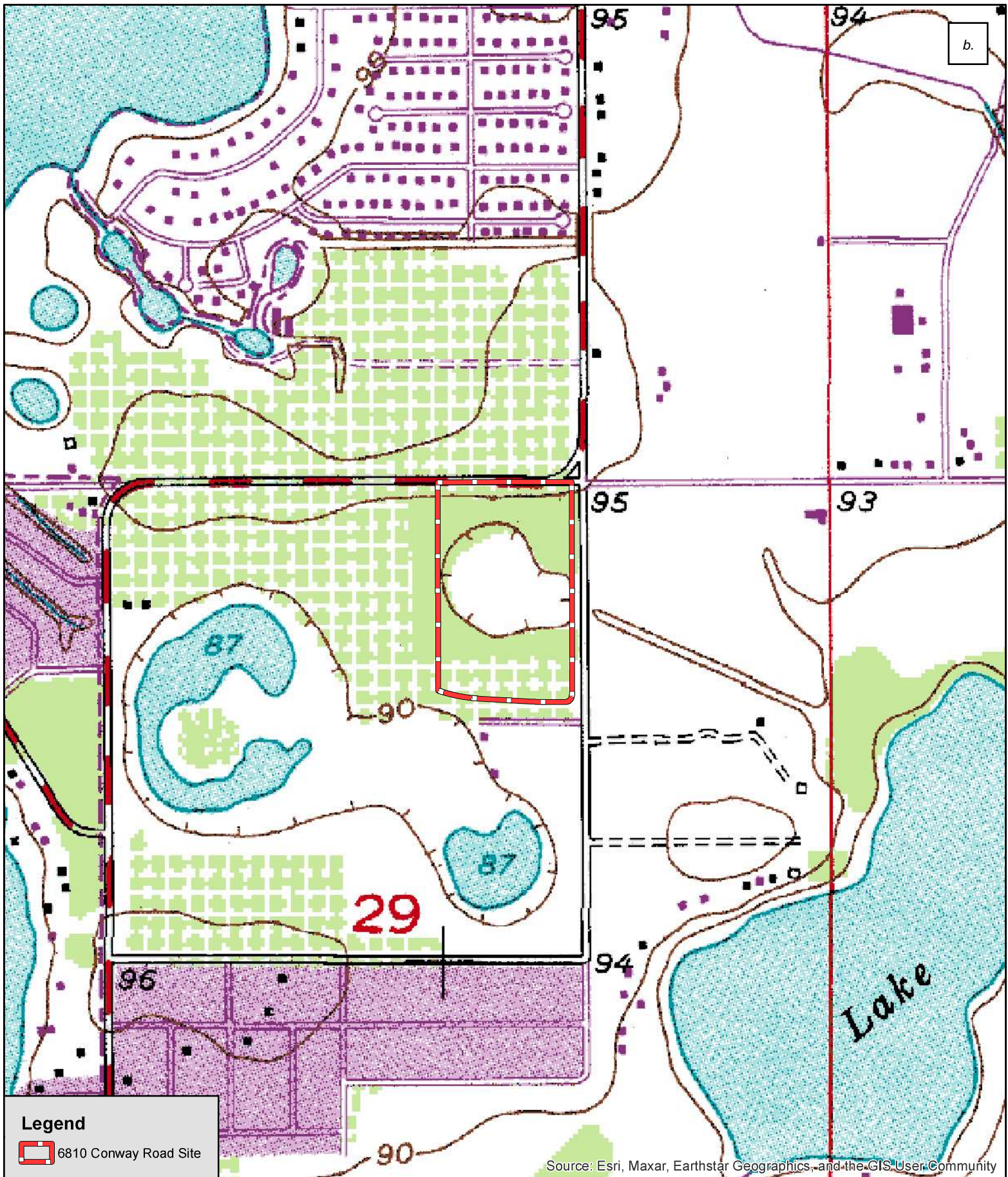




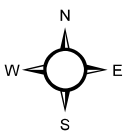
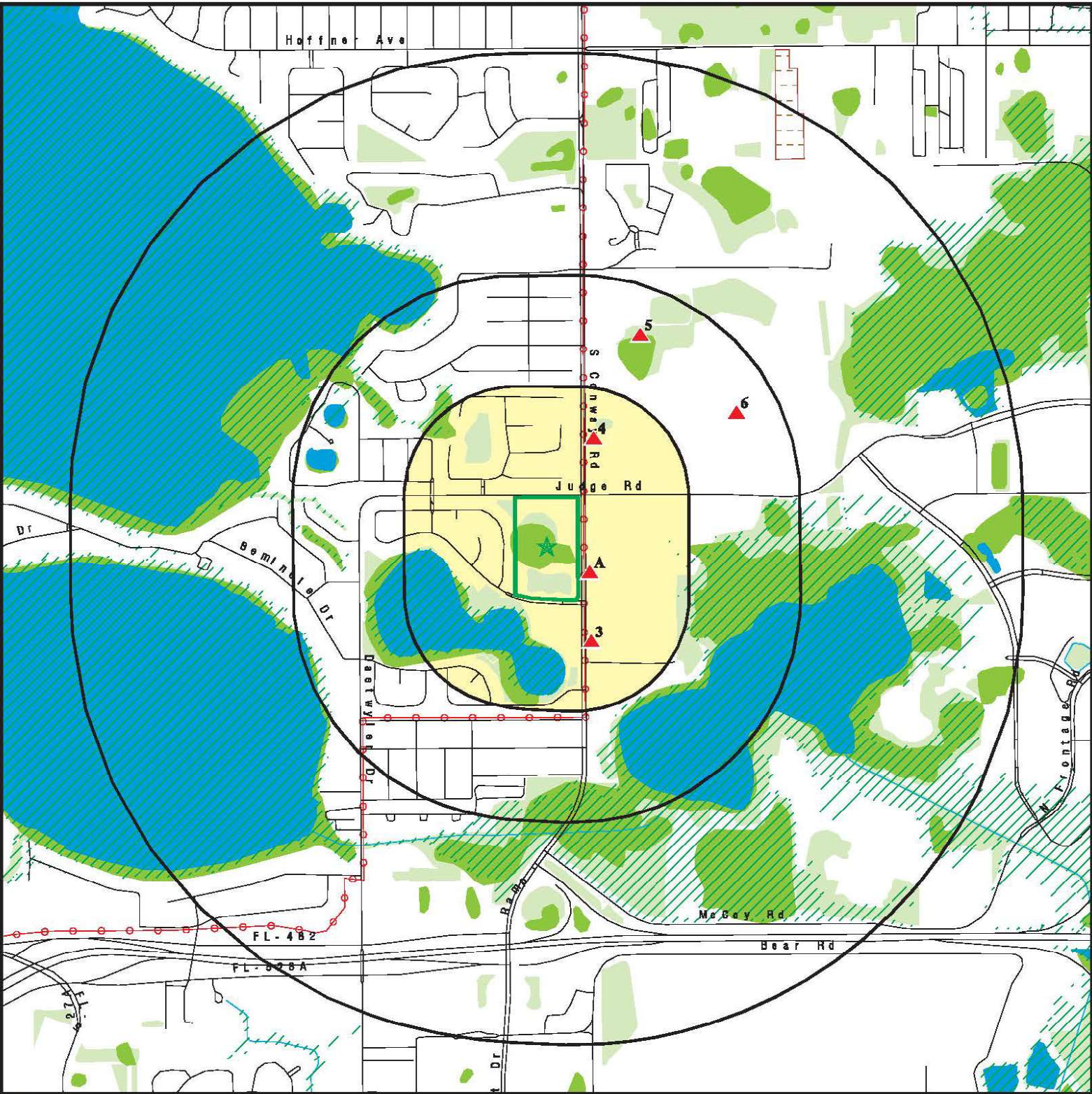














## Appendices

## **Appendix A**

### **User Provided Information and Interview Documentation**



## PHASE I ESA USER QUESTIONNAIRE

**6810 Conway Road Site**  
**Orlando, Orange County, Florida**  
**Parcel ID #29-23-30-0000-00-023**  
6810 Conway Road  
Orlando, Florida 32812  
August 2024

In order to qualify for one of the *Landowner Liability Protections* (LLPs) offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001 (the “*Brownfields Amendments*”), the user must conduct the following inquiries required by 40 CFR 312.25, 312.26, 312.28, 312.29, 312.30, and 312.31. These inquiries must also be conducted by EPA Brownfield Assessment and Characterization grantees. The *user* should provide the following information to the *environmental professional*. Failure to conduct these inquiries could result in a determination that “*all appropriate inquiries*” is not complete.

User of Phase I ESA: City of Belle Isle

**(1.) Environmental cleanup liens that are filed or recorded against the property (40 CFR 312.25).**

Are you aware of any environmental cleanup liens against the property that are filed or recorded under federal, tribal, state or local law? If so, please provide any available documentation.

We are not aware of any liens.

---

---

---

---

**(2.) Activity and land use limitations that are in place on the site or that have been filed or recorded in a registry (40 CFR 312.26).**

Are you aware of any AULs, such as engineering controls, land use restrictions or institutional controls that are in place at the site and/or have been filed or recorded in a registry under federal, tribal, state or local law? If so, please provide any available documentation.

We are not aware of any AULs.

---

---

---

---

**(3.) Specialized knowledge or experience of the entity seeking to qualify for the LLP (40 CFR 312.28).**

As the user of this ESA, do you have any specialized knowledge or experience related to the property or of nearby properties? For example, are you involved in the same line of business as the current or former occupants of the property or an adjoining property so that you would have specialized knowledge of any chemicals and/or processes used with this type of property?

As a Municipality, we have knowledge and experience related to property acquisition.

We are in the same line of business as the current property owner.

---

---

---

---



**(4.) Relationship of the purchase price to the fair market value of the property if it were not contaminated (40 CFR 312.29).**

Does the purchase price being paid for the property reasonably reflect the fair market value of the property? If you conclude that there is a difference, have you considered whether the lower purchase price is because contamination is known or believed to be present at the property?

We are not aware of the purchase price at this time.

We would hope that the price would reflect the fair market value or below fair market value.

We have no knowledge of any contamination on the property at this time.

**(5.) Commonly known or reasonably ascertainable information about the property (40 CFR 312.30).**

Are you aware of commonly known or reasonably ascertainable information about the property that would help identify conditions indicative of releases or threatened releases? For example,

(a) Do you know the past uses of the property?

As far as we know, there have not been any use for this property.

(b) Do you know of specific chemicals that are present or once were present at the property?

We are not aware of any specific chemicals that are present or were present on this property.

(c) Do you know of any spills or other chemical releases that have taken place at the property?

We are not aware of any spills or chemical releases on this property.

(d) Do you know of any environmental cleanups that have taken place at the property?

We are not aware of any environmental cleanups on this property.

**(6.) The degree of obviousness of the presence of likely presence of contamination at the property, and the ability to detect the contamination by appropriate investigation (40 CFR 312.31).**

As the user of this ESA, based on your knowledge and experience related to the property are there any obvious indicators that point to the presence or likely presence of releases at the property?

Based on our knowledge and experience, there appears to be no indicators that point to any releases.

---

---

---

**ADDITIONAL REQUESTED INFORMATION**

**(A.) Reason for performing Phase I ESA. Please include the type of transaction (sale, purchase, exchange, etc...).**

The reason for performing the Phase 1 ESA,  
is to determine and provide any information for the possible purchase of said property.

---

---

---

**(B.) Please identify all parties that will rely on the completed Phase I ESA.**

City of Belle Isle, City of Orlando.

---

---

---

**(C.) Please identify the property owner(s) and any known occupants and/or key site managers.**

City of Orlando.

---

---

---

**(D.) Please provide any other knowledge or experience with the property that may be pertinent (for example, copies of any available prior environmental site assessment report, documents, chain-of-title reports, correspondence etc., concerning the property and its environmental condition).**

N/A

---

---

---

---

Completed by:	Rick J Rudometkin
Title:	City Manager
Company:	City of Belle Isle
Date:	9/3/24

## **Appendix B**

### **Environmental Data Resources, Inc. EDR Radius Map Report**



**6810 Conway Road Site**

6810 Conway Rd  
Orlando, FL 32812

Inquiry Number: 7746815.2s  
August 27, 2024

## The EDR Radius Map™ Report



6 Armstrong Road, 4th floor  
Shelton, CT 06484  
Toll Free: 800.352.0050  
[www.edrnet.com](http://www.edrnet.com)

TABLE OF CONTENTS

SECTION	PAGE
Executive Summary .....	ES1
Overview Map .....	2
Detail Map .....	3
Map Findings Summary .....	4
Map Findings .....	8
Orphan Summary .....	27
Government Records Searched/Data Currency Tracking .....	GR-1

GEOCHECK ADDENDUM

GeoCheck - Not Requested

*Thank you for your business.*  
Please contact EDR at 1-800-352-0050  
with any questions or comments.

Disclaimer - Copyright and Trademark Notice

This Report contains certain information obtained from a variety of public and other sources reasonably available to Environmental Data Resources, LLC. It cannot be concluded from this Report that coverage information for the target and surrounding properties does not exist from other sources. This Report is provided on an "AS IS", "AS AVAILABLE" basis. **NO WARRANTY EXPRESS OR IMPLIED IS MADE WHATSOEVER IN CONNECTION WITH THIS REPORT. ENVIRONMENTAL DATA RESOURCES, LLC AND ITS SUBSIDIARIES, AFFILIATES AND THIRD PARTY SUPPLIERS DISCLAIM ALL WARRANTIES, OF ANY KIND OR NATURE, EXPRESS OR IMPLIED, ARISING OUT OF OR RELATED TO THIS REPORT OR ANY OF THE DATA AND INFORMATION PROVIDED IN THIS REPORT, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES REGARDING ACCURACY, QUALITY, CORRECTNESS, COMPLETENESS, COMPREHENSIVENESS, SUITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, MISAPPROPRIATION, OR OTHERWISE. ALL RISK IS ASSUMED BY THE USER. IN NO EVENT SHALL ENVIRONMENTAL DATA RESOURCES, LLC OR ITS SUBSIDIARIES, AFFILIATES OR THIRD PARTY SUPPLIERS BE LIABLE TO ANYONE FOR ANY DIRECT, INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR OTHER DAMAGES OF ANY TYPE OR KIND (INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, LOSS OF USE, OR LOSS OF DATA) INFORMATION PROVIDED IN THIS REPORT.** Any analyses, estimates, ratings, environmental risk levels, or risk codes provided in this Report are provided for illustrative purposes only, and are not intended to provide, nor should they be interpreted as providing any facts regarding, or prediction or forecast of, any environmental risk for any property. Only an assessment performed by a qualified environmental professional can provide findings, opinions or conclusions regarding the environmental risk or conditions in, on or at any property.

Copyright 2024 by Environmental Data Resources, LLC. All rights reserved. Reproduction in any media or format, in whole or in part, of any report or map of Environmental Data Resources, LLC, or its affiliates, is prohibited without prior written permission.

EDR and its logos (including Sanborn and Sanborn Map) are trademarks of Environmental Data Resources, LLC or its affiliates. All other trademarks used herein are the property of their respective owners.

## EXECUTIVE SUMMARY

A search of available environmental records was conducted by Environmental Data Resources, Inc (EDR). The report was designed to assist parties seeking to meet the search requirements of EPA's Standards and Practices for All Appropriate Inquiries (40 CFR Part 312), the ASTM Standard Practice for Environmental Site Assessments (E1527 - 21), the ASTM Standard Practice for Environmental Site Assessments for Forestland or Rural Property (E2247 - 16), the ASTM Standard Practice for Limited Environmental Due Diligence: Transaction Screen Process (E1528 - 22) or custom requirements developed for the evaluation of environmental risk associated with a parcel of real estate.

### TARGET PROPERTY INFORMATION

#### ADDRESS

6810 CONWAY RD  
ORLANDO, FL 32812

#### COORDINATES

Latitude (North):	28.4641620 - 28° 27' 50.98"
Longitude (West):	81.3320130 - 81° 19' 55.24"
Universal Transverse Mercator:	Zone 17
UTM X (Meters):	467495.9
UTM Y (Meters):	3148493.0
Elevation:	87 ft. above sea level

### USGS TOPOGRAPHIC MAP ASSOCIATED WITH TARGET PROPERTY

Target Property Map:	17175855 PINE CASTLE, FL
Version Date:	2021

### AERIAL PHOTOGRAPHY IN THIS REPORT

Portions of Photo from:	20191130
Source:	USDA

MAPPED SITES SUMMARY

Target Property Address:  
6810 CONWAY RD  
ORLANDO, FL 32812

Click on Map ID to see full detail.

MAP ID	SITE NAME	ADDRESS	DATABASE ACRONYMS	RELATIVE ELEVATION	DIST (ft. & mi.) DIRECTION
<a href="#">A1</a>	CUSSON MARION JUDGE	6809 S. CONWAY ROAD	SWF/LF	Higher	136, 0.026, ESE
<a href="#">A2</a>	RACETRAC# 2541	6803 CONWAY RD	UST, Financial Assurance	Higher	153, 0.029, ESE
<a href="#">3</a>	KUEHNE & NAGEL INC	7297 S CONWAY RD #10	RCRA-VSQG	Higher	521, 0.099, SSE
<a href="#">4</a>	AGRICULTURAL CENTER	S. OF CONWAY BEFORE	SWF/LF	Higher	735, 0.139, NNE
<a href="#">5</a>	MADISON MANAGEMENT S	5827 CONWAY RD	SWF/LF	Higher	2075, 0.393, NNE
<a href="#">6</a>	PALM GARDENS NURSERY	4761 JUDGE ROAD	SWF/LF	Higher	2144, 0.406, NE



## EXECUTIVE SUMMARY

### TARGET PROPERTY SEARCH RESULTS

The target property was not listed in any of the databases searched by EDR.

### DATABASES WITH NO MAPPED SITES

No mapped sites were found in EDR's search of available ("reasonably ascertainable ") government records either on the target property or within the search radius around the target property for the following databases:

### STANDARD ENVIRONMENTAL RECORDS

#### ***Lists of Federal NPL (Superfund) sites***

NPL..... National Priority List  
 Proposed NPL..... Proposed National Priority List Sites  
 NPL LIENS..... Federal Superfund Liens

#### ***Lists of Federal Delisted NPL sites***

Delisted NPL..... National Priority List Deletions

#### ***Lists of Federal sites subject to CERCLA removals and CERCLA orders***

FEDERAL FACILITY..... Federal Facility Site Information listing  
 SEMS..... Superfund Enterprise Management System

#### ***Lists of Federal CERCLA sites with NFRAP***

SEMS-ARCHIVE..... Superfund Enterprise Management System Archive

#### ***Lists of Federal RCRA facilities undergoing Corrective Action***

CORRACTS..... Corrective Action Report

#### ***Lists of Federal RCRA TSD facilities***

RCRA-TSDF..... RCRA - Treatment, Storage and Disposal

#### ***Lists of Federal RCRA generators***

RCRA-LQG..... RCRA - Large Quantity Generators  
 RCRA-SQG..... RCRA - Small Quantity Generators

#### ***Federal institutional controls / engineering controls registries***

LUCIS..... Land Use Control Information System  
 US ENG CONTROLS..... Engineering Controls Sites List  
 US INST CONTROLS..... Institutional Controls Sites List

## EXECUTIVE SUMMARY

### ***Federal ERNS list***

ERNS..... Emergency Response Notification System

### ***Lists of state- and tribal hazardous waste facilities***

SHWS..... Florida's State-Funded Action Sites

### ***Lists of state and tribal leaking storage tanks***

LAST..... Leaking Aboveground Storage Tank Listing

LUST..... Petroleum Contamination Detail Report

INDIAN LUST..... Leaking Underground Storage Tanks on Indian Land

### ***Lists of state and tribal registered storage tanks***

FF TANKS..... Federal Facilities Listing

FEMA UST..... Underground Storage Tank Listing

AST..... Storage Tank Facility Information

INDIAN UST..... Underground Storage Tanks on Indian Land

TANKS..... Storage Tank Facility List

### ***State and tribal institutional control / engineering control registries***

ENG CONTROLS..... Institutional Controls Registry

INST CONTROL..... Institutional Controls Registry

### ***Lists of state and tribal voluntary cleanup sites***

INDIAN VCP..... Voluntary Cleanup Priority Listing

VCP..... Voluntary Cleanup Sites

### ***Lists of state and tribal brownfield sites***

BROWNFIELDS..... Brownfields Sites Database

### **ADDITIONAL ENVIRONMENTAL RECORDS**

#### ***Local Brownfield lists***

US BROWNFIELDS..... A Listing of Brownfields Sites

#### ***Local Lists of Landfill / Solid Waste Disposal Sites***

SWRCY..... Recycling Centers

INDIAN ODI..... Report on the Status of Open Dumps on Indian Lands

ODI..... Open Dump Inventory

DEBRIS REGION 9..... Torres Martinez Reservation Illegal Dump Site Locations

IHS OPEN DUMPS..... Open Dumps on Indian Land

#### ***Local Lists of Hazardous waste / Contaminated Sites***

US HIST CDL..... Delisted National Clandestine Laboratory Register

## EXECUTIVE SUMMARY

PRIORITYCLEANERS..... Priority Ranking List  
 FI Sites..... Sites List  
 US CDL..... National Clandestine Laboratory Register

### **Local Land Records**

LIENS 2..... CERCLA Lien Information

### **Records of Emergency Release Reports**

HMIRS..... Hazardous Materials Information Reporting System  
 SPILLS..... Oil and Hazardous Materials Incidents  
 SPILLS 90..... SPILLS 90 data from FirstSearch  
 SPILLS 80..... SPILLS 80 data from FirstSearch

### **Other Ascertainable Records**

RCRA NonGen / NLR..... RCRA - Non Generators / No Longer Regulated  
 FUDS..... Formerly Used Defense Sites  
 DOD..... Department of Defense Sites  
 SCRD DRYCLEANERS..... State Coalition for Remediation of Drycleaners Listing  
 US FIN ASSUR..... Financial Assurance Information  
 EPA WATCH LIST..... EPA WATCH LIST  
 2020 COR ACTION..... 2020 Corrective Action Program List  
 TSCA..... Toxic Substances Control Act  
 TRIS..... Toxic Chemical Release Inventory System  
 SSTS..... Section 7 Tracking Systems  
 ROD..... Records Of Decision  
 RMP..... Risk Management Plans  
 RAATS..... RCRA Administrative Action Tracking System  
 PRP..... Potentially Responsible Parties  
 PADS..... PCB Activity Database System  
 ICIS..... Integrated Compliance Information System  
 FTTS..... FIFRA/ TSCA Tracking System - FIFRA (Federal Insecticide, Fungicide, & Rodenticide Act)/TSCA (Toxic Substances Control Act)  
 MLTS..... Material Licensing Tracking System  
 COAL ASH DOE..... Steam-Electric Plant Operation Data  
 COAL ASH EPA..... Coal Combustion Residues Surface Impoundments List  
 PCB TRANSFORMER..... PCB Transformer Registration Database  
 RADINFO..... Radiation Information Database  
 HIST FTTS..... FIFRA/TSCA Tracking System Administrative Case Listing  
 DOT OPS..... Incident and Accident Data  
 CONSENT..... Superfund (CERCLA) Consent Decrees  
 INDIAN RESERV..... Indian Reservations  
 FUSRAP..... Formerly Utilized Sites Remedial Action Program  
 UMTRA..... Uranium Mill Tailings Sites  
 LEAD SMELTERS..... Lead Smelter Sites  
 US AIRS..... Aerometric Information Retrieval System Facility Subsystem  
 US MINES..... Mines Master Index File  
 ABANDONED MINES..... Abandoned Mines  
 MINES MRDS..... Mineral Resources Data System  
 FINDS..... Facility Index System/Facility Registry System  
 DOCKET HWC..... Hazardous Waste Compliance Docket Listing  
 UXO..... Unexploded Ordnance Sites  
 ECHO..... Enforcement & Compliance History Information

## EXECUTIVE SUMMARY

FUELS PROGRAM.....	EPA Fuels Program Registered Listing
PFAS NPL.....	Superfund Sites with PFAS Detections Information
PFAS FEDERAL SITES.....	Federal Sites PFAS Information
PFAS TSCA.....	PFAS Manufacture and Imports Information
PFAS TRIS.....	List of PFAS Added to the TRI
PFAS RCRA MANIFEST.....	PFAS Transfers Identified In the RCRA Database Listing
PFAS ATSDR.....	PFAS Contamination Site Location Listing
PFAS WQP.....	Ambient Environmental Sampling for PFAS
PFAS PROJECT.....	NORTHEASTERN UNIVERSITY PFAS PROJECT
PFAS NPDES.....	Clean Water Act Discharge Monitoring Information
PFAS ECHO.....	Facilities in Industries that May Be Handling PFAS Listing
PFAS ECHO FIRE TRAIN.....	Facilities in Industries that May Be Handling PFAS Listing
PFAS PT 139 AIRPORT.....	All Certified Part 139 Airports PFAS Information Listing
AQUEOUS FOAM NRC.....	Aqueous Foam Related Incidents Listing
BIOSOLIDS.....	ICIS-NPDES Biosolids Facility Data
UST FINDER.....	UST Finder Database
UST FINDER RELEASE.....	UST Finder Releases Database
E MANIFEST.....	Hazardous Waste Electronic Manifest System
PFAS.....	PFAS Tracking List
AQUEOUS FOAM.....	Former Fire Training Facility Assessments Listing
AIRS.....	Permitted Facilities Listing
ASBESTOS.....	ASBESTOS
CLEANUP SITES.....	DEP Cleanup Sites - Contamination Locator Map Listing
DEDB.....	Ethylene Dibromide Database Results
DRYCLEANERS.....	Drycleaning Facilities
DWM CONTAM.....	DWM CONTAMINATED SITES
Financial Assurance.....	Financial Assurance Information Listing
FL Cattle Dip. Vats.....	Cattle Dipping Vats
HAZ WASTE.....	Hazardous Waste Information Listing
HW GEN.....	Hazardous Waste Generators
RESP PARTY.....	Responsible Party Sites Listing
SOLCP.....	State-Owned Lands Cleanup Program Listing
SITE INV SITES.....	Site Investigation Section Sites Listing
TIER 2.....	Tier 2 Facility Listing
UIC.....	Underground Injection Wells Database Listing
NPDES.....	Wastewater Facility Regulation Database
ERIC WASTE CLEANUP.....	Environmental Restoration Integrated Cleanup Listing

### **EDR HIGH RISK HISTORICAL RECORDS**

#### ***EDR Exclusive Records***

EDR MGP.....	EDR Proprietary Manufactured Gas Plants
EDR Hist Auto.....	EDR Exclusive Historical Auto Stations
EDR Hist Cleaner.....	EDR Exclusive Historical Cleaners

### **EDR RECOVERED GOVERNMENT ARCHIVES**

#### ***Exclusive Recovered Govt. Archives***

RGA HWS.....	Recovered Government Archive State Hazardous Waste Facilities List
RGA LF.....	Recovered Government Archive Solid Waste Facilities List
RGA LUST.....	Recovered Government Archive Leaking Underground Storage Tank



## EXECUTIVE SUMMARY

### SURROUNDING SITES: SEARCH RESULTS

Surrounding sites were identified in the following databases.

Elevations have been determined from the USGS Digital Elevation Model and should be evaluated on a relative (not an absolute) basis. Relative elevation information between sites of close proximity should be field verified. Sites with an elevation equal to or higher than the target property have been differentiated below from sites with an elevation lower than the target property. Page numbers and map identification numbers refer to the EDR Radius Map report where detailed data on individual sites can be reviewed.

Sites listed in ***bold italics*** are in multiple databases.

Unmappable (orphan) sites are not considered in the foregoing analysis.

### STANDARD ENVIRONMENTAL RECORDS

#### ***Lists of Federal RCRA generators***

RCRA-VSQG: RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Very small quantity generators (VSQGs) generate less than 100 kg of hazardous waste, or less than 1 kg of acutely hazardous waste per month.

A review of the RCRA-VSQG list, as provided by EDR, and dated 06/03/2024 has revealed that there is 1 RCRA-VSQG site within approximately 0.25 miles of the target property.

<u>Equal/Higher Elevation</u>	<u>Address</u>	<u>Direction / Distance</u>	<u>Map ID</u>	<u>Page</u>
KUEHNE & NAGEL INC EPA ID:: FLT140085176	7297 S CONWAY RD #10	SSE 0 - 1/8 (0.099 mi.)	3	22

#### ***Lists of state and tribal landfills and solid waste disposal facilities***

SWF/LF: The Solid Waste Facilities/Landfill Sites records typically contain an inventory of solid waste disposal facilities or landfills in a particular state. The data come from the Department of Environmental Protection's Facility Directory (Solid Waste Facilities).

A review of the SWF/LF list, as provided by EDR, has revealed that there are 4 SWF/LF sites within approximately 0.5 miles of the target property.

<u>Equal/Higher Elevation</u>	<u>Address</u>	<u>Direction / Distance</u>	<u>Map ID</u>	<u>Page</u>
CUSSON MARION JUDGE Database: SWF/LF, Date of Government Version: 04/08/2024 Class Status: INACTIVE (I) Facility-Site Id: 99953	6809 S. CONWAY ROAD	ESE 0 - 1/8 (0.026 mi.)	A1	8
AGRICULTURAL CENTER Database: SWF/LF, Date of Government Version: 04/08/2024 Class Status: INACTIVE (I) Facility-Site Id: 98283	S. OF CONWAY BEFORE	NNE 1/8 - 1/4 (0.139 mi.)	4	24
MADISON MANAGEMENT S Database: SWF/LF, Date of Government Version: 04/08/2024	5827 CONWAY RD	NNE 1/4 - 1/2 (0.393 mi.)	5	25

EXECUTIVE SUMMARY

Class Status: PRE-AUTHORIZED (B)  
Facility-Site Id: 106604  
PALM GARDENS NURSERY                      4761 JUDGE ROAD                      NE 1/4 - 1/2 (0.406 mi.)                      6                      25  
Database: SWF/LF, Date of Government Version: 04/08/2024  
Class Status: PRE-AUTHORIZED (B)  
Facility-Site Id: 107232

Lists of state and tribal registered storage tanks

UST: The Underground Storage Tank database contains registered USTs. Shortly after the September 11 event, the DEP was instructed to remove the detail about some of the storage tank facilities in the state from their reports. Federal-owned facilities and bulk storage facilities are included in that set.

A review of the UST list, as provided by EDR, has revealed that there is 1 UST site within approximately 0.25 miles of the target property.

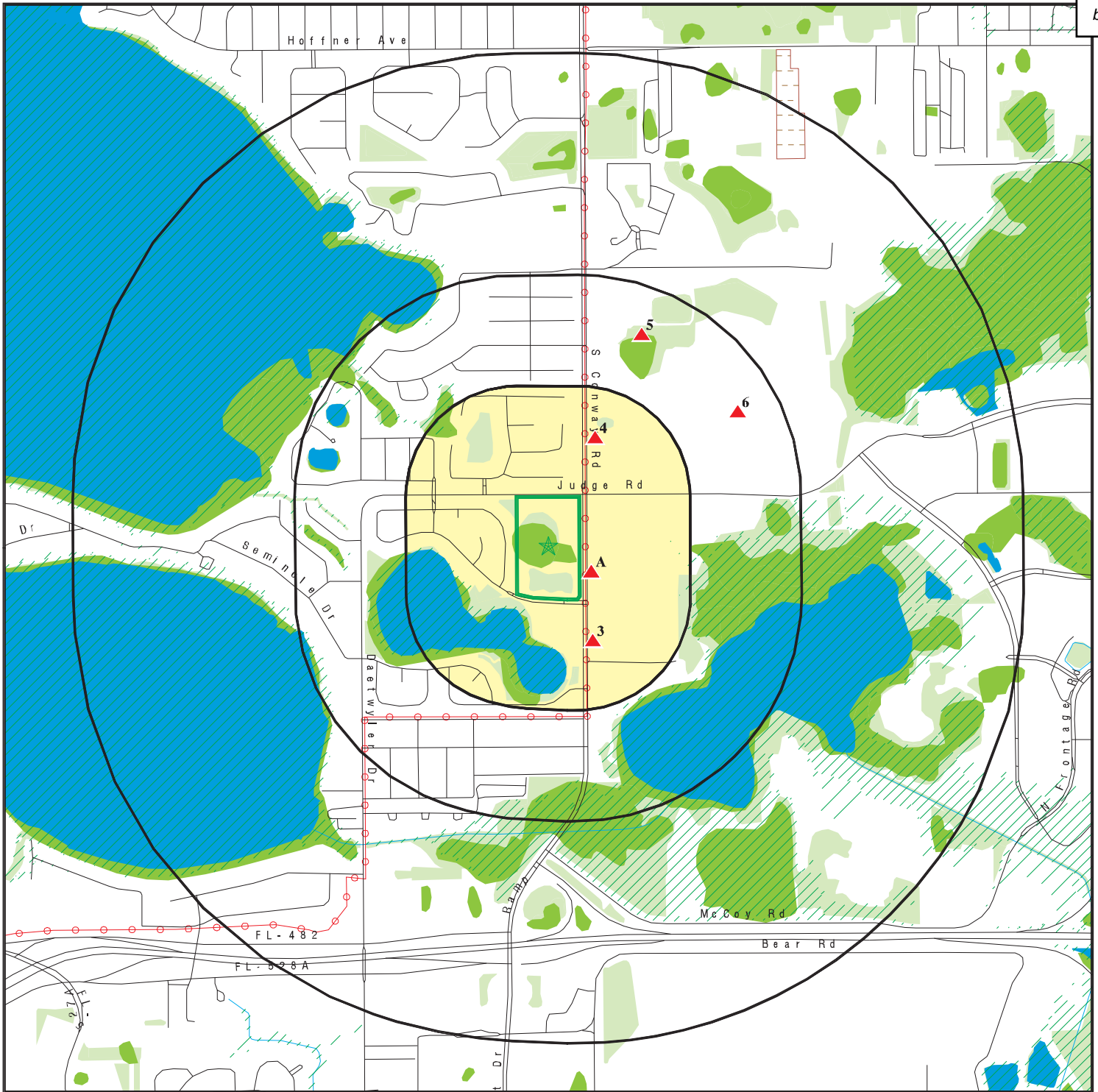
Equal/Higher Elevation	Address	Direction / Distance	Map ID	Page
RACETRAC# 2541	6803 CONWAY RD	ESE 0 - 1/8 (0.029 mi.)	A2	8
Database: UST, Date of Government Version: 05/13/2024				
Tank Status: U-In Service				
Facility-Site Id: 9817048				
Facility Status: OPEN				

# EXECUTIVE SUMMARY

There were no unmapped sites in this report.

# OVERVIEW MAP - 7746815.2S

b.



Target Property

Sites at elevations higher than or equal to the target property

Sites at elevations lower than the target property

Manufactured Gas Plants

National Priority List Sites

Dept. Defense Sites

Indian Reservations BIA

Power transmission lines

Special Flood Hazard Area (1%)

0.2% Annual Chance Flood Hazard

National Wetland Inventory

State Wetlands

FL Brownfield

0 1/4 1/2 1 Miles



This report includes Interactive Map Layers to display and/or hide map information. The legend includes only those icons for the default map view.

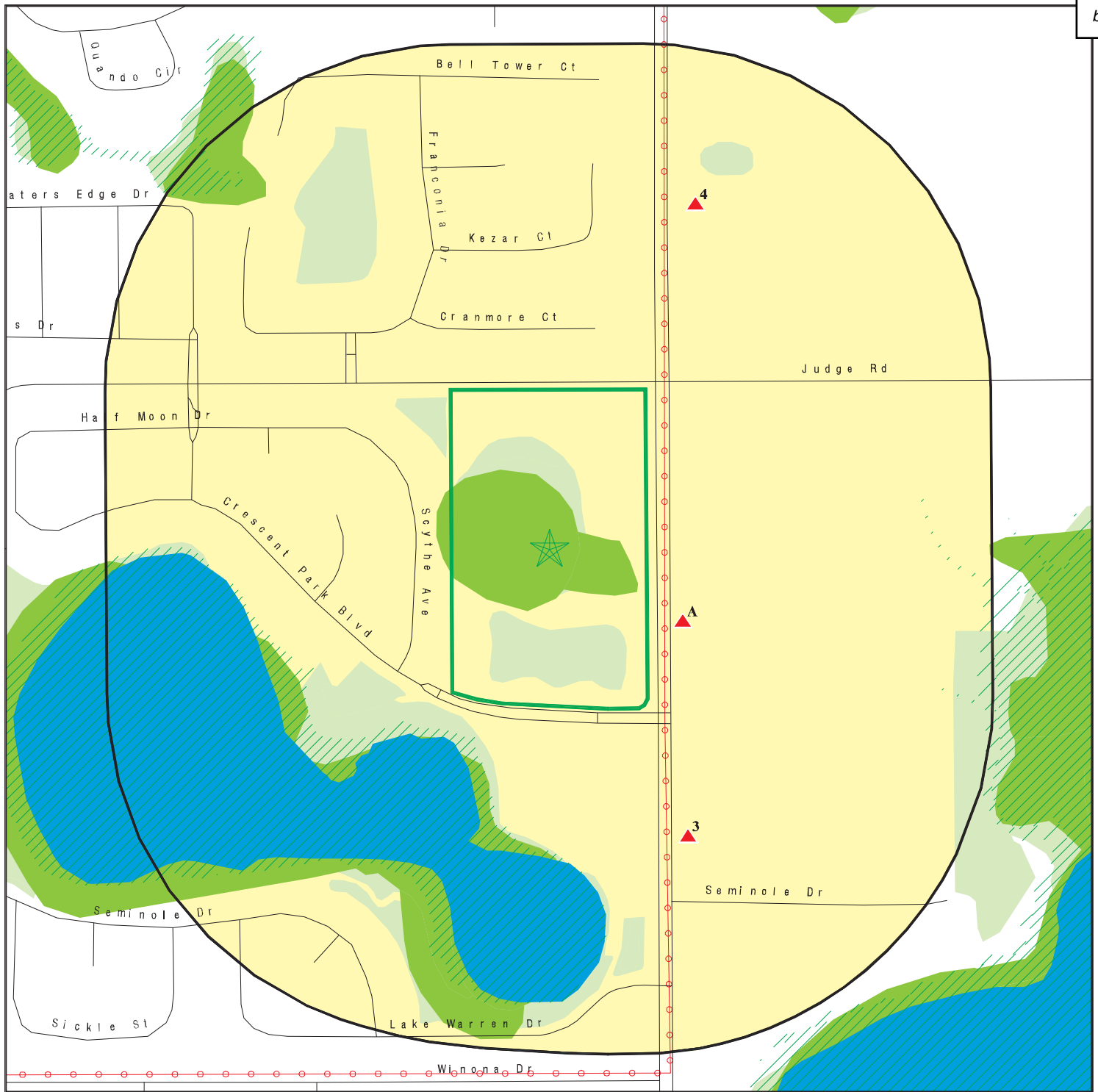
SITE NAME: 6810 Conway Road Site  
ADDRESS: 6810 Conway Rd  
Orlando FL 32812  
LAT/LONG: 28.464162 / 81.332013

CLIENT: Bio-Tech Consulting, Inc.  
CONTACT: Joseph Galletti  
INQUIRY #: 7746815.2s  
DATE: August 27, 2024 10:58 am



# DETAIL MAP - 7746815.2S

b.



Target Property

Sites at elevations higher than or equal to the target property

Sites at elevations lower than the target property

Manufactured Gas Plants

Sensitive Receptors

National Priority List Sites

Dept. Defense Sites

Indian Reservations BIA

Power transmission lines

Special Flood Hazard Area (1%)

0.2% Annual Chance Flood Hazard

National Wetland Inventory

State Wetlands

FL Brownfield

This report includes Interactive Map Layers to display and/or hide map information. The legend includes only those icons for the default map view.

SITE NAME: 6810 Conway Road Site  
ADDRESS: 6810 Conway Rd  
Orlando FL 32812  
LAT/LONG: 28.464162 / 81.332013

CLIENT: Bio-Tech Consulting, Inc.  
CONTACT: Joseph Galletti  
INQUIRY #: 7746815.2s  
DATE: August 27, 2024 10:59 am

## MAP FINDINGS SUMMARY

Database	Search Distance (Miles)	Target Property	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
<b>STANDARD ENVIRONMENTAL RECORDS</b>								
<b><i>Lists of Federal NPL (Superfund) sites</i></b>								
NPL	1.000		0	0	0	0	NR	0
Proposed NPL	1.000		0	0	0	0	NR	0
NPL LIENS	1.000		0	0	0	0	NR	0
<b><i>Lists of Federal Delisted NPL sites</i></b>								
Delisted NPL	1.000		0	0	0	0	NR	0
<b><i>Lists of Federal sites subject to CERCLA removals and CERCLA orders</i></b>								
FEDERAL FACILITY	0.500		0	0	0	NR	NR	0
SEMS	0.500		0	0	0	NR	NR	0
<b><i>Lists of Federal CERCLA sites with NFRAP</i></b>								
SEMS-ARCHIVE	0.500		0	0	0	NR	NR	0
<b><i>Lists of Federal RCRA facilities undergoing Corrective Action</i></b>								
CORRACTS	1.000		0	0	0	0	NR	0
<b><i>Lists of Federal RCRA TSD facilities</i></b>								
RCRA-TSDF	0.500		0	0	0	NR	NR	0
<b><i>Lists of Federal RCRA generators</i></b>								
RCRA-LQG	0.250		0	0	NR	NR	NR	0
RCRA-SQG	0.250		0	0	NR	NR	NR	0
RCRA-VSQG	0.250		1	0	NR	NR	NR	1
<b><i>Federal institutional controls / engineering controls registries</i></b>								
LUCIS	0.500		0	0	0	NR	NR	0
US ENG CONTROLS	0.500		0	0	0	NR	NR	0
US INST CONTROLS	0.500		0	0	0	NR	NR	0
<b><i>Federal ERNS list</i></b>								
ERNS	0.001		0	NR	NR	NR	NR	0
<b><i>Lists of state- and tribal hazardous waste facilities</i></b>								
SHWS	1.000		0	0	0	0	NR	0
<b><i>Lists of state and tribal landfills and solid waste disposal facilities</i></b>								
SWF/LF	0.500		1	1	2	NR	NR	4
<b><i>Lists of state and tribal leaking storage tanks</i></b>								
LAST	0.500		0	0	0	NR	NR	0

## MAP FINDINGS SUMMARY

Database	Search Distance (Miles)	Target Property	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
LUST	0.500		0	0	0	NR	NR	0
INDIAN LUST	0.500		0	0	0	NR	NR	0
<b><i>Lists of state and tribal registered storage tanks</i></b>								
FF TANKS	0.250		0	0	NR	NR	NR	0
FEMA UST	0.250		0	0	NR	NR	NR	0
UST	0.250		1	0	NR	NR	NR	1
AST	0.250		0	0	NR	NR	NR	0
INDIAN UST	0.250		0	0	NR	NR	NR	0
TANKS	0.250		0	0	NR	NR	NR	0
<b><i>State and tribal institutional control / engineering control registries</i></b>								
ENG CONTROLS	0.500		0	0	0	NR	NR	0
INST CONTROL	0.500		0	0	0	NR	NR	0
<b><i>Lists of state and tribal voluntary cleanup sites</i></b>								
INDIAN VCP	0.500		0	0	0	NR	NR	0
VCP	0.500		0	0	0	NR	NR	0
<b><i>Lists of state and tribal brownfield sites</i></b>								
BROWNFIELDS	0.500		0	0	0	NR	NR	0
<b><u>ADDITIONAL ENVIRONMENTAL RECORDS</u></b>								
<b><i>Local Brownfield lists</i></b>								
US BROWNFIELDS	0.500		0	0	0	NR	NR	0
<b><i>Local Lists of Landfill / Solid Waste Disposal Sites</i></b>								
SWRCY	0.500		0	0	0	NR	NR	0
INDIAN ODI	0.500		0	0	0	NR	NR	0
ODI	0.500		0	0	0	NR	NR	0
DEBRIS REGION 9	0.500		0	0	0	NR	NR	0
IHS OPEN DUMPS	0.500		0	0	0	NR	NR	0
<b><i>Local Lists of Hazardous waste / Contaminated Sites</i></b>								
US HIST CDL	0.001		0	NR	NR	NR	NR	0
PRIORITYCLEANERS	0.500		0	0	0	NR	NR	0
FI Sites	1.000		0	0	0	0	NR	0
US CDL	0.001		0	NR	NR	NR	NR	0
<b><i>Local Land Records</i></b>								
LIENS 2	0.001		0	NR	NR	NR	NR	0
<b><i>Records of Emergency Release Reports</i></b>								
HMIRS	0.001		0	NR	NR	NR	NR	0
SPILLS	0.001		0	NR	NR	NR	NR	0
SPILLS 90	0.001		0	NR	NR	NR	NR	0

## MAP FINDINGS SUMMARY

Database	Search Distance (Miles)	Target Property	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
SPILLS 80	0.001		0	NR	NR	NR	NR	0
<b>Other Ascertainable Records</b>								
RCRA NonGen / NLR	0.250		0	0	NR	NR	NR	0
FUDS	1.000		0	0	0	0	NR	0
DOD	1.000		0	0	0	0	NR	0
SCRD DRYCLEANERS	0.500		0	0	0	NR	NR	0
US FIN ASSUR	0.001		0	NR	NR	NR	NR	0
EPA WATCH LIST	0.001		0	NR	NR	NR	NR	0
2020 COR ACTION	0.250		0	0	NR	NR	NR	0
TSCA	0.001		0	NR	NR	NR	NR	0
TRIS	0.001		0	NR	NR	NR	NR	0
SSTS	0.001		0	NR	NR	NR	NR	0
ROD	1.000		0	0	0	0	NR	0
RMP	0.001		0	NR	NR	NR	NR	0
RAATS	0.001		0	NR	NR	NR	NR	0
PRP	0.001		0	NR	NR	NR	NR	0
PADS	0.001		0	NR	NR	NR	NR	0
ICIS	0.001		0	NR	NR	NR	NR	0
FTTS	0.001		0	NR	NR	NR	NR	0
MLTS	0.001		0	NR	NR	NR	NR	0
COAL ASH DOE	0.001		0	NR	NR	NR	NR	0
COAL ASH EPA	0.500		0	0	0	NR	NR	0
PCB TRANSFORMER	0.001		0	NR	NR	NR	NR	0
RADINFO	0.001		0	NR	NR	NR	NR	0
HIST FTTS	0.001		0	NR	NR	NR	NR	0
DOT OPS	0.001		0	NR	NR	NR	NR	0
CONSENT	1.000		0	0	0	0	NR	0
INDIAN RESERV	1.000		0	0	0	0	NR	0
FUSRAP	1.000		0	0	0	0	NR	0
UMTRA	0.500		0	0	0	NR	NR	0
LEAD SMELTERS	0.001		0	NR	NR	NR	NR	0
US AIRS	0.001		0	NR	NR	NR	NR	0
US MINES	0.250		0	0	NR	NR	NR	0
ABANDONED MINES	0.250		0	0	NR	NR	NR	0
MINES MRDS	0.250		0	0	NR	NR	NR	0
FINDS	0.001		0	NR	NR	NR	NR	0
DOCKET HWC	0.001		0	NR	NR	NR	NR	0
UXO	1.000		0	0	0	0	NR	0
ECHO	0.001		0	NR	NR	NR	NR	0
FUELS PROGRAM	0.250		0	0	NR	NR	NR	0
PFAS NPL	0.250		0	0	NR	NR	NR	0
PFAS FEDERAL SITES	0.250		0	0	NR	NR	NR	0
PFAS TSCA	0.250		0	0	NR	NR	NR	0
PFAS TRIS	0.250		0	0	NR	NR	NR	0
PFAS RCRA MANIFEST	0.250		0	0	NR	NR	NR	0
PFAS ATSDR	0.250		0	0	NR	NR	NR	0
PFAS WQP	0.250		0	0	NR	NR	NR	0
PFAS PROJECT	0.250		0	0	NR	NR	NR	0
PFAS NPDES	0.250		0	0	NR	NR	NR	0
PFAS ECHO	0.250		0	0	NR	NR	NR	0



## MAP FINDINGS SUMMARY

Database	Search Distance (Miles)	Target Property	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
PFAS ECHO FIRE TRAIN	0.250		0	0	NR	NR	NR	0
PFAS PT 139 AIRPORT	0.250		0	0	NR	NR	NR	0
AQUEOUS FOAM NRC	0.250		0	0	NR	NR	NR	0
BIOSOLIDS	0.001		0	NR	NR	NR	NR	0
UST FINDER	0.250		0	0	NR	NR	NR	0
UST FINDER RELEASE	0.500		0	0	0	NR	NR	0
E MANIFEST	0.250		0	0	NR	NR	NR	0
PFAS	0.250		0	0	NR	NR	NR	0
AQUEOUS FOAM	0.250		0	0	NR	NR	NR	0
AIRS	0.001		0	NR	NR	NR	NR	0
ASBESTOS	0.001		0	NR	NR	NR	NR	0
CLEANUP SITES	0.001		0	NR	NR	NR	NR	0
DEDB	0.250		0	0	NR	NR	NR	0
DRYCLEANERS	0.250		0	0	NR	NR	NR	0
DWM CONTAM	0.500		0	0	0	NR	NR	0
Financial Assurance	0.001		0	NR	NR	NR	NR	0
FL Cattle Dip. Vats	0.250		0	0	NR	NR	NR	0
HAZ WASTE	0.250		0	0	NR	NR	NR	0
HW GEN	0.250		0	0	NR	NR	NR	0
RESP PARTY	0.500		0	0	0	NR	NR	0
SOLCP	0.001		0	NR	NR	NR	NR	0
SITE INV SITES	0.500		0	0	0	NR	NR	0
TIER 2	0.001		0	NR	NR	NR	NR	0
UIC	0.001		0	NR	NR	NR	NR	0
NPDES	0.001		0	NR	NR	NR	NR	0
ERIC WASTE CLEANUP	0.001		0	NR	NR	NR	NR	0

### EDR HIGH RISK HISTORICAL RECORDS

#### ***EDR Exclusive Records***

EDR MGP	1.000		0	0	0	0	NR	0
EDR Hist Auto	0.125		0	NR	NR	NR	NR	0
EDR Hist Cleaner	0.125		0	NR	NR	NR	NR	0

### EDR RECOVERED GOVERNMENT ARCHIVES

#### ***Exclusive Recovered Govt. Archives***

RGA HWS	0.001		0	NR	NR	NR	NR	0
RGA LF	0.001		0	NR	NR	NR	NR	0
RGA LUST	0.001		0	NR	NR	NR	NR	0

- Totals --		0	3	1	2	0	0	6
-------------	--	---	---	---	---	---	---	---

#### NOTES:

TP = Target Property

NR = Not Requested at this Search Distance

Sites may be listed in more than one database

Map ID  
Direction  
Distance  
Elevation

## MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**A1**  
**ESE**  
**< 1/8**  
**0.026 mi.**  
**136 ft.**

**CUSSON MARION JUDGE TR-CITIZEN SITE**  
**6809 S. CONWAY ROAD**  
**ORLANDO, FL 32812**

**Site 1 of 2 in cluster A**

**SWF/LF** **S111278831**  
**N/A**

**Relative:**  
**Higher**

SWF/LF:

**Actual:**  
**89 ft.**

Name: CUSSON MARION JUDGE TR-CITIZEN SITE  
Address: 6809 S. CONWAY ROAD  
City,State,Zip: ORLANDO, FL 32812  
Facility ID: 99953  
District: CD  
Lat/Long: 28:27:53.7995 / 81:19:42.6482  
Class Type: 910  
Classification: DISASTER DEBRIS MANAGEMENT SITE  
Class Status: INACTIVE (I)  
Section: Not reported  
Township: Not reported  
Range: Not reported  
Responsible Authority Name: Not reported  
Responsible Authority Address: Not reported  
Responsible Authority City,St,Zip: Not reported  
Responsible Authority Phone: Not reported  
EMail Address1: Not reported  
EMail Address2: Not reported  
Site Supervisor Name: Not reported  
Site Supervisor Addr: Not reported  
Site Supervisor City/State/Zip: Not reported  
Site Supervisor Telephone: Not reported  
Land Owner Name: Not reported  
Land Owner Address: Not reported  
Land Owner City/State/Zip: Not reported  
Land Owner Telephone: Not reported

[Click here for Florida Oculus:](#)

**A2**  
**ESE**  
**< 1/8**  
**0.029 mi.**  
**153 ft.**

**RACETRAC# 2541**  
**6803 CONWAY RD**  
**ORLANDO, FL 32812**

**Site 2 of 2 in cluster A**

**UST** **U004312001**  
**Financial Assurance** **N/A**

**Relative:**  
**Higher**

UST:

**Actual:**  
**89 ft.**

Facility ID: 9817048  
Name: RACETRAC# 2541  
Address: 6803 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Facility Phone: 7704317600  
Facility Status: OPEN  
Facility Type: A  
Type Description: Retail Station  
Depco: P  
Region: STATE  
Positioning Method: Not reported  
Latitude/Longitude: Not reported

UST:

Tank ID: 3  
Tank Capacity: 24000  
Tank Location: UNDERGROUND

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank Status: U-In Service  
Status Date: 05/01/2019  
Install Date: 5/1/2019  
Substance: 9  
Content Description: Ethanol E85  
Vessel Indicator: TANK  
DEP Contractor: P

### Owner:

Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address 2: ATTN: STORAGE TANK REGIS  
Owner City,State,Zip: Atlanta, GA 30339  
Owner Contact: MAX BURMEISTER  
Owner Phone: 7704317600

### Construction:

Tank ID: 3  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 2  
Construction Category: A  
Construction Description: Ball check valve

Tank ID: 1  
Construction Category: E  
Construction Description: Fiberglass

Tank ID: 1  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: M  
Construction Description: Spill containment bucket

Tank ID: 2  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 1  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: L  
Construction Description: Compartmented

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	3
Construction Category:	A
Construction Description:	Ball check valve
 Tank ID:	 3
Construction Category:	N
Construction Description:	Flow shut-Off
 Tank ID:	 2
Construction Category:	E
Construction Description:	Fiberglass
 Tank ID:	 3
Construction Category:	M
Construction Description:	Spill containment bucket
 Tank ID:	 3
Construction Category:	P
Construction Description:	Level gauges/alarms
 Tank ID:	 3
Construction Category:	L
Construction Description:	Compartmented
 Tank ID:	 1
Construction Category:	A
Construction Description:	Ball check valve
 Tank ID:	 1
Construction Category:	O
Construction Description:	Tight fill
 Tank ID:	 1
Construction Category:	M
Construction Description:	Spill containment bucket
 Tank ID:	 3
Construction Category:	E
Construction Description:	Fiberglass
 Tank ID:	 3
Construction Category:	I
Construction Description:	Double wall
 Piping:	
Tank ID:	3
Piping Category:	C
Piping Description:	Fiberglass
 Tank ID:	 3
Piping Category:	J
Piping Description:	Pressurized piping system
 Tank ID:	 1
Piping Category:	F
Piping Description:	Double wall



Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	2
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	3
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	1
Piping Category:	C
Piping Description:	Fiberglass
Tank ID:	2
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	2
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	3
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	2
Piping Category:	C
Piping Description:	Fiberglass
Monitoring:	
Tank ID:	1
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	1
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	1
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	3
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	3
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	3
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	2
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	1
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	3
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	2
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	2
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	1
Tank Capacity:	20000
Tank Location:	UNDERGROUND
Tank Status:	U-In Service
Status Date:	05/01/2019
Install Date:	5/1/2019
Substance:	B
Content Description:	Unleaded Gas

Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**RACETRAC# 2541 (Continued)**

**U004312001**

Vessel Indicator: TANK  
DEP Contractor: P  
Owner:  
Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address 2: ATTN: STORAGE TANK REGIS  
Owner City,State,Zip: Atlanta, GA 30339  
Owner Contact: MAX BURMEISTER  
Owner Phone: 7704317600

Construction:

Tank ID: 3  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 2  
Construction Category: A  
Construction Description: Ball check valve

Tank ID: 1  
Construction Category: E  
Construction Description: Fiberglass

Tank ID: 1  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: M  
Construction Description: Spill containment bucket

Tank ID: 2  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 1  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: L  
Construction Description: Compartmented

Tank ID: 3  
Construction Category: A  
Construction Description: Ball check valve

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	3
Construction Category:	N
Construction Description:	Flow shut-Off
Tank ID:	2
Construction Category:	E
Construction Description:	Fiberglass
Tank ID:	3
Construction Category:	M
Construction Description:	Spill containment bucket
Tank ID:	3
Construction Category:	P
Construction Description:	Level gauges/alarms
Tank ID:	3
Construction Category:	L
Construction Description:	Compartmented
Tank ID:	1
Construction Category:	A
Construction Description:	Ball check valve
Tank ID:	1
Construction Category:	O
Construction Description:	Tight fill
Tank ID:	1
Construction Category:	M
Construction Description:	Spill containment bucket
Tank ID:	3
Construction Category:	E
Construction Description:	Fiberglass
Tank ID:	3
Construction Category:	I
Construction Description:	Double wall
Piping:	
Tank ID:	3
Piping Category:	C
Piping Description:	Fiberglass
Tank ID:	3
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	1
Piping Category:	F
Piping Description:	Double wall
Tank ID:	2
Piping Category:	K
Piping Description:	Dispenser liners

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	3
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	1
Piping Category:	C
Piping Description:	Fiberglass
Tank ID:	2
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	2
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	3
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	2
Piping Category:	C
Piping Description:	Fiberglass
Monitoring:	
Tank ID:	1
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	1
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	1
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing



Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Tank ID:	3
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	3
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	3
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	2
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	1
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	3
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	2
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	2
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	2
Tank Capacity:	24000
Tank Location:	UNDERGROUND
Tank Status:	U-In Service
Status Date:	05/01/2019
Install Date:	5/1/2019
Substance:	D
Content Description:	Vehicular Diesel
Vessel Indicator:	TANK
DEP Contractor:	P
Owner:	
Owner ID:	17748

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address 2: ATTN: STORAGE TANK REGIS  
Owner City,State,Zip: Atlanta, GA 30339  
Owner Contact: MAX BURMEISTER  
Owner Phone: 7704317600

### Construction:

Tank ID: 3  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 2  
Construction Category: A  
Construction Description: Ball check valve

Tank ID: 1  
Construction Category: E  
Construction Description: Fiberglass

Tank ID: 1  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: M  
Construction Description: Spill containment bucket

Tank ID: 2  
Construction Category: O  
Construction Description: Tight fill

Tank ID: 1  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: I  
Construction Description: Double wall

Tank ID: 2  
Construction Category: P  
Construction Description: Level gauges/alarms

Tank ID: 2  
Construction Category: L  
Construction Description: Compartmented

Tank ID: 3  
Construction Category: A  
Construction Description: Ball check valve

Tank ID: 3  
Construction Category: N  
Construction Description: Flow shut-Off

Tank ID: 2

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Construction Category:	E
Construction Description:	Fiberglass
Tank ID:	3
Construction Category:	M
Construction Description:	Spill containment bucket
Tank ID:	3
Construction Category:	P
Construction Description:	Level gauges/alarms
Tank ID:	3
Construction Category:	L
Construction Description:	Compartmented
Tank ID:	1
Construction Category:	A
Construction Description:	Ball check valve
Tank ID:	1
Construction Category:	O
Construction Description:	Tight fill
Tank ID:	1
Construction Category:	M
Construction Description:	Spill containment bucket
Tank ID:	3
Construction Category:	E
Construction Description:	Fiberglass
Tank ID:	3
Construction Category:	I
Construction Description:	Double wall
Piping:	
Tank ID:	3
Piping Category:	C
Piping Description:	Fiberglass
Tank ID:	3
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	1
Piping Category:	F
Piping Description:	Double wall
Tank ID:	2
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	3
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	1
Piping Category:	C
Piping Description:	Fiberglass
Tank ID:	2
Piping Category:	F
Piping Description:	Double wall
Tank ID:	1
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	2
Piping Category:	J
Piping Description:	Pressurized piping system
Tank ID:	3
Piping Category:	K
Piping Description:	Dispenser liners
Tank ID:	2
Piping Category:	C
Piping Description:	Fiberglass

### Monitoring:

Tank ID:	1
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	2
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	1
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	1
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	3
Petro Monitoring Category:	K
Monitoring Description:	Monitor dbl wall pipe space
Tank ID:	3

Map ID  
Direction  
Distance  
Elevation

# MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

## RACETRAC# 2541 (Continued)

U004312001

Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	3
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing
Tank ID:	2
Petro Monitoring Category:	G
Monitoring Description:	Electronic line leak detector
Tank ID:	1
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	5
Monitoring Description:	Electronic monitor dispenser liners
Tank ID:	3
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	1
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	3
Petro Monitoring Category:	3
Monitoring Description:	Electronic monitor pipe sumps
Tank ID:	2
Petro Monitoring Category:	F
Monitoring Description:	Monitor dbl wall tank space
Tank ID:	2
Petro Monitoring Category:	1
Monitoring Description:	Continuous electronic sensing

## FL Financial Assurance 3:

Name:	RACETRAC# 2541
Address:	6803 CONWAY RD
City,State,Zip:	ORLANDO, FL 32812
Region:	3
Facility ID:	9817048
Facility Phone:	7704317600
Facility Status:	OPEN
Facility Type:	A
Type Description:	Retail Station
DEP CO:	P
Financial Responsibility:	SELF-INSURANCE - LETTER FROM CHIEF FINANCIAL OFFIC
Insurance Company:	Not reported
Effective Date:	04/30/2022
Expire Date:	04/30/2023
Owner ID:	17748



Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**RACETRAC# 2541 (Continued)**

**U004312001**

Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address2: ATTN: STORAGE TANK REGIS  
Owner City,St,Zip: Atlanta, GA 30339  
Contact: MAX BURMEISTER  
Resp Party Phone: 7704317600

Name: RACETRAC# 2541  
Address: 6803 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Region: 3  
Facility ID: 9817048  
Facility Phone: 7704317600  
Facility Status: OPEN  
Facility Type: A  
Type Description: Retail Station  
DEP CO: P  
Financial Responsibility: SELF-INSURANCE - LETTER FROM CHIEF FINANCIAL OFFIC  
Insurance Company: Not reported  
Effective Date: 04/30/2023  
Expire Date: 04/30/2024  
Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address2: ATTN: STORAGE TANK REGIS  
Owner City,St,Zip: Atlanta, GA 30339  
Contact: MAX BURMEISTER  
Resp Party Phone: 7704317600

Name: RACETRAC# 2541  
Address: 6803 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Region: 3  
Facility ID: 9817048  
Facility Phone: 7704317600  
Facility Status: OPEN  
Facility Type: A  
Type Description: Retail Station  
DEP CO: P  
Financial Responsibility: SELF-INSURANCE - LETTER FROM CHIEF FINANCIAL OFFIC  
Insurance Company: Not reported  
Effective Date: 12/15/2021  
Expire Date: 12/15/2022  
Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address2: ATTN: STORAGE TANK REGIS  
Owner City,St,Zip: Atlanta, GA 30339  
Contact: MAX BURMEISTER  
Resp Party Phone: 7704317600

Name: RACETRAC# 2541  
Address: 6803 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Region: 3  
Facility ID: 9817048  
Facility Phone: 7704317600

Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**RACETRAC# 2541 (Continued)**

**U004312001**

Facility Status: OPEN  
Facility Type: A  
Type Description: Retail Station  
DEP CO: P  
Financial Responsibility: SELF-INSURANCE - LETTER FROM CHIEF FINANCIAL OFFIC  
Insurance Company: Not reported  
Effective Date: 12/23/2019  
Expire Date: 12/23/2020  
Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address2: ATTN: STORAGE TANK REGIS  
Owner City,St,Zip: Atlanta, GA 30339  
Contact: MAX BURMEISTER  
Resp Party Phone: 7704317600

Name: RACETRAC# 2541  
Address: 6803 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Region: 3  
Facility ID: 9817048  
Facility Phone: 7704317600  
Facility Status: OPEN  
Facility Type: A  
Type Description: Retail Station  
DEP CO: P  
Financial Responsibility: SELF-INSURANCE - LETTER FROM CHIEF FINANCIAL OFFIC  
Insurance Company: Not reported  
Effective Date: 12/23/2020  
Expire Date: 12/23/2021  
Owner ID: 17748  
Owner Name: RACETRAC INC  
Owner Address: 200 GALLERIA PKWY SE #900  
Owner Address2: ATTN: STORAGE TANK REGIS  
Owner City,St,Zip: Atlanta, GA 30339  
Contact: MAX BURMEISTER  
Resp Party Phone: 7704317600

**3**  
**SSE**  
**< 1/8**  
**0.099 mi.**  
**521 ft.**

**KUEHNE & NAGEL INC**  
**7297 S CONWAY RD #100**  
**ORLANDO, FL 32812**

**RCRA-VSQQ 1016956115**  
**FLT140085176**

**Relative:**  
**Higher**  
**Actual:**  
**91 ft.**

RCRA Listings:  
Date Form Received by Agency: 20141112  
Handler Name: Kuehne & Nagel Inc  
Handler Address: S Conway Rd #100  
Handler City,State,Zip: ORLANDO, FL 32812-3853  
EPA ID: FLT140085176  
Contact Name: KELLI WINTER  
Contact Address: W MAIN ST  
Contact City,State,Zip: BARTOW, FL 33830-7718  
Contact Telephone: 800-226-0911 x 263  
Contact Fax: Not reported  
Contact Email: Not reported  
Contact Title: E H S MANAGER  
EPA Region: 04

Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**KUEHNE & NAGEL INC (Continued)**

**1016956115**

Land Type:	Private
Federal Waste Generator Description:	Conditionally Exempt Small Quantity Generator
Non-Notifier:	Not reported
Biennial Report Cycle:	Not reported
Accessibility:	Not reported
Active Site Indicator:	Handler Activities
State District Owner:	FI
State District:	CD
Mailing Address:	W MAIN ST
Mailing City,State,Zip:	BARTOW, FL 33830-7718
Owner Name:	Not reported
Owner Type:	Not reported
Operator Name:	Not reported
Operator Type:	Not reported
Short-Term Generator Activity:	Yes
Importer Activity:	No
Mixed Waste Generator:	No
Transporter Activity:	No
Transfer Facility Activity:	No
Recycler Activity with Storage:	No
Small Quantity On-Site Burner Exemption:	No
Smelting Melting and Refining Furnace Exemption:	No
Underground Injection Control:	No
Off-Site Waste Receipt:	No
Universal Waste Indicator:	No
Universal Waste Destination Facility:	No
Federal Universal Waste:	No
Active Site State-Reg Handler:	---
Federal Facility Indicator:	Not reported
Hazardous Secondary Material Indicator:	N
Sub-Part K Indicator:	Not reported
2018 GPRA Permit Baseline:	Not on the Baseline
2018 GPRA Renewals Baseline:	Not on the Baseline
202 GPRA Corrective Action Baseline:	No
Subject to Corrective Action Universe:	No
Non-TSDFs Where RCRA CA has Been Imposed Universe:	No
Corrective Action Priority Ranking:	No NCAPS ranking
Environmental Control Indicator:	No
Institutional Control Indicator:	No
Human Exposure Controls Indicator:	N/A
Groundwater Controls Indicator:	N/A
Significant Non-Complier Universe:	No
Unaddressed Significant Non-Complier Universe:	No
Addressed Significant Non-Complier Universe:	No
Significant Non-Complier With a Compliance Schedule Universe:	No
Financial Assurance Required:	Not reported
Handler Date of Last Change:	20161214
Recognized Trader-Importer:	No
Recognized Trader-Exporter:	No
Importer of Spent Lead Acid Batteries:	No
Exporter of Spent Lead Acid Batteries:	No
Recycler Activity Without Storage:	No
Manifest Broker:	No
Sub-Part P Indicator:	No

Map ID  
Direction  
Distance  
Elevation

## MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**KUEHNE & NAGEL INC (Continued)****1016956115**

## Historic Generators:

Receive Date:	20141112
Handler Name:	KUEHNE & NAGEL INC
Federal Waste Generator Description:	Conditionally Exempt Small Quantity Generator
State District Owner:	FI
Large Quantity Handler of Universal Waste:	No
Recognized Trader Importer:	No
Recognized Trader Exporter:	No
Spent Lead Acid Battery Importer:	No
Spent Lead Acid Battery Exporter:	No
Current Record:	Yes
Non Storage Recycler Activity:	Not reported
Electronic Manifest Broker:	Not reported

## List of NAICS Codes and Descriptions:

NAICS Codes:	No NAICS Codes Found
--------------	----------------------

## Facility Has Received Notices of Violations:

Violations:	No Violations Found
-------------	---------------------

## Evaluation Action Summary:

Evaluations:	No Evaluations Found
--------------	----------------------

**4**  
**NNE**  
**1/8-1/4**  
**0.139 mi.**  
**735 ft.**

**AGRICULTURAL CENTER DEBRIS STAGING AREA**  
**S. OF CONWAY BEFORE JUDGE ROAD.**  
**ORLANDO, FL 32812**

**SWF/LF** **S109689022**  
**N/A**

**Relative:**  
**Higher**  
**Actual:**  
**94 ft.**

SWF/LF:	
Name:	AGRICULTURAL CENTER DEBRIS STAGING AREA
Address:	S. OF CONWAY BEFORE JUDGE ROAD.
City,State,Zip:	ORLANDO, FL 32812
Facility ID:	98283
District:	CD
Lat/Long:	28:28:4.2886 / 81:19:49.2704
Class Type:	910
Classification:	DISASTER DEBRIS MANAGEMENT SITE
Class Status:	INACTIVE (I)
Section:	Not reported
Township:	Not reported
Range:	Not reported
Responsible Authority Name:	Not reported
Responsible Authority Address:	Not reported
Responsible Authority City,St,Zip:	Not reported
Responsible Authority Phone:	Not reported
EMail Address1:	Not reported
EMail Address2:	Not reported
Site Supervisor Name:	Not reported
Site Supervisor Addr:	Not reported
Site Supervisor City/State/Zip:	Not reported
Site Supervisor Telephone:	Not reported
Land Owner Name:	Not reported
Land Owner Address:	Not reported
Land Owner City/State/Zip:	Not reported

Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

**AGRICULTURAL CENTER DEBRIS STAGING AREA (Continued)**

**S109689022**

Land Owner Telephone: Not reported

[Click here for Florida Oculus:](#)

**5**  
**NNE**  
**1/4-1/2**  
**0.393 mi.**  
**2075 ft.**

**MADISON MANAGEMENT SITE 2**  
**5827 CONWAY RD**  
**ORLANDO, FL 32812**

**SWF/LF S126321244**  
**N/A**

**Relative:**  
**Higher**

**Actual:**  
**93 ft.**

SWF/LF:  
Name: MADISON MANAGEMENT SITE 2  
Address: 5827 CONWAY RD  
City,State,Zip: ORLANDO, FL 32812  
Facility ID: 106604  
District: CD  
Lat/Long: 28:28:16.19 / 81:19:37.41  
Class Type: 910  
Classification: DISASTER DEBRIS MANAGEMENT SITE  
Class Status: PRE-AUTHORIZED (B)  
Section: Not reported  
Township: Not reported  
Range: Not reported  
Responsible Authority Name: Not reported  
Responsible Authority Address: Not reported  
Responsible Authority City,St,Zip: Not reported  
Responsible Authority Phone: Not reported  
EMail Address1: Not reported  
EMail Address2: Not reported  
Site Supervisor Name: Not reported  
Site Supervisor Addr: Not reported  
Site Supervisor City/State/Zip: Not reported  
Site Supervisor Telephone: Not reported  
Land Owner Name: Not reported  
Land Owner Address: Not reported  
Land Owner City/State/Zip: Not reported  
Land Owner Telephone: Not reported

[Click here for Florida Oculus:](#)

**6**  
**NE**  
**1/4-1/2**  
**0.406 mi.**  
**2144 ft.**

**PALM GARDENS NURSERY**  
**4761 JUDGE ROAD**  
**ORLANDO, FL 32812**

**SWF/LF S128184235**  
**N/A**

**Relative:**  
**Higher**

**Actual:**  
**91 ft.**

SWF/LF:  
Name: PALM GARDENS NURSERY  
Address: 4761 JUDGE ROAD  
City,State,Zip: ORLANDO, FL 32812  
Facility ID: 107232  
District: CD  
Lat/Long: 28:27:57.7 / 81:19:30.24  
Class Type: 910  
Classification: DISASTER DEBRIS MANAGEMENT SITE  
Class Status: PRE-AUTHORIZED (B)



Map ID  
Direction  
Distance  
Elevation

MAP FINDINGS

Site

Database(s)

EDR ID Number  
EPA ID Number

PALM GARDENS NURSERY (Continued)

S128184235

Section: Not reported  
Township: Not reported  
Range: Not reported  
Responsible Authority Name: Not reported  
Responsible Authority Address: Not reported  
Responsible Authority City,St,Zip: Not reported  
Responsible Authority Phone: Not reported  
EMail Address1: Not reported  
EMail Address2: Not reported  
Site Supervisor Name: Not reported  
Site Supervisor Addr: Not reported  
Site Supervisor City/State/Zip: Not reported  
Site Supervisor Telephone: Not reported  
Land Owner Name: Not reported  
Land Owner Address: Not reported  
Land Owner City/State/Zip: Not reported  
Land Owner Telephone: Not reported

[Click here for Florida Oculus:](#)

Count: 0 records.

ORPHAN SUMMARY

City	EDR ID	Site Name	Site Address	Zip	Database(s)
------	--------	-----------	--------------	-----	-------------

NO SITES FOUND

To maintain currency of the following federal and state databases, EDR contacts the appropriate governmental agency on a monthly or quarterly basis, as required.

**Number of Days to Update:** Provides confirmation that EDR is reporting records that have been updated within 90 days from the date the government agency made the information available to the public.

## STANDARD ENVIRONMENTAL RECORDS

### *Lists of Federal NPL (Superfund) sites*

#### NPL: National Priority List

National Priorities List (Superfund). The NPL is a subset of CERCLIS and identifies over 1,200 sites for priority cleanup under the Superfund Program. NPL sites may encompass relatively large areas. As such, EDR provides polygon coverage for over 1,000 NPL site boundaries produced by EPA's Environmental Photographic Interpretation Center (EPIC) and regional EPA offices.

Date of Government Version: 05/22/2024	Source: EPA
Date Data Arrived at EDR: 06/03/2024	Telephone: N/A
Date Made Active in Reports: 06/26/2024	Last EDR Contact: 08/01/2024
Number of Days to Update: 23	Next Scheduled EDR Contact: 10/07/2024
	Data Release Frequency: Quarterly

#### NPL Site Boundaries

##### Sources:

EPA's Environmental Photographic Interpretation Center (EPIC)  
Telephone: 202-564-7333

EPA Region 1  
Telephone 617-918-1143

EPA Region 6  
Telephone: 214-655-6659

EPA Region 3  
Telephone 215-814-5418

EPA Region 7  
Telephone: 913-551-7247

EPA Region 4  
Telephone 404-562-8033

EPA Region 8  
Telephone: 303-312-6774

EPA Region 5  
Telephone 312-886-6686

EPA Region 9  
Telephone: 415-947-4246

EPA Region 10  
Telephone 206-553-8665

#### Proposed NPL: Proposed National Priority List Sites

A site that has been proposed for listing on the National Priorities List through the issuance of a proposed rule in the Federal Register. EPA then accepts public comments on the site, responds to the comments, and places on the NPL those sites that continue to meet the requirements for listing.

Date of Government Version: 05/22/2024	Source: EPA
Date Data Arrived at EDR: 06/03/2024	Telephone: N/A
Date Made Active in Reports: 06/26/2024	Last EDR Contact: 08/01/2024
Number of Days to Update: 23	Next Scheduled EDR Contact: 10/07/2024
	Data Release Frequency: Quarterly

#### NPL LIENS: Federal Superfund Liens

Federal Superfund Liens. Under the authority granted the USEPA by CERCLA of 1980, the USEPA has the authority to file liens against real property in order to recover remedial action expenditures or when the property owner received notification of potential liability. USEPA compiles a listing of filed notices of Superfund Liens.

Date of Government Version: 10/15/1991  
 Date Data Arrived at EDR: 02/02/1994  
 Date Made Active in Reports: 03/30/1994  
 Number of Days to Update: 56

Source: EPA  
 Telephone: 202-564-4267  
 Last EDR Contact: 08/15/2011  
 Next Scheduled EDR Contact: 11/28/2011  
 Data Release Frequency: No Update Planned

#### ***Lists of Federal Delisted NPL sites***

##### **Delisted NPL: National Priority List Deletions**

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) establishes the criteria that the EPA uses to delete sites from the NPL. In accordance with 40 CFR 300.425.(e), sites may be deleted from the NPL where no further response is appropriate.

Date of Government Version: 05/22/2024  
 Date Data Arrived at EDR: 06/03/2024  
 Date Made Active in Reports: 06/26/2024  
 Number of Days to Update: 23

Source: EPA  
 Telephone: N/A  
 Last EDR Contact: 08/01/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Quarterly

#### ***Lists of Federal sites subject to CERCLA removals and CERCLA orders***

##### **FEDERAL FACILITY: Federal Facility Site Information listing**

A listing of National Priority List (NPL) and Base Realignment and Closure (BRAC) sites found in the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS) Database where EPA Federal Facilities Restoration and Reuse Office is involved in cleanup activities.

Date of Government Version: 03/25/2024  
 Date Data Arrived at EDR: 03/26/2024  
 Date Made Active in Reports: 06/24/2024  
 Number of Days to Update: 90

Source: Environmental Protection Agency  
 Telephone: 703-603-8704  
 Last EDR Contact: 06/25/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Varies

##### **SEMS: Superfund Enterprise Management System**

SEMS (Superfund Enterprise Management System) tracks hazardous waste sites, potentially hazardous waste sites, and remedial activities performed in support of EPA's Superfund Program across the United States. The list was formerly known as CERCLIS, renamed to SEMS by the EPA in 2015. The list contains data on potentially hazardous waste sites that have been reported to the USEPA by states, municipalities, private companies and private persons, pursuant to Section 103 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). This dataset also contains sites which are either proposed to or on the National Priorities List (NPL) and the sites which are in the screening and assessment phase for possible inclusion on the NPL.

Date of Government Version: 04/22/2024  
 Date Data Arrived at EDR: 05/01/2024  
 Date Made Active in Reports: 05/24/2024  
 Number of Days to Update: 23

Source: EPA  
 Telephone: 800-424-9346  
 Last EDR Contact: 08/01/2024  
 Next Scheduled EDR Contact: 10/21/2024  
 Data Release Frequency: Quarterly

#### ***Lists of Federal CERCLA sites with NFRAP***

##### **SEMS-ARCHIVE: Superfund Enterprise Management System Archive**

SEMS-ARCHIVE (Superfund Enterprise Management System Archive) tracks sites that have no further interest under the Federal Superfund Program based on available information. The list was formerly known as the CERCLIS-NFRAP, renamed to SEMS ARCHIVE by the EPA in 2015. EPA may perform a minimal level of assessment work at a site while it is archived if site conditions change and/or new information becomes available. Archived sites have been removed and archived from the inventory of SEMS sites. Archived status indicates that, to the best of EPA's knowledge, assessment at a site has been completed and that EPA has determined no further steps will be taken to list the site on the National Priorities List (NPL), unless information indicates this decision was not appropriate or other considerations require a recommendation for listing at a later time. The decision does not necessarily mean that there is no hazard associated with a given site; it only means that, based upon available information, the location is not judged to be potential NPL site.

Date of Government Version: 04/22/2024	Source: EPA
Date Data Arrived at EDR: 05/01/2024	Telephone: 800-424-9346
Date Made Active in Reports: 05/24/2024	Last EDR Contact: 08/01/2024
Number of Days to Update: 23	Next Scheduled EDR Contact: 10/21/2024
	Data Release Frequency: Quarterly

#### ***Lists of Federal RCRA facilities undergoing Corrective Action***

CORRACTS: Corrective Action Report

CORRACTS identifies hazardous waste handlers with RCRA corrective action activity.

Date of Government Version: 06/03/2024	Source: EPA
Date Data Arrived at EDR: 06/07/2024	Telephone: 800-424-9346
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/07/2024
Number of Days to Update: 13	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly

#### ***Lists of Federal RCRA TSD facilities***

RCRA-TSDF: RCRA - Treatment, Storage and Disposal

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Transporters are individuals or entities that move hazardous waste from the generator offsite to a facility that can recycle, treat, store, or dispose of the waste. TSDFs treat, store, or dispose of the waste.

Date of Government Version: 06/03/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 06/07/2024	Telephone: (404) 562-8651
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/07/2024
Number of Days to Update: 13	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly

#### ***Lists of Federal RCRA generators***

RCRA-LQG: RCRA - Large Quantity Generators

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Large quantity generators (LQGs) generate over 1,000 kilograms (kg) of hazardous waste, or over 1 kg of acutely hazardous waste per month.

Date of Government Version: 06/03/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 06/07/2024	Telephone: (404) 562-8651
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/07/2024
Number of Days to Update: 13	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly



**RCRA-SQG: RCRA - Small Quantity Generators**

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Small quantity generators (SQGs) generate between 100 kg and 1,000 kg of hazardous waste per month.

Date of Government Version: 06/03/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 06/07/2024	Telephone: (404) 562-8651
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/07/2024
Number of Days to Update: 13	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly

**RCRA-VSQG: RCRA - Very Small Quantity Generators (Formerly Conditionally Exempt Small Quantity Generators)**

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Very small quantity generators (VSQGs) generate less than 100 kg of hazardous waste, or less than 1 kg of acutely hazardous waste per month.

Date of Government Version: 06/03/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 06/07/2024	Telephone: (404) 562-8651
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/07/2024
Number of Days to Update: 13	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly

**Federal institutional controls / engineering controls registries****LUCIS: Land Use Control Information System**

LUCIS contains records of land use control information pertaining to the former Navy Base Realignment and Closure properties.

Date of Government Version: 02/14/2024	Source: Department of the Navy
Date Data Arrived at EDR: 02/16/2024	Telephone: 843-820-7326
Date Made Active in Reports: 04/04/2024	Last EDR Contact: 07/31/2024
Number of Days to Update: 48	Next Scheduled EDR Contact: 11/18/2024
	Data Release Frequency: Varies

**US ENG CONTROLS: Engineering Controls Sites List**

A listing of sites with engineering controls in place. Engineering controls include various forms of caps, building foundations, liners, and treatment methods to create pathway elimination for regulated substances to enter environmental media or effect human health.

Date of Government Version: 07/24/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 08/08/2024	Telephone: 703-603-0695
Date Made Active in Reports: 08/15/2024	Last EDR Contact: 08/08/2024
Number of Days to Update: 7	Next Scheduled EDR Contact: 12/02/2024
	Data Release Frequency: Varies

**US INST CONTROLS: Institutional Controls Sites List**

A listing of sites with institutional controls in place. Institutional controls include administrative measures, such as groundwater use restrictions, construction restrictions, property use restrictions, and post remediation care requirements intended to prevent exposure to contaminants remaining on site. Deed restrictions are generally required as part of the institutional controls.

Date of Government Version: 07/24/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 08/08/2024	Telephone: 703-603-0695
Date Made Active in Reports: 08/15/2024	Last EDR Contact: 08/08/2024
Number of Days to Update: 7	Next Scheduled EDR Contact: 12/02/2024
	Data Release Frequency: Varies

**Federal ERNS list**

ERNS: Emergency Response Notification System

Emergency Response Notification System. ERNS records and stores information on reported releases of oil and hazardous substances.

Date of Government Version: 03/13/2024

Date Data Arrived at EDR: 03/19/2024

Date Made Active in Reports: 06/17/2024

Number of Days to Update: 90

Source: National Response Center, United States Coast Guard

Telephone: 202-267-2180

Last EDR Contact: 06/17/2024

Next Scheduled EDR Contact: 09/30/2024

Data Release Frequency: Quarterly

**Lists of state- and tribal hazardous waste facilities**

SHWS: Florida's State-Funded Action Sites

State Hazardous Waste Sites. State hazardous waste site records are the states' equivalent to CERCLIS. These sites may or may not already be listed on the federal CERCLIS list. Priority sites planned for cleanup using state funds (state equivalent of Superfund) are identified along with sites where cleanup will be paid for by potentially responsible parties. Available information varies by state.

Date of Government Version: 05/13/2024

Date Data Arrived at EDR: 05/14/2024

Date Made Active in Reports: 05/22/2024

Number of Days to Update: 8

Source: Department of Environmental Protection

Telephone: 850-488-0190

Last EDR Contact: 08/15/2024

Next Scheduled EDR Contact: 11/26/2024

Data Release Frequency: Semi-Annually

**Lists of state and tribal landfills and solid waste disposal facilities**

SWF/LF: Solid Waste Facility Database

Solid Waste Facilities/Landfill Sites. SWF/LF type records typically contain an inventory of solid waste disposal facilities or landfills in a particular state. Depending on the state, these may be active or inactive facilities or open dumps that failed to meet RCRA Subtitle D Section 4004 criteria for solid waste landfills or disposal sites.

Date of Government Version: 04/08/2024

Date Data Arrived at EDR: 04/09/2024

Date Made Active in Reports: 07/08/2024

Number of Days to Update: 90

Source: Department of Environmental Protection

Telephone: 850-922-7121

Last EDR Contact: 07/09/2024

Next Scheduled EDR Contact: 10/21/2024

Data Release Frequency: Quarterly

**Lists of state and tribal leaking storage tanks**

LUST: Petroleum Contamination Detail Report

Leaking Underground Storage Tank Incident Reports. LUST records contain an inventory of reported leaking underground storage tank incidents. Not all states maintain these records, and the information stored varies by state.

Date of Government Version: 04/22/2024

Date Data Arrived at EDR: 04/23/2024

Date Made Active in Reports: 07/18/2024

Number of Days to Update: 86

Source: Department of Environmental Protection

Telephone: 850-245-8839

Last EDR Contact: 07/23/2024

Next Scheduled EDR Contact: 11/04/2024

Data Release Frequency: Quarterly

LAST: Leaking Aboveground Storage Tank Listing

The file for Leaking Aboveground Storage Tanks. Please remember STCM does not track the source of the discharge so the agency provides a list of facilities with an aboveground tank and an open discharge split by facilities with aboveground tanks only and facilities with aboveground and underground tanks.

Date of Government Version: 04/22/2024

Date Data Arrived at EDR: 04/23/2024

Date Made Active in Reports: 07/18/2024

Number of Days to Update: 86

Source: Department of Environmental Protection

Telephone: 850-245-8799

Last EDR Contact: 07/23/2024

Next Scheduled EDR Contact: 11/04/2024

Data Release Frequency: Varies

INDIAN LUST R10: Leaking Underground Storage Tanks on Indian Land  
LUSTs on Indian land in Alaska, Idaho, Oregon and Washington.

Date of Government Version: 10/25/2023	Source: EPA Region 10
Date Data Arrived at EDR: 01/17/2024	Telephone: 206-553-2857
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R6: Leaking Underground Storage Tanks on Indian Land  
LUSTs on Indian land in New Mexico and Oklahoma.

Date of Government Version: 10/25/2023	Source: EPA Region 6
Date Data Arrived at EDR: 01/17/2024	Telephone: 214-665-6597
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R1: Leaking Underground Storage Tanks on Indian Land  
A listing of leaking underground storage tank locations on Indian Land.

Date of Government Version: 10/25/2023	Source: EPA Region 1
Date Data Arrived at EDR: 01/17/2024	Telephone: 617-918-1313
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R5: Leaking Underground Storage Tanks on Indian Land  
Leaking underground storage tanks located on Indian Land in Michigan, Minnesota and Wisconsin.

Date of Government Version: 10/04/2023	Source: EPA, Region 5
Date Data Arrived at EDR: 01/17/2024	Telephone: 312-886-7439
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R9: Leaking Underground Storage Tanks on Indian Land  
LUSTs on Indian land in Arizona, California, New Mexico and Nevada

Date of Government Version: 10/25/2023	Source: Environmental Protection Agency
Date Data Arrived at EDR: 01/17/2024	Telephone: 415-972-3372
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R7: Leaking Underground Storage Tanks on Indian Land  
LUSTs on Indian land in Iowa, Kansas, and Nebraska

Date of Government Version: 10/25/2023	Source: EPA Region 7
Date Data Arrived at EDR: 01/17/2024	Telephone: 913-551-7003
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

INDIAN LUST R4: Leaking Underground Storage Tanks on Indian Land  
LUSTs on Indian land in Florida, Mississippi and North Carolina.

Date of Government Version: 10/25/2023	Source: EPA Region 4
Date Data Arrived at EDR: 01/17/2024	Telephone: 404-562-8677
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN LUST R8: Leaking Underground Storage Tanks on Indian Land

LUSTs on Indian land in Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming.

Date of Government Version: 10/25/2023

Date Data Arrived at EDR: 01/17/2024

Date Made Active in Reports: 03/13/2024

Number of Days to Update: 56

Source: EPA Region 8

Telephone: 303-312-6271

Last EDR Contact: 07/10/2024

Next Scheduled EDR Contact: 10/28/2024

Data Release Frequency: Varies

***Lists of state and tribal registered storage tanks***

## FF TANKS: Federal Facilities Listing

A listing of federal facilities with storage tanks.

Date of Government Version: 03/19/2024

Date Data Arrived at EDR: 03/19/2024

Date Made Active in Reports: 06/10/2024

Number of Days to Update: 83

Source: Department of Environmental Protection

Telephone: 850-245-8250

Last EDR Contact: 06/17/2024

Next Scheduled EDR Contact: 09/30/2024

Data Release Frequency: Quarterly

## FEMA UST: Underground Storage Tank Listing

A listing of all FEMA owned underground storage tanks.

Date of Government Version: 03/15/2024

Date Data Arrived at EDR: 03/19/2024

Date Made Active in Reports: 06/17/2024

Number of Days to Update: 90

Source: FEMA

Telephone: 202-646-5797

Last EDR Contact: 08/01/2024

Next Scheduled EDR Contact: 10/14/2024

Data Release Frequency: Varies

## UST: Storage Tank Facility Information

Registered Underground Storage Tanks. UST's are regulated under Subtitle I of the Resource Conservation and Recovery Act (RCRA) and must be registered with the state department responsible for administering the UST program. Available information varies by state program.

Date of Government Version: 05/13/2024

Date Data Arrived at EDR: 05/14/2024

Date Made Active in Reports: 08/08/2024

Number of Days to Update: 86

Source: Department of Environmental Protection

Telephone: 850-245-8839

Last EDR Contact: 07/18/2024

Next Scheduled EDR Contact: 11/04/2024

Data Release Frequency: Quarterly

## AST: Storage Tank Facility Information

Registered Aboveground Storage Tanks.

Date of Government Version: 05/13/2024

Date Data Arrived at EDR: 05/14/2024

Date Made Active in Reports: 08/08/2024

Number of Days to Update: 86

Source: Department of Environmental Protection

Telephone: 850-245-8839

Last EDR Contact: 07/18/2024

Next Scheduled EDR Contact: 11/04/2024

Data Release Frequency: Quarterly

## INDIAN UST R4: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Tribal Nations)

Date of Government Version: 10/24/2023

Date Data Arrived at EDR: 01/17/2024

Date Made Active in Reports: 03/13/2024

Number of Days to Update: 56

Source: EPA Region 4

Telephone: 404-562-9424

Last EDR Contact: 07/10/2024

Next Scheduled EDR Contact: 10/28/2024

Data Release Frequency: Varies

## INDIAN UST R9: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 9 (Arizona, California, Hawaii, Nevada, the Pacific Islands, and Tribal Nations).

Date of Government Version: 10/24/2023	Source: EPA Region 9
Date Data Arrived at EDR: 01/17/2024	Telephone: 415-972-3368
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN UST R7: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 7 (Iowa, Kansas, Missouri, Nebraska, and 9 Tribal Nations).

Date of Government Version: 10/24/2023	Source: EPA Region 7
Date Data Arrived at EDR: 01/17/2024	Telephone: 913-551-7003
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN UST R1: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and ten Tribal Nations).

Date of Government Version: 10/24/2023	Source: EPA, Region 1
Date Data Arrived at EDR: 01/17/2024	Telephone: 617-918-1313
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN UST R5: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 5 (Michigan, Minnesota and Wisconsin and Tribal Nations).

Date of Government Version: 10/17/2023	Source: EPA Region 5
Date Data Arrived at EDR: 01/17/2024	Telephone: 312-886-6136
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN UST R6: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 6 (Louisiana, Arkansas, Oklahoma, New Mexico, Texas and 65 Tribes).

Date of Government Version: 10/24/2023	Source: EPA Region 6
Date Data Arrived at EDR: 01/17/2024	Telephone: 214-665-7591
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## INDIAN UST R10: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 10 (Alaska, Idaho, Oregon, Washington, and Tribal Nations).

Date of Government Version: 10/24/2023	Source: EPA Region 10
Date Data Arrived at EDR: 01/17/2024	Telephone: 206-553-2857
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies



## INDIAN UST R8: Underground Storage Tanks on Indian Land

The Indian Underground Storage Tank (UST) database provides information about underground storage tanks on Indian land in EPA Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming and 27 Tribal Nations).

Date of Government Version: 10/24/2023	Source: EPA Region 8
Date Data Arrived at EDR: 01/17/2024	Telephone: 303-312-6137
Date Made Active in Reports: 03/13/2024	Last EDR Contact: 07/10/2024
Number of Days to Update: 56	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

## TANKS: Storage Tank Facility List

This listing includes storage tank facilities that do not have tank information. The tanks have either be closed or removed from the site, but the facilities were still registered at some point in history.

Date of Government Version: 05/13/2024	Source: Department of Environmental Protection
Date Data Arrived at EDR: 05/14/2024	Telephone: 850-245-8841
Date Made Active in Reports: 08/08/2024	Last EDR Contact: 07/18/2024
Number of Days to Update: 86	Next Scheduled EDR Contact: 11/04/2024
	Data Release Frequency: Quarterly

## State and tribal institutional control / engineering control registries

### ENG CONTROLS: Institutional Controls Registry

The registry is a database of all contaminated sites in the state of Florida which are subject to engineering controls. Engineering Controls encompass a variety of engineered remedies to contain and/or reduce contamination, and/or physical barriers intended to limit access to property. ECs include fences, signs, guards, landfill caps, provision of potable water, slurry walls, sheet pile (vertical caps), pumping and treatment of groundwater, monitoring wells, and vapor extraction systems.

Date of Government Version: 03/25/2024	Source: Department of Environmental Protection
Date Data Arrived at EDR: 03/26/2024	Telephone: 850-245-8927
Date Made Active in Reports: 06/18/2024	Last EDR Contact: 06/25/2024
Number of Days to Update: 84	Next Scheduled EDR Contact: 10/07/2024
	Data Release Frequency: Semi-Annually

### Inst Control: Institutional Controls Registry

The registry is a database of all contaminated sites in the state of Florida which are subject to institutional and engineering controls.

Date of Government Version: 03/25/2024	Source: Department of Environmental Protection
Date Data Arrived at EDR: 03/26/2024	Telephone: 850-245-8927
Date Made Active in Reports: 06/18/2024	Last EDR Contact: 06/25/2024
Number of Days to Update: 84	Next Scheduled EDR Contact: 10/07/2024
	Data Release Frequency: Semi-Annually

## Lists of state and tribal voluntary cleanup sites

### VCP: Voluntary Cleanup Sites

Listing of closed and active voluntary cleanup sites.

Date of Government Version: 02/19/2024	Source: Department of Environmental Protection
Date Data Arrived at EDR: 02/21/2024	Telephone: 850-245-8705
Date Made Active in Reports: 05/09/2024	Last EDR Contact: 08/12/2024
Number of Days to Update: 78	Next Scheduled EDR Contact: 11/26/2024
	Data Release Frequency: Varies

### INDIAN VCP R7: Voluntary Cleanup Priority Lisitng

A listing of voluntary cleanup priority sites located on Indian Land located in Region 7.

Date of Government Version: 03/20/2008  
 Date Data Arrived at EDR: 04/22/2008  
 Date Made Active in Reports: 05/19/2008  
 Number of Days to Update: 27

Source: EPA, Region 7  
 Telephone: 913-551-7365  
 Last EDR Contact: 07/08/2021  
 Next Scheduled EDR Contact: 07/20/2009  
 Data Release Frequency: Varies

#### INDIAN VCP R1: Voluntary Cleanup Priority Listing

A listing of voluntary cleanup priority sites located on Indian Land located in Region 1.

Date of Government Version: 07/27/2015  
 Date Data Arrived at EDR: 09/29/2015  
 Date Made Active in Reports: 02/18/2016  
 Number of Days to Update: 142

Source: EPA, Region 1  
 Telephone: 617-918-1102  
 Last EDR Contact: 06/14/2024  
 Next Scheduled EDR Contact: 09/30/2024  
 Data Release Frequency: Varies

#### ***Lists of state and tribal brownfield sites***

##### BSRA: Brownfield Site Rehabilitation Agreements Listing

The BSRA provides DEP and the public assurance that site rehabilitation will be conducted in accordance with Florida Statutes and DEP's Contaminated Site Cleanup Criteria rule. In addition, the BSRA provides limited liability protection for the voluntary responsible party. The BSRA contains various commitments by the voluntary responsible party, including milestones for completion of site rehabilitation tasks and submittal of technical reports and plans. It also contains a commitment by DEP to review technical reports according to an agreed upon schedule. Only those brownfield sites with an executed BSRA are eligible to apply for a voluntary cleanup tax credit incentive pursuant to Section 376.30781, Florida Statutes.

Date of Government Version: 02/28/2024  
 Date Data Arrived at EDR: 03/26/2024  
 Date Made Active in Reports: 06/18/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8934  
 Last EDR Contact: 06/26/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Varies

##### BROWNFIELDS: Brownfields Sites Database

Brownfields are defined by the Florida Department of Environmental Protection (FDEP) as abandoned, idled, or underused industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination.

Date of Government Version: 01/17/2024  
 Date Data Arrived at EDR: 03/26/2024  
 Date Made Active in Reports: 06/18/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8927  
 Last EDR Contact: 06/27/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Semi-Annually

##### BROWNFIELDS AREAS: Brownfields Areas Database

A "brownfield area" means a contiguous area of one or more brownfield sites, some of which may not be contaminated, that has been designated as such by a local government resolution. Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and Environmental Protection Agency (EPA) designated brownfield pilot projects. This layer provides a polygon representation of the boundaries of these designated Brownfield Areas in Florida.

Date of Government Version: 02/28/2024  
 Date Data Arrived at EDR: 03/26/2024  
 Date Made Active in Reports: 06/18/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8934  
 Last EDR Contact: 06/25/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Quarterly

#### **ADDITIONAL ENVIRONMENTAL RECORDS**

##### ***Local Brownfield lists***

**US BROWNFIELDS: A Listing of Brownfields Sites**

Brownfields are real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in these properties takes development pressures off of undeveloped, open land, and both improves and protects the environment. Assessment, Cleanup and Redevelopment Exchange System (ACRES) stores information reported by EPA Brownfields grant recipients on brownfields properties assessed or cleaned up with grant funding as well as information on Targeted Brownfields Assessments performed by EPA Regions. A listing of ACRES Brownfield sites is obtained from Cleanups in My Community. Cleanups in My Community provides information on Brownfields properties for which information is reported back to EPA, as well as areas served by Brownfields grant programs.

Date of Government Version: 03/11/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 03/12/2024	Telephone: 202-566-2777
Date Made Active in Reports: 05/10/2024	Last EDR Contact: 06/11/2024
Number of Days to Update: 59	Next Scheduled EDR Contact: 09/23/2024
	Data Release Frequency: Semi-Annually

**Local Lists of Landfill / Solid Waste Disposal Sites****SWRCY: Recycling Centers**

A listing of recycling centers located in the state of Florida.

Date of Government Version: 08/17/2023	Source: Department of Environmental Protection
Date Data Arrived at EDR: 10/09/2023	Telephone: 850-245-8718
Date Made Active in Reports: 12/19/2023	Last EDR Contact: 07/11/2024
Number of Days to Update: 71	Next Scheduled EDR Contact: 10/21/2024
	Data Release Frequency: Varies

**INDIAN ODI: Report on the Status of Open Dumps on Indian Lands**

Location of open dumps on Indian land.

Date of Government Version: 12/31/1998	Source: Environmental Protection Agency
Date Data Arrived at EDR: 12/03/2007	Telephone: 703-308-8245
Date Made Active in Reports: 01/24/2008	Last EDR Contact: 07/22/2024
Number of Days to Update: 52	Next Scheduled EDR Contact: 11/04/2024
	Data Release Frequency: Varies

**ODI: Open Dump Inventory**

An open dump is defined as a disposal facility that does not comply with one or more of the Part 257 or Part 258 Subtitle D Criteria.

Date of Government Version: 06/30/1985	Source: Environmental Protection Agency
Date Data Arrived at EDR: 08/09/2004	Telephone: 800-424-9346
Date Made Active in Reports: 09/17/2004	Last EDR Contact: 06/09/2004
Number of Days to Update: 39	Next Scheduled EDR Contact: N/A
	Data Release Frequency: No Update Planned

**DEBRIS REGION 9: Torres Martinez Reservation Illegal Dump Site Locations**

A listing of illegal dump sites location on the Torres Martinez Indian Reservation located in eastern Riverside County and northern Imperial County, California.

Date of Government Version: 01/12/2009	Source: EPA, Region 9
Date Data Arrived at EDR: 05/07/2009	Telephone: 415-947-4219
Date Made Active in Reports: 09/21/2009	Last EDR Contact: 07/10/2024
Number of Days to Update: 137	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: No Update Planned

**IHS OPEN DUMPS: Open Dumps on Indian Land**

A listing of all open dumps located on Indian Land in the United States.

Date of Government Version: 04/01/2014  
 Date Data Arrived at EDR: 08/06/2014  
 Date Made Active in Reports: 01/29/2015  
 Number of Days to Update: 176

Source: Department of Health & Human Services, Indian Health Service  
 Telephone: 301-443-1452  
 Last EDR Contact: 07/18/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Varies

#### **Local Lists of Hazardous waste / Contaminated Sites**

##### **US HIST CDL: National Clandestine Laboratory Register**

A listing of clandestine drug lab locations that have been removed from the DEAs National Clandestine Laboratory Register.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/08/2024  
 Number of Days to Update: 79

Source: Drug Enforcement Administration  
 Telephone: 202-307-1000  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: No Update Planned

##### **PRIORITYCLEANERS: Priority Ranking List**

The Florida Legislature has established a state-funded program to cleanup properties that are contaminated as a result of the operations of a drycleaning facility.

Date of Government Version: 03/15/2024  
 Date Data Arrived at EDR: 05/07/2024  
 Date Made Active in Reports: 07/30/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8927  
 Last EDR Contact: 08/06/2024  
 Next Scheduled EDR Contact: 11/18/2024  
 Data Release Frequency: Varies

##### **FL SITES: Sites List**

This summary status report was developed from a number of lists including the Eckhardt list, the Moffit list, the EPA Hazardous Waste Sites list, EPA's Emergency & Remedial Response information System list (RCRA Section 3012) & existing department lists such as the obsolete uncontrolled Hazardous Waste Sites list. This list is no longer updated.

Date of Government Version: 12/31/1989  
 Date Data Arrived at EDR: 05/09/1994  
 Date Made Active in Reports: 08/04/1994  
 Number of Days to Update: 87

Source: Department of Environmental Protection  
 Telephone: 850-245-8705  
 Last EDR Contact: 03/24/1994  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: No Update Planned

##### **US CDL: Clandestine Drug Labs**

A listing of clandestine drug lab locations. The U.S. Department of Justice ("the Department") provides this web site as a public service. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites. In most cases, the source of the entries is not the Department, and the Department has not verified the entry and does not guarantee its accuracy. Members of the public must verify the accuracy of all entries by, for example, contacting local law enforcement and local health departments.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/08/2024  
 Number of Days to Update: 79

Source: Drug Enforcement Administration  
 Telephone: 202-307-1000  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Quarterly

#### **Local Land Records**

##### **LIENS 2: CERCLA Lien Information**

A Federal CERCLA ('Superfund') lien can exist by operation of law at any site or property at which EPA has spent Superfund monies. These monies are spent to investigate and address releases and threatened releases of contamination. CERCLIS provides information as to the identity of these sites and properties.

Date of Government Version: 05/22/2024  
 Date Data Arrived at EDR: 06/03/2024  
 Date Made Active in Reports: 06/26/2024  
 Number of Days to Update: 23

Source: Environmental Protection Agency  
 Telephone: 202-564-6023  
 Last EDR Contact: 08/01/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Semi-Annually

## Records of Emergency Release Reports

HMIRS: Hazardous Materials Information Reporting System

Hazardous Materials Incident Report System. HMIRS contains hazardous material spill incidents reported to DOT.

Date of Government Version: 06/14/2024  
 Date Data Arrived at EDR: 06/17/2024  
 Date Made Active in Reports: 06/24/2024  
 Number of Days to Update: 7

Source: U.S. Department of Transportation  
 Telephone: 202-366-4555  
 Last EDR Contact: 06/17/2024  
 Next Scheduled EDR Contact: 09/30/2024  
 Data Release Frequency: Quarterly

SPILLS: Oil and Hazardous Materials Incidents

Statewide oil and hazardous materials inland incidents.

Date of Government Version: 03/28/2024  
 Date Data Arrived at EDR: 04/04/2024  
 Date Made Active in Reports: 06/28/2024  
 Number of Days to Update: 85

Source: Department of Environmental Protection  
 Telephone: 850-245-2010  
 Last EDR Contact: 06/26/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Semi-Annually

SPILLS 90: SPILLS90 data from FirstSearch

Spills 90 includes those spill and release records available exclusively from FirstSearch databases. Typically, they may include chemical, oil and/or hazardous substance spills recorded after 1990. Duplicate records that are already included in EDR incident and release records are not included in Spills 90.

Date of Government Version: 12/10/2012  
 Date Data Arrived at EDR: 01/03/2013  
 Date Made Active in Reports: 03/04/2013  
 Number of Days to Update: 60

Source: FirstSearch  
 Telephone: N/A  
 Last EDR Contact: 01/03/2013  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: No Update Planned

SPILLS 80: SPILLS80 data from FirstSearch

Spills 80 includes those spill and release records available from FirstSearch databases prior to 1990. Typically, they may include chemical, oil and/or hazardous substance spills recorded before 1990. Duplicate records that are already included in EDR incident and release records are not included in Spills 80.

Date of Government Version: 09/01/2001  
 Date Data Arrived at EDR: 01/03/2013  
 Date Made Active in Reports: 03/06/2013  
 Number of Days to Update: 62

Source: FirstSearch  
 Telephone: N/A  
 Last EDR Contact: 01/03/2013  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: No Update Planned

## Other Ascertainable Records

RCRA NonGen / NLR: RCRA - Non Generators / No Longer Regulated

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The database includes selective information on sites which generate, transport, store, treat and/or dispose of hazardous waste as defined by the Resource Conservation and Recovery Act (RCRA). Non-Generators do not presently generate hazardous waste.

Date of Government Version: 06/03/2024  
 Date Data Arrived at EDR: 06/07/2024  
 Date Made Active in Reports: 06/20/2024  
 Number of Days to Update: 13

Source: Environmental Protection Agency  
 Telephone: (404) 562-8651  
 Last EDR Contact: 06/07/2024  
 Next Scheduled EDR Contact: 09/30/2024  
 Data Release Frequency: Quarterly



**FUDS: Formerly Used Defense Sites**

The listing includes locations of Formerly Used Defense Sites properties where the US Army Corps of Engineers is actively working or will take necessary cleanup actions.

Date of Government Version: 05/13/2024	Source: U.S. Army Corps of Engineers
Date Data Arrived at EDR: 05/14/2024	Telephone: 202-528-4285
Date Made Active in Reports: 08/08/2024	Last EDR Contact: 08/12/2024
Number of Days to Update: 86	Next Scheduled EDR Contact: 11/26/2024
	Data Release Frequency: Varies

**DOD: Department of Defense Sites**

This data set consists of federally owned or administered lands, administered by the Department of Defense, that have any area equal to or greater than 640 acres of the United States, Puerto Rico, and the U.S. Virgin Islands.

Date of Government Version: 06/07/2021	Source: USGS
Date Data Arrived at EDR: 07/13/2021	Telephone: 888-275-8747
Date Made Active in Reports: 03/09/2022	Last EDR Contact: 07/11/2024
Number of Days to Update: 239	Next Scheduled EDR Contact: 10/21/2024
	Data Release Frequency: Varies

**FEDLAND: Federal and Indian Lands**

Federally and Indian administrated lands of the United States. Lands included are administrated by: Army Corps of Engineers, Bureau of Reclamation, National Wild and Scenic River, National Wildlife Refuge, Public Domain Land, Wilderness, Wilderness Study Area, Wildlife Management Area, Bureau of Indian Affairs, Bureau of Land Management, Department of Justice, Forest Service, Fish and Wildlife Service, National Park Service.

Date of Government Version: 04/02/2018	Source: U.S. Geological Survey
Date Data Arrived at EDR: 04/11/2018	Telephone: 888-275-8747
Date Made Active in Reports: 11/06/2019	Last EDR Contact: 07/02/2024
Number of Days to Update: 574	Next Scheduled EDR Contact: 10/14/2024
	Data Release Frequency: N/A

**SCRD DRYCLEANERS: State Coalition for Remediation of Drycleaners Listing**

The State Coalition for Remediation of Drycleaners was established in 1998, with support from the U.S. EPA Office of Superfund Remediation and Technology Innovation. It is comprised of representatives of states with established drycleaner remediation programs. Currently the member states are Alabama, Connecticut, Florida, Illinois, Kansas, Minnesota, Missouri, North Carolina, Oregon, South Carolina, Tennessee, Texas, and Wisconsin.

Date of Government Version: 07/30/2021	Source: Environmental Protection Agency
Date Data Arrived at EDR: 02/03/2023	Telephone: 615-532-8599
Date Made Active in Reports: 02/10/2023	Last EDR Contact: 08/05/2024
Number of Days to Update: 7	Next Scheduled EDR Contact: 11/18/2024
	Data Release Frequency: Varies

**US FIN ASSUR: Financial Assurance Information**

All owners and operators of facilities that treat, store, or dispose of hazardous waste are required to provide proof that they will have sufficient funds to pay for the clean up, closure, and post-closure care of their facilities.

Date of Government Version: 03/18/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 03/19/2024	Telephone: 202-566-1917
Date Made Active in Reports: 06/20/2024	Last EDR Contact: 06/17/2024
Number of Days to Update: 93	Next Scheduled EDR Contact: 09/30/2024
	Data Release Frequency: Quarterly

**EPA WATCH LIST: EPA Watch List**

EPA maintains a "Watch List" to facilitate dialogue between EPA, state and local environmental agencies on enforcement matters relating to facilities with alleged violations identified as either significant or high priority. Being on the Watch List does not mean that the facility has actually violated the law only that an investigation by EPA or a state or local environmental agency has led those organizations to allege that an unproven violation has in fact occurred. Being on the Watch List does not represent a higher level of concern regarding the alleged violations that were detected, but instead indicates cases requiring additional dialogue between EPA, state and local agencies - primarily because of the length of time the alleged violation has gone unaddressed or unresolved.

Date of Government Version: 08/30/2013  
 Date Data Arrived at EDR: 03/21/2014  
 Date Made Active in Reports: 06/17/2014  
 Number of Days to Update: 88

Source: Environmental Protection Agency  
 Telephone: 617-520-3000  
 Last EDR Contact: 07/25/2024  
 Next Scheduled EDR Contact: 11/11/2024  
 Data Release Frequency: No Update Planned

#### 2020 COR ACTION: 2020 Corrective Action Program List

The EPA has set ambitious goals for the RCRA Corrective Action program by creating the 2020 Corrective Action Universe. This RCRA cleanup baseline includes facilities expected to need corrective action. The 2020 universe contains a wide variety of sites. Some properties are heavily contaminated while others were contaminated but have since been cleaned up. Still others have not been fully investigated yet, and may require little or no remediation. Inclusion in the 2020 Universe does not necessarily imply failure on the part of a facility to meet its RCRA obligations.

Date of Government Version: 09/30/2017  
 Date Data Arrived at EDR: 05/08/2018  
 Date Made Active in Reports: 07/20/2018  
 Number of Days to Update: 73

Source: Environmental Protection Agency  
 Telephone: 703-308-4044  
 Last EDR Contact: 08/01/2024  
 Next Scheduled EDR Contact: 11/11/2024  
 Data Release Frequency: Varies

#### TSCA: Toxic Substances Control Act

Toxic Substances Control Act. TSCA identifies manufacturers and importers of chemical substances included on the TSCA Chemical Substance Inventory list. It includes data on the production volume of these substances by plant site.

Date of Government Version: 12/31/2020  
 Date Data Arrived at EDR: 06/14/2022  
 Date Made Active in Reports: 03/24/2023  
 Number of Days to Update: 283

Source: EPA  
 Telephone: 202-260-5521  
 Last EDR Contact: 06/13/2024  
 Next Scheduled EDR Contact: 09/23/2024  
 Data Release Frequency: Every 4 Years

#### TRIS: Toxic Chemical Release Inventory System

Toxic Release Inventory System. TRIS identifies facilities which release toxic chemicals to the air, water and land in reportable quantities under SARA Title III Section 313.

Date of Government Version: 12/31/2022  
 Date Data Arrived at EDR: 11/13/2023  
 Date Made Active in Reports: 02/07/2024  
 Number of Days to Update: 86

Source: EPA  
 Telephone: 202-566-0250  
 Last EDR Contact: 08/15/2024  
 Next Scheduled EDR Contact: 11/26/2024  
 Data Release Frequency: Annually

#### SSTS: Section 7 Tracking Systems

Section 7 of the Federal Insecticide, Fungicide and Rodenticide Act, as amended (92 Stat. 829) requires all registered pesticide-producing establishments to submit a report to the Environmental Protection Agency by March 1st each year. Each establishment must report the types and amounts of pesticides, active ingredients and devices being produced, and those having been produced and sold or distributed in the past year.

Date of Government Version: 07/11/2024  
 Date Data Arrived at EDR: 07/11/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 1

Source: EPA  
 Telephone: 202-564-4203  
 Last EDR Contact: 07/11/2024  
 Next Scheduled EDR Contact: 10/28/2024  
 Data Release Frequency: Annually

#### ROD: Records Of Decision

Record of Decision. ROD documents mandate a permanent remedy at an NPL (Superfund) site containing technical and health information to aid in the cleanup.

Date of Government Version: 05/22/2024  
 Date Data Arrived at EDR: 06/03/2024  
 Date Made Active in Reports: 06/26/2024  
 Number of Days to Update: 23

Source: EPA  
 Telephone: 703-416-0223  
 Last EDR Contact: 08/01/2024  
 Next Scheduled EDR Contact: 09/09/2024  
 Data Release Frequency: Annually

**RMP: Risk Management Plans**

When Congress passed the Clean Air Act Amendments of 1990, it required EPA to publish regulations and guidance for chemical accident prevention at facilities using extremely hazardous substances. The Risk Management Program Rule (RMP Rule) was written to implement Section 112(r) of these amendments. The rule, which built upon existing industry codes and standards, requires companies of all sizes that use certain flammable and toxic substances to develop a Risk Management Program, which includes a(n): Hazard assessment that details the potential effects of an accidental release, an accident history of the last five years, and an evaluation of worst-case and alternative accidental releases; Prevention program that includes safety precautions and maintenance, monitoring, and employee training measures; and Emergency response program that spells out emergency health care, employee training measures and procedures for informing the public and response agencies (e.g the fire department) should an accident occur.

Date of Government Version: 04/01/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 04/17/2024	Telephone: 202-564-8600
Date Made Active in Reports: 07/12/2024	Last EDR Contact: 07/11/2024
Number of Days to Update: 86	Next Scheduled EDR Contact: 10/28/2024
	Data Release Frequency: Varies

**RAATS: RCRA Administrative Action Tracking System**

RCRA Administration Action Tracking System. RAATS contains records based on enforcement actions issued under RCRA pertaining to major violators and includes administrative and civil actions brought by the EPA. For administration actions after September 30, 1995, data entry in the RAATS database was discontinued. EPA will retain a copy of the database for historical records. It was necessary to terminate RAATS because a decrease in agency resources made it impossible to continue to update the information contained in the database.

Date of Government Version: 04/17/1995	Source: EPA
Date Data Arrived at EDR: 07/03/1995	Telephone: 202-564-4104
Date Made Active in Reports: 08/07/1995	Last EDR Contact: 06/02/2008
Number of Days to Update: 35	Next Scheduled EDR Contact: 09/01/2008
	Data Release Frequency: No Update Planned

**PRP: Potentially Responsible Parties**

A listing of verified Potentially Responsible Parties

Date of Government Version: 09/19/2023	Source: EPA
Date Data Arrived at EDR: 10/03/2023	Telephone: 202-564-6023
Date Made Active in Reports: 10/19/2023	Last EDR Contact: 08/01/2024
Number of Days to Update: 16	Next Scheduled EDR Contact: 11/11/2024
	Data Release Frequency: Quarterly

**PADS: PCB Activity Database System**

PCB Activity Database. PADS Identifies generators, transporters, commercial storers and/or brokers and disposers of PCB's who are required to notify the EPA of such activities.

Date of Government Version: 03/20/2023	Source: EPA
Date Data Arrived at EDR: 04/04/2023	Telephone: 202-566-0500
Date Made Active in Reports: 06/09/2023	Last EDR Contact: 07/02/2024
Number of Days to Update: 66	Next Scheduled EDR Contact: 10/14/2024
	Data Release Frequency: Annually

**ICIS: Integrated Compliance Information System**

The Integrated Compliance Information System (ICIS) supports the information needs of the national enforcement and compliance program as well as the unique needs of the National Pollutant Discharge Elimination System (NPDES) program.

Date of Government Version: 11/18/2016	Source: Environmental Protection Agency
Date Data Arrived at EDR: 11/23/2016	Telephone: 202-564-2501
Date Made Active in Reports: 02/10/2017	Last EDR Contact: 06/26/2024
Number of Days to Update: 79	Next Scheduled EDR Contact: 10/14/2024
	Data Release Frequency: Quarterly

## FTTS: FIFRA/ TSCA Tracking System - FIFRA (Federal Insecticide, Fungicide, & Rodenticide Act)/TSCA (Toxic Substances Control Act)

FTTS tracks administrative cases and pesticide enforcement actions and compliance activities related to FIFRA, TSCA and EPCRA (Emergency Planning and Community Right-to-Know Act). To maintain currency, EDR contacts the Agency on a quarterly basis.

Date of Government Version: 04/09/2009  
Date Data Arrived at EDR: 04/16/2009  
Date Made Active in Reports: 05/11/2009  
Number of Days to Update: 25

Source: EPA/Office of Prevention, Pesticides and Toxic Substances  
Telephone: 202-566-1667  
Last EDR Contact: 08/18/2017  
Next Scheduled EDR Contact: 12/04/2017  
Data Release Frequency: No Update Planned

## FTTS INSP: FIFRA/ TSCA Tracking System - FIFRA (Federal Insecticide, Fungicide, & Rodenticide Act)/TSCA (Toxic Substances Control Act)

A listing of FIFRA/TSCA Tracking System (FTTS) inspections and enforcements.

Date of Government Version: 04/09/2009  
Date Data Arrived at EDR: 04/16/2009  
Date Made Active in Reports: 05/11/2009  
Number of Days to Update: 25

Source: EPA  
Telephone: 202-566-1667  
Last EDR Contact: 08/18/2017  
Next Scheduled EDR Contact: 12/04/2017  
Data Release Frequency: No Update Planned

## MLTS: Material Licensing Tracking System

MLTS is maintained by the Nuclear Regulatory Commission and contains a list of approximately 8,100 sites which possess or use radioactive materials and which are subject to NRC licensing requirements. To maintain currency, EDR contacts the Agency on a quarterly basis.

Date of Government Version: 01/02/2024  
Date Data Arrived at EDR: 01/16/2024  
Date Made Active in Reports: 03/13/2024  
Number of Days to Update: 57

Source: Nuclear Regulatory Commission  
Telephone: 301-415-0717  
Last EDR Contact: 07/11/2024  
Next Scheduled EDR Contact: 10/28/2024  
Data Release Frequency: Quarterly

## COAL ASH DOE: Steam-Electric Plant Operation Data

A listing of power plants that store ash in surface ponds.

Date of Government Version: 12/31/2022  
Date Data Arrived at EDR: 11/27/2023  
Date Made Active in Reports: 02/22/2024  
Number of Days to Update: 87

Source: Department of Energy  
Telephone: 202-586-8719  
Last EDR Contact: 05/28/2024  
Next Scheduled EDR Contact: 09/09/2024  
Data Release Frequency: Varies

## COAL ASH EPA: Coal Combustion Residues Surface Impoundments List

A listing of coal combustion residues surface impoundments with high hazard potential ratings.

Date of Government Version: 01/12/2017  
Date Data Arrived at EDR: 03/05/2019  
Date Made Active in Reports: 11/11/2019  
Number of Days to Update: 251

Source: Environmental Protection Agency  
Telephone: N/A  
Last EDR Contact: 08/22/2024  
Next Scheduled EDR Contact: 12/09/2024  
Data Release Frequency: Varies

## PCB TRANSFORMER: PCB Transformer Registration Database

The database of PCB transformer registrations that includes all PCB registration submittals.

Date of Government Version: 09/13/2019  
Date Data Arrived at EDR: 11/06/2019  
Date Made Active in Reports: 02/10/2020  
Number of Days to Update: 96

Source: Environmental Protection Agency  
Telephone: 202-566-0517  
Last EDR Contact: 08/01/2024  
Next Scheduled EDR Contact: 11/11/2024  
Data Release Frequency: Varies

## RADINFO: Radiation Information Database

The Radiation Information Database (RADINFO) contains information about facilities that are regulated by U.S. Environmental Protection Agency (EPA) regulations for radiation and radioactivity.

Date of Government Version: 07/01/2019  
 Date Data Arrived at EDR: 07/01/2019  
 Date Made Active in Reports: 09/23/2019  
 Number of Days to Update: 84

Source: Environmental Protection Agency  
 Telephone: 202-343-9775  
 Last EDR Contact: 06/21/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Quarterly

#### HIST FTTS: FIFRA/TSCA Tracking System Administrative Case Listing

A complete administrative case listing from the FIFRA/TSCA Tracking System (FTTS) for all ten EPA regions. The information was obtained from the National Compliance Database (NCDB). NCDB supports the implementation of FIFRA (Federal Insecticide, Fungicide, and Rodenticide Act) and TSCA (Toxic Substances Control Act). Some EPA regions are now closing out records. Because of that, and the fact that some EPA regions are not providing EPA Headquarters with updated records, it was decided to create a HIST FTTS database. It included records that may not be included in the newer FTTS database updates. This database is no longer updated.

Date of Government Version: 10/19/2006  
 Date Data Arrived at EDR: 03/01/2007  
 Date Made Active in Reports: 04/10/2007  
 Number of Days to Update: 40

Source: Environmental Protection Agency  
 Telephone: 202-564-2501  
 Last EDR Contact: 12/17/2007  
 Next Scheduled EDR Contact: 03/17/2008  
 Data Release Frequency: No Update Planned

#### HIST FTTS INSP: FIFRA/TSCA Tracking System Inspection & Enforcement Case Listing

A complete inspection and enforcement case listing from the FIFRA/TSCA Tracking System (FTTS) for all ten EPA regions. The information was obtained from the National Compliance Database (NCDB). NCDB supports the implementation of FIFRA (Federal Insecticide, Fungicide, and Rodenticide Act) and TSCA (Toxic Substances Control Act). Some EPA regions are now closing out records. Because of that, and the fact that some EPA regions are not providing EPA Headquarters with updated records, it was decided to create a HIST FTTS database. It included records that may not be included in the newer FTTS database updates. This database is no longer updated.

Date of Government Version: 10/19/2006  
 Date Data Arrived at EDR: 03/01/2007  
 Date Made Active in Reports: 04/10/2007  
 Number of Days to Update: 40

Source: Environmental Protection Agency  
 Telephone: 202-564-2501  
 Last EDR Contact: 12/17/2008  
 Next Scheduled EDR Contact: 03/17/2008  
 Data Release Frequency: No Update Planned

#### DOT OPS: Incident and Accident Data

Department of Transportation, Office of Pipeline Safety Incident and Accident data.

Date of Government Version: 01/02/2020  
 Date Data Arrived at EDR: 01/28/2020  
 Date Made Active in Reports: 04/17/2020  
 Number of Days to Update: 80

Source: Department of Transportation, Office of Pipeline Safety  
 Telephone: 202-366-4595  
 Last EDR Contact: 07/23/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Quarterly

#### CONSENT: Superfund (CERCLA) Consent Decrees

Major legal settlements that establish responsibility and standards for cleanup at NPL (Superfund) sites. Released periodically by United States District Courts after settlement by parties to litigation matters.

Date of Government Version: 03/31/2024  
 Date Data Arrived at EDR: 04/19/2024  
 Date Made Active in Reports: 06/26/2024  
 Number of Days to Update: 68

Source: Department of Justice, Consent Decree Library  
 Telephone: Varies  
 Last EDR Contact: 06/26/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### BRS: Biennial Reporting System

The Biennial Reporting System is a national system administered by the EPA that collects data on the generation and management of hazardous waste. BRS captures detailed data from two groups: Large Quantity Generators (LQG) and Treatment, Storage, and Disposal Facilities.

Date of Government Version: 12/31/2021  
 Date Data Arrived at EDR: 03/09/2023  
 Date Made Active in Reports: 03/20/2023  
 Number of Days to Update: 11

Source: EPA/NTIS  
 Telephone: 800-424-9346  
 Last EDR Contact: 06/07/2024  
 Next Scheduled EDR Contact: 09/30/2024  
 Data Release Frequency: Biennially

## INDIAN RESERV: Indian Reservations

This map layer portrays Indian administered lands of the United States that have any area equal to or greater than 640 acres.

Date of Government Version: 12/31/2014	Source: USGS
Date Data Arrived at EDR: 07/14/2015	Telephone: 202-208-3710
Date Made Active in Reports: 01/10/2017	Last EDR Contact: 07/02/2024
Number of Days to Update: 546	Next Scheduled EDR Contact: 10/14/2024
	Data Release Frequency: Semi-Annually

## FUSRAP: Formerly Utilized Sites Remedial Action Program

DOE established the Formerly Utilized Sites Remedial Action Program (FUSRAP) in 1974 to remediate sites where radioactive contamination remained from Manhattan Project and early U.S. Atomic Energy Commission (AEC) operations.

Date of Government Version: 03/03/2023	Source: Department of Energy
Date Data Arrived at EDR: 03/03/2023	Telephone: 202-586-3559
Date Made Active in Reports: 06/09/2023	Last EDR Contact: 07/24/2024
Number of Days to Update: 98	Next Scheduled EDR Contact: 11/11/2024
	Data Release Frequency: Varies

## UMTRA: Uranium Mill Tailings Sites

Uranium ore was mined by private companies for federal government use in national defense programs. When the mills shut down, large piles of the sand-like material (mill tailings) remain after uranium has been extracted from the ore. Levels of human exposure to radioactive materials from the piles are low; however, in some cases tailings were used as construction materials before the potential health hazards of the tailings were recognized.

Date of Government Version: 08/30/2019	Source: Department of Energy
Date Data Arrived at EDR: 11/15/2019	Telephone: 505-845-0011
Date Made Active in Reports: 01/28/2020	Last EDR Contact: 08/08/2024
Number of Days to Update: 74	Next Scheduled EDR Contact: 11/26/2024
	Data Release Frequency: Varies

## LEAD SMELTER 1: Lead Smelter Sites

A listing of former lead smelter site locations.

Date of Government Version: 05/22/2024	Source: Environmental Protection Agency
Date Data Arrived at EDR: 06/03/2024	Telephone: 703-603-8787
Date Made Active in Reports: 06/24/2024	Last EDR Contact: 08/01/2024
Number of Days to Update: 21	Next Scheduled EDR Contact: 10/07/2024
	Data Release Frequency: Varies

## LEAD SMELTER 2: Lead Smelter Sites

A list of several hundred sites in the U.S. where secondary lead smelting was done from 1931 and 1964. These sites may pose a threat to public health through ingestion or inhalation of contaminated soil or dust

Date of Government Version: 04/05/2001	Source: American Journal of Public Health
Date Data Arrived at EDR: 10/27/2010	Telephone: 703-305-6451
Date Made Active in Reports: 12/02/2010	Last EDR Contact: 12/02/2009
Number of Days to Update: 36	Next Scheduled EDR Contact: N/A
	Data Release Frequency: No Update Planned

## US AIRS (AFS): Aerometric Information Retrieval System Facility Subsystem (AFS)

The database is a sub-system of Aerometric Information Retrieval System (AIRS). AFS contains compliance data on air pollution point sources regulated by the U.S. EPA and/or state and local air regulatory agencies. This information comes from source reports by various stationary sources of air pollution, such as electric power plants, steel mills, factories, and universities, and provides information about the air pollutants they produce. Action, air program, air program pollutant, and general level plant data. It is used to track emissions and compliance data from industrial plants.



Date of Government Version: 10/12/2016  
 Date Data Arrived at EDR: 10/26/2016  
 Date Made Active in Reports: 02/03/2017  
 Number of Days to Update: 100

Source: EPA  
 Telephone: 202-564-2496  
 Last EDR Contact: 09/26/2017  
 Next Scheduled EDR Contact: 01/08/2018  
 Data Release Frequency: Annually

#### US AIRS MINOR: Air Facility System Data

A listing of minor source facilities.

Date of Government Version: 10/12/2016  
 Date Data Arrived at EDR: 10/26/2016  
 Date Made Active in Reports: 02/03/2017  
 Number of Days to Update: 100

Source: EPA  
 Telephone: 202-564-2496  
 Last EDR Contact: 09/26/2017  
 Next Scheduled EDR Contact: 01/08/2018  
 Data Release Frequency: Annually

#### MINES VIOLATIONS: MSHA Violation Assessment Data

Mines violation and assessment information. Department of Labor, Mine Safety & Health Administration.

Date of Government Version: 04/01/2024  
 Date Data Arrived at EDR: 04/04/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 99

Source: DOL, Mine Safety & Health Admini  
 Telephone: 202-693-9424  
 Last EDR Contact: 07/02/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Quarterly

#### US MINES: Mines Master Index File

Contains all mine identification numbers issued for mines active or opened since 1971. The data also includes violation information.

Date of Government Version: 08/06/2024  
 Date Data Arrived at EDR: 08/14/2024  
 Date Made Active in Reports: 08/15/2024  
 Number of Days to Update: 1

Source: Department of Labor, Mine Safety and Health Administration  
 Telephone: 303-231-5959  
 Last EDR Contact: 08/14/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Semi-Annually

#### US MINES 2: Ferrous and Nonferrous Metal Mines Database Listing

This map layer includes ferrous (ferrous metal mines are facilities that extract ferrous metals, such as iron ore or molybdenum) and nonferrous (Nonferrous metal mines are facilities that extract nonferrous metals, such as gold, silver, copper, zinc, and lead) metal mines in the United States.

Date of Government Version: 04/15/2024  
 Date Data Arrived at EDR: 05/22/2024  
 Date Made Active in Reports: 08/15/2024  
 Number of Days to Update: 85

Source: USGS  
 Telephone: 703-648-7709  
 Last EDR Contact: 08/20/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

#### US MINES 3: Active Mines & Mineral Plants Database Listing

Active Mines and Mineral Processing Plant operations for commodities monitored by the Minerals Information Team of the USGS.

Date of Government Version: 04/14/2011  
 Date Data Arrived at EDR: 06/08/2011  
 Date Made Active in Reports: 09/13/2011  
 Number of Days to Update: 97

Source: USGS  
 Telephone: 703-648-7709  
 Last EDR Contact: 08/22/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

#### ABANDONED MINES: Abandoned Mines

An inventory of land and water impacted by past mining (primarily coal mining) is maintained by OSMRE to provide information needed to implement the Surface Mining Control and Reclamation Act of 1977 (SMCRA). The inventory contains information on the location, type, and extent of AML impacts, as well as, information on the cost associated with the reclamation of those problems. The inventory is based upon field surveys by State, Tribal, and OSMRE program officials. It is dynamic to the extent that it is modified as new problems are identified and existing problems are reclaimed.

Date of Government Version: 03/18/2024  
 Date Data Arrived at EDR: 03/19/2024  
 Date Made Active in Reports: 06/06/2024  
 Number of Days to Update: 79

Source: Department of Interior  
 Telephone: 202-208-2609  
 Last EDR Contact: 06/13/2024  
 Next Scheduled EDR Contact: 09/16/2024  
 Data Release Frequency: Quarterly

**MINES MRDS: Mineral Resources Data System**  
 Mineral Resources Data System

Date of Government Version: 08/23/2022  
 Date Data Arrived at EDR: 11/22/2022  
 Date Made Active in Reports: 02/28/2023  
 Number of Days to Update: 98

Source: USGS  
 Telephone: 703-648-6533  
 Last EDR Contact: 08/22/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

**FINDS: Facility Index System/Facility Registry System**

Facility Index System. FINDS contains both facility information and 'pointers' to other sources that contain more detail. EDR includes the following FINDS databases in this report: PCS (Permit Compliance System), AIRS (Aerometric Information Retrieval System), DOCKET (Enforcement Docket used to manage and track information on civil judicial enforcement cases for all environmental statutes), FURS (Federal Underground Injection Control), C-DOCKET (Criminal Docket System used to track criminal enforcement actions for all environmental statutes), FFIS (Federal Facilities Information System), STATE (State Environmental Laws and Statutes), and PADS (PCB Activity Data System).

Date of Government Version: 02/09/2024  
 Date Data Arrived at EDR: 02/27/2024  
 Date Made Active in Reports: 05/24/2024  
 Number of Days to Update: 87

Source: EPA  
 Telephone: (404) 562-9900  
 Last EDR Contact: 08/20/2024  
 Next Scheduled EDR Contact: 12/09/2024  
 Data Release Frequency: Quarterly

**DOCKET HWC: Hazardous Waste Compliance Docket Listing**

A complete list of the Federal Agency Hazardous Waste Compliance Docket Facilities.

Date of Government Version: 05/06/2021  
 Date Data Arrived at EDR: 05/21/2021  
 Date Made Active in Reports: 08/11/2021  
 Number of Days to Update: 82

Source: Environmental Protection Agency  
 Telephone: 202-564-0527  
 Last EDR Contact: 08/13/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

**ECHO: Enforcement & Compliance History Information**

ECHO provides integrated compliance and enforcement information for about 800,000 regulated facilities nationwide.

Date of Government Version: 06/23/2024  
 Date Data Arrived at EDR: 06/28/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 14

Source: Environmental Protection Agency  
 Telephone: 202-564-2280  
 Last EDR Contact: 06/28/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Quarterly

**UXO: Unexploded Ordnance Sites**

A listing of unexploded ordnance site locations

Date of Government Version: 09/06/2023  
 Date Data Arrived at EDR: 09/13/2023  
 Date Made Active in Reports: 12/11/2023  
 Number of Days to Update: 89

Source: Department of Defense  
 Telephone: 703-704-1564  
 Last EDR Contact: 07/08/2024  
 Next Scheduled EDR Contact: 10/21/2024  
 Data Release Frequency: Varies

**FUELS PROGRAM: EPA Fuels Program Registered Listing**

This listing includes facilities that are registered under the Part 80 (Code of Federal Regulations) EPA Fuels Programs. All companies now are required to submit new and updated registrations.

Date of Government Version: 05/13/2024  
Date Data Arrived at EDR: 05/14/2024  
Date Made Active in Reports: 08/08/2024  
Number of Days to Update: 86

Source: EPA  
Telephone: 800-385-6164  
Last EDR Contact: 08/13/2024  
Next Scheduled EDR Contact: 11/26/2024  
Data Release Frequency: Quarterly

**PFAS NPL: Superfund Sites with PFAS Detections Information**

EPA's Office of Land and Emergency Management and EPA Regional Offices maintain data describing what is known about site investigations, contamination, and remedial actions under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) where PFAS is present in the environment.

Date of Government Version: 07/01/2024  
Date Data Arrived at EDR: 07/01/2024  
Date Made Active in Reports: 07/12/2024  
Number of Days to Update: 11

Source: Environmental Protection Agency  
Telephone: 703-603-8895  
Last EDR Contact: 07/01/2024  
Next Scheduled EDR Contact: 10/14/2024  
Data Release Frequency: Varies

**PFAS FEDERAL SITES: Federal Sites PFAS Information**

Several federal entities, such as the federal Superfund program, Department of Defense, National Aeronautics and Space Administration, Department of Transportation, and Department of Energy provided information for sites with known or suspected detections at federal facilities.

Date of Government Version: 07/01/2024  
Date Data Arrived at EDR: 07/01/2024  
Date Made Active in Reports: 07/12/2024  
Number of Days to Update: 11

Source: Environmental Protection Agency  
Telephone: 202-272-0167  
Last EDR Contact: 07/01/2024  
Next Scheduled EDR Contact: 10/14/2024  
Data Release Frequency: Varies

**PFAS TRIS: List of PFAS Added to the TRI**

Section 7321 of the National Defense Authorization Act for Fiscal Year 2020 (NDAA) immediately added certain per- and polyfluoroalkyl substances (PFAS) to the list of chemicals covered by the Toxics Release Inventory (TRI) under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) and provided a framework for additional PFAS to be added to TRI on an annual basis.

Date of Government Version: 07/01/2024  
Date Data Arrived at EDR: 07/01/2024  
Date Made Active in Reports: 07/12/2024  
Number of Days to Update: 11

Source: Environmental Protection Agency  
Telephone: 202-566-0250  
Last EDR Contact: 07/01/2024  
Next Scheduled EDR Contact: 10/14/2024  
Data Release Frequency: Varies

**PFAS TSCA: PFAS Manufacture and Imports Information**

EPA issued the Chemical Data Reporting (CDR) Rule under the Toxic Substances Control Act (TSCA) and requires chemical manufacturers and facilities that manufacture or import chemical substances to report data to EPA. EPA publishes non-confidential business information (non-CBI) and includes descriptive information about each site, corporate parent, production volume, other manufacturing information, and processing and use information.

Date of Government Version: 07/01/2024  
Date Data Arrived at EDR: 07/01/2024  
Date Made Active in Reports: 07/12/2024  
Number of Days to Update: 11

Source: Environmental Protection Agency  
Telephone: 202-272-0167  
Last EDR Contact: 07/01/2024  
Next Scheduled EDR Contact: 10/14/2024  
Data Release Frequency: Varies

**PFAS RCRA MANIFEST: PFAS Transfers Identified In the RCRA Database Listing**

To work around the lack of PFAS waste codes in the RCRA database, EPA developed the PFAS Transfers dataset by mining e-Manifest records containing at least one of these common PFAS keywords: PFAS, PFOA, PFOS, PERFL, AFFF, GENX, GEN-X (plus the VT waste codes). These keywords were searched for in the following text fields: Manifest handling instructions (MANIFEST\_HANDLING\_INSTR), Non-hazardous waste description (NON\_HAZ\_WASTE\_DESCRIPTION), DOT printed information (DOT\_PRINTED\_INFORMATION), Waste line handling instructions (WASTE\_LINE\_HANDLING\_INSTR), Waste residue comments (WASTE\_RESIDUE\_COMMENTS).

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PFAS ATSDR: PFAS Contamination Site Location Listing

PFAS contamination site locations from the Department of Health & Human Services, Center for Disease Control & Prevention. ATSDR is involved at a number of PFAS-related sites, either directly or through assisting state and federal partners. As of now, most sites are related to drinking water contamination connected with PFAS production facilities or fire training areas where aqueous film-forming firefighting foam (AFFF) was regularly used.

Date of Government Version: 06/24/2020  
 Date Data Arrived at EDR: 03/17/2021  
 Date Made Active in Reports: 11/08/2022  
 Number of Days to Update: 601

Source: Department of Health & Human Services  
 Telephone: 202-741-5770  
 Last EDR Contact: 07/18/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Varies

#### PFAS WQP: Ambient Environmental Sampling for PFAS

The Water Quality Portal (WQP) is a part of a modernized repository storing ambient sampling data for all environmental media and tissue samples. A wide range of federal, state, tribal and local governments, academic and non-governmental organizations and individuals submit project details and sampling results to this public repository. The information is commonly used for research and assessments of environmental quality.

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PFAS NPDES: Clean Water Act Discharge Monitoring Information

Any discharger of pollutants to waters of the United States from a point source must have a National Pollutant Discharge Elimination System (NPDES) permit. The process for obtaining limits involves the regulated entity (permittee) disclosing releases in a NPDES permit application and the permitting authority (typically the state but sometimes EPA) deciding whether to require monitoring or monitoring with limits. Caveats and Limitations: Less than half of states have required PFAS monitoring for at least one of their permittees and fewer states have established PFAS effluent limits for permittees. New rulemakings have been initiated that may increase the number of facilities monitoring for PFAS in the future.

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PFAS PROJECT: NORTHEASTERN UNIVERSITY PFAS PROJECT

The PFAS Contamination Site Tracker records qualitative and quantitative data from each site in a chart, specifically examining discovery, contamination levels, government response, litigation, health impacts, media coverage, and community characteristics. All data presented in the chart were extracted from government websites, such as state health departments or the Environmental Protection Agency, and news articles.

Date of Government Version: 05/19/2023  
 Date Data Arrived at EDR: 04/05/2024  
 Date Made Active in Reports: 06/06/2024  
 Number of Days to Update: 62

Source: Social Science Environmental Health Research Institute  
 Telephone: N/A  
 Last EDR Contact: 06/04/2024  
 Next Scheduled EDR Contact: 09/16/2024  
 Data Release Frequency: Varies

#### PFAS ECHO: Facilities in Industries that May Be Handling PFAS Listing

Regulators and the public have expressed interest in knowing which regulated entities may be using PFAS. EPA has developed a dataset from various sources that show which industries may be handling PFAS. Approximately 120,000 facilities subject to federal environmental programs have operated or currently operate in industry sectors with processes that may involve handling and/or release of PFAS.

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PFAS ECHO FIRE TRAIN: Facilities in Industries that May Be Handling PFAS Listing

A list of fire training sites was added to the Industry Sectors dataset using a keyword search on the permitted facility's name to identify sites where fire-fighting foam may have been used in training exercises. Additionally, you may view an example spreadsheet of the subset of fire training facility data, as well as the keywords used in selecting or deselecting a facility for the subset. as well as the keywords used in selecting or deselecting a facility for the subset. These keywords were tested to maximize accuracy in selecting facilities that may use fire-fighting foam in training exercises, however, due to the lack of a required reporting field in the data systems for designating fire training sites, this methodology may not identify all fire training sites or may potentially misidentify them.

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PFAS PT 139 AIRPORT: All Certified Part 139 Airports PFAS Information Listing

Since July 1, 2006, all certified part 139 airports are required to have fire-fighting foam onsite that meet military specifications (MIL-F-24385) (14 CFR 139.317). To date, these military specification fire-fighting foams are fluorinated and have been historically used for training and extinguishing. The 2018 FAA Reauthorization Act has a provision stating that no later than October 2021, FAA shall not require the use of fluorinated AFFF. This provision does not prohibit the use of fluorinated AFFF at Part 139 civilian airports; it only prohibits FAA from mandating its use. The Federal Aviation Administration's document AC 150/5210-6D - Aircraft Fire Extinguishing Agents provides guidance on Aircraft Fire Extinguishing Agents, which includes Aqueous Film Forming Foam (AFFF).

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-272-0167  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### AQUEOUS FOAM NRC: Aqueous Foam Related Incidents Listing

The National Response Center (NRC) serves as an emergency call center that fields initial reports for pollution and railroad incidents and forwards that information to appropriate federal/state agencies for response. The spreadsheets posted to the NRC website contain initial incident data that has not been validated or investigated by a federal/state response agency. Response center calls from 1990 to the most recent complete calendar year where there was indication of Aqueous Film Forming Foam (AFFF) usage are included in this dataset. NRC calls may reference AFFF usage in the ?Material Involved? or ?Incident Description? fields.

Date of Government Version: 07/01/2024  
 Date Data Arrived at EDR: 07/01/2024  
 Date Made Active in Reports: 07/12/2024  
 Number of Days to Update: 11

Source: Environmental Protection Agency  
 Telephone: 202-267-2675  
 Last EDR Contact: 07/01/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

#### PCS ENF: Enforcement data

No description is available for this data

Date of Government Version: 12/31/2014  
 Date Data Arrived at EDR: 02/05/2015  
 Date Made Active in Reports: 03/06/2015  
 Number of Days to Update: 29

Source: EPA  
 Telephone: 202-564-2497  
 Last EDR Contact: 06/27/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

**PCS: Permit Compliance System**

PCS is a computerized management information system that contains data on National Pollutant Discharge Elimination System (NPDES) permit holding facilities. PCS tracks the permit, compliance, and enforcement status of NPDES facilities.

Date of Government Version: 12/16/2016

Date Data Arrived at EDR: 01/06/2017

Date Made Active in Reports: 03/10/2017

Number of Days to Update: 63

Source: EPA, Office of Water

Telephone: 202-564-2496

Last EDR Contact: 06/27/2024

Next Scheduled EDR Contact: 10/14/2024

Data Release Frequency: No Update Planned

**BIOSOLIDS: ICIS-NPDES Biosolids Facility Data**

The data reflects compliance information about facilities in the biosolids program.

Date of Government Version: 04/14/2024

Date Data Arrived at EDR: 04/16/2024

Date Made Active in Reports: 07/12/2024

Number of Days to Update: 87

Source: Environmental Protection Agency

Telephone: 202-564-4700

Last EDR Contact: 07/16/2024

Next Scheduled EDR Contact: 10/28/2024

Data Release Frequency: Varies

**UST FINDER: UST Finder Database**

EPA developed UST Finder, a web map application containing a comprehensive, state-sourced national map of underground storage tank (UST) and leaking UST (LUST) data. It provides the attributes and locations of active and closed USTs, UST facilities, and LUST sites from states and from Tribal lands and US territories. UST Finder contains information about proximity of UST facilities and LUST sites to: surface and groundwater public drinking water protection areas; estimated number of private domestic wells and number of people living nearby; and flooding and wildfires.

Date of Government Version: 06/08/2023

Date Data Arrived at EDR: 10/04/2023

Date Made Active in Reports: 01/18/2024

Number of Days to Update: 106

Source: Environmental Protection Agency

Telephone: 202-564-0394

Last EDR Contact: 08/08/2024

Next Scheduled EDR Contact: 11/18/2024

Data Release Frequency: Varies

**UST FINDER RELEASE: UST Finder Releases Database**

US EPA's UST Finder data is a national composite of leaking underground storage tanks. This data contains information about, and locations of, leaking underground storage tanks. Data was collected from state sources and standardized into a national profile by EPA's Office of Underground Storage Tanks, Office of Research and Development, and the Association of State and Territorial Solid Waste Management Officials.

Date of Government Version: 06/08/2023

Date Data Arrived at EDR: 10/31/2023

Date Made Active in Reports: 01/18/2024

Number of Days to Update: 79

Source: Environmental Protection Agency

Telephone: 202-564-0394

Last EDR Contact: 08/08/2024

Next Scheduled EDR Contact: 11/18/2024

Data Release Frequency: Semi-Annually

**E MANIFEST: Hazardous Waste Electronic Manifest System**

EPA established a national system for tracking hazardous waste shipments electronically. This system, known as e-Manifest, will modernize the nation's cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states.

Date of Government Version: 07/24/2023

Date Data Arrived at EDR: 04/18/2024

Date Made Active in Reports: 06/06/2024

Number of Days to Update: 49

Source: Environmental Protection Agency

Telephone: 833-501-6826

Last EDR Contact: 06/07/2024

Next Scheduled EDR Contact: 09/30/2024

Data Release Frequency: Varies

**PFAS: PFOS and PFOA stand for perfluorooctane sulfonate and perfluorooctanoic acid**

A list of the sites that have been reported to the Department of Environmental Protection with PFAS concentrations above the Department's Provisional Groundwater Cleanup Target Level.



Date of Government Version: 04/26/2024  
Date Data Arrived at EDR: 04/26/2024  
Date Made Active in Reports: 07/19/2024  
Number of Days to Update: 84

Source: Department of Environmental Protection  
Telephone: 850-245-8690  
Last EDR Contact: 07/18/2024  
Next Scheduled EDR Contact: 11/04/2024  
Data Release Frequency: Varies

**AQUEOUS FOAM: Former Fire Training Facility Assessments Listing**

DEP has conducted initial environmental assessments related to the historic and current use of chemicals found in aqueous film forming foam (AFFF) at fire training facilities throughout Florida

Date of Government Version: 05/30/2024  
Date Data Arrived at EDR: 05/31/2024  
Date Made Active in Reports: 06/28/2024  
Number of Days to Update: 28

Source: Department of Environmental Protection  
Telephone: 850-245-8690  
Last EDR Contact: 05/30/2024  
Next Scheduled EDR Contact: 09/16/2024  
Data Release Frequency: Varies

**AIRS: Permitted Facilities Listing**

A listing of Air Resources Management permits.

Date of Government Version: 07/22/2024  
Date Data Arrived at EDR: 07/23/2024  
Date Made Active in Reports: 08/16/2024  
Number of Days to Update: 24

Source: Department of Environmental Protection  
Telephone: 850-921-9558  
Last EDR Contact: 07/18/2024  
Next Scheduled EDR Contact: 11/04/2024  
Data Release Frequency: Varies

**ASBESTOS: Asbestos Notification Listing**

Asbestos sites

Date of Government Version: 08/08/2024  
Date Data Arrived at EDR: 08/08/2024  
Date Made Active in Reports: 08/19/2024  
Number of Days to Update: 11

Source: Department of Environmental Protection  
Telephone: 850-717-9086  
Last EDR Contact: 08/07/2024  
Next Scheduled EDR Contact: 11/26/2024  
Data Release Frequency: Varies

**CLEANUP SITES: DEP Cleanup Sites - Contamination Locator Map Listing**

This listing includes the locations of waste cleanup sites from various programs. The source of the cleanup site data includes Hazardous Waste programs, Site Investigation Section, Compliance and Enforcement Tracking, Drycleaning State Funded Cleanup Program (possibly other state funded cleanup), Storage Tank Contamination Monitoring.

Date of Government Version: 05/08/2024  
Date Data Arrived at EDR: 05/09/2024  
Date Made Active in Reports: 05/16/2024  
Number of Days to Update: 7

Source: Department of Environmental Protection  
Telephone: 866-282-0787  
Last EDR Contact: 08/19/2024  
Next Scheduled EDR Contact: 12/02/2024  
Data Release Frequency: Quarterly

**DEDB: Ethylene Dibromide Database Results**

Ethylene dibromide (EDB), a soil fumigant, that has been detected in drinking water wells. The amount found exceeds the maximum contaminant level as stated in Chapter 62-550 or 520. It is a potential threat to public health when present in drinking water.

Date of Government Version: 03/11/2024  
Date Data Arrived at EDR: 03/13/2024  
Date Made Active in Reports: 06/04/2024  
Number of Days to Update: 83

Source: Department of Environmental Protection  
Telephone: 850-245-8335  
Last EDR Contact: 06/06/2024  
Next Scheduled EDR Contact: 09/23/2024  
Data Release Frequency: Varies

**DRYCLEANERS: Drycleaning Facilities**

The Drycleaners database, maintained by the Department of Environmental Protection, provides information about permitted dry cleaner facilities.

Date of Government Version: 07/15/2024  
 Date Data Arrived at EDR: 07/16/2024  
 Date Made Active in Reports: 07/26/2024  
 Number of Days to Update: 10

Source: Department of Environmental Protection  
 Telephone: 850-245-8927  
 Last EDR Contact: 07/16/2024  
 Next Scheduled EDR Contact: 10/28/2024  
 Data Release Frequency: Semi-Annually

**DWM CONTAM: DWM CONTAMINATED SITES**

A listing of active or known sites. The listing includes sites that need cleanup but are not actively being working on because the agency currently does not have funding (primarily petroleum and drycleaning).

Date of Government Version: 07/14/2023  
 Date Data Arrived at EDR: 10/04/2023  
 Date Made Active in Reports: 12/20/2023  
 Number of Days to Update: 77

Source: Department of Environmental Protection  
 Telephone: 850-245-7503  
 Last EDR Contact: 07/03/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: Varies

**FIN ASSURANCE 1: Financial Assurance Information Listing**

A list of hazardous waste facilities required to provide financial assurance under RCRA.

Date of Government Version: 04/03/2024  
 Date Data Arrived at EDR: 04/23/2024  
 Date Made Active in Reports: 07/18/2024  
 Number of Days to Update: 86

Source: Department of Environmental Protection  
 Telephone: 850-245-8793  
 Last EDR Contact: 07/23/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Semi-Annually

**FIN ASSURANCE 2: Financial Assurance Information Listing**

A listing of financial assurance information for solid waste facilities.

Date of Government Version: 04/03/2024  
 Date Data Arrived at EDR: 04/23/2024  
 Date Made Active in Reports: 07/18/2024  
 Number of Days to Update: 86

Source: Department of Environmental Protection  
 Telephone: 850-245-8743  
 Last EDR Contact: 07/23/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Semi-Annually

**FIN ASSURANCE 3: Financial Assurance Information Listing**

A listing of financial assurance information for storage tanks sites.

Date of Government Version: 05/03/2024  
 Date Data Arrived at EDR: 05/03/2024  
 Date Made Active in Reports: 08/01/2024  
 Number of Days to Update: 90

Source: Department of Environmental Protection  
 Telephone: 850-245-8853  
 Last EDR Contact: 07/18/2024  
 Next Scheduled EDR Contact: 11/04/2024  
 Data Release Frequency: Quarterly

**FL Cattle Dip. Vats: Cattle Dipping Vats**

From the 1910's through the 1950's, these vats were filled with an arsenic solution for the control and eradication of the cattle fever tick. Other pesticides, such as DDT, were also widely used. By State law, all cattle, horses, mules, goats, and other susceptible animals were required to be dipped every 14 days. Under certain circumstances, the arsenic and other pesticides remaining at the site may present an environmental or public health hazard.

Date of Government Version: 09/27/2019  
 Date Data Arrived at EDR: 01/10/2020  
 Date Made Active in Reports: 02/11/2020  
 Number of Days to Update: 32

Source: Department of Environmental Protection  
 Telephone: 850-245-4444  
 Last EDR Contact: 07/03/2024  
 Next Scheduled EDR Contact: 10/14/2024  
 Data Release Frequency: No Update Planned

**HAZ WASTE: Hazardous Waste Information Listing**

The records in this data set are generated by county SQG Assessment, Notification and Verification Programs on-site surveys (see 403.7225 FS). The waste records are wastes observed during county inspections. Even though this state program targets SQGs and VSQGs for outreach, some counties choose to additionally look at their LQGs.

Date of Government Version: 02/12/2024  
 Date Data Arrived at EDR: 02/13/2024  
 Date Made Active in Reports: 05/06/2024  
 Number of Days to Update: 83

Source: Department of Environmental Protection  
 Telephone: 850-245-8705  
 Last EDR Contact: 08/12/2024  
 Next Scheduled EDR Contact: 11/26/2024  
 Data Release Frequency: Quarterly

#### HW GEN: Hazardous Waste Generators

Small Quantity Hazardous Waste Generators are regulated under the federal Resource Conservation and Recovery Act (RCRA) and applicable state regulations as generators of hazardous wastes in quantities greater than 100 Kg but less than 1,000 Kg in any one calendar month. Large Quantity Generators of Hazardous Waste are tracked in this coverage based on their notification to the Department of Environmental Protection as to their handler status, or based on inspections conducted at their facilities. These facilities are regulated under the federal Resource Conservation and Recovery Act (RCRA) and applicable state regulations as generators of hazardous wastes in quantities equal to or greater than 1,000 Kg in any one calendar month.

Date of Government Version: 03/19/2024  
 Date Data Arrived at EDR: 03/19/2024  
 Date Made Active in Reports: 06/10/2024  
 Number of Days to Update: 83

Source: Department of Environmental Protection  
 Telephone: 850-245-8758  
 Last EDR Contact: 06/18/2024  
 Next Scheduled EDR Contact: 09/30/2024  
 Data Release Frequency: Quarterly

#### RESP PARTY: Responsible Party Sites Listing

Open, inactive and closed responsible party sites

Date of Government Version: 03/25/2024  
 Date Data Arrived at EDR: 03/26/2024  
 Date Made Active in Reports: 06/18/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8758  
 Last EDR Contact: 06/25/2024  
 Next Scheduled EDR Contact: 10/07/2024  
 Data Release Frequency: Quarterly

#### SOLCP: State-Owned Lands Cleanup Program Listing

The State-Owned Lands Cleanup Program (SOLCP) was created by the legislature in 2001 as a mechanism to identify and reduce the states possible risk and liability associated with potentially contaminated sites on state-owned property.

Date of Government Version: 05/06/2024  
 Date Data Arrived at EDR: 05/07/2024  
 Date Made Active in Reports: 07/30/2024  
 Number of Days to Update: 84

Source: Department of Environmental Protection  
 Telephone: 850-245-8952  
 Last EDR Contact: 08/06/2024  
 Next Scheduled EDR Contact: 11/18/2024  
 Data Release Frequency: Varies

#### SITE INV SITES: Site Investigation Section Sites Listing

Statewide coverage of Site Investigation Section (SIS) sites. Site Investigation is a Section within the Bureau of Waste Cleanup, Division of Waste Management. SIS provides technical support to FDEP District Waste Cleanup Programs and conducts contamination assessments throughout the state.

Date of Government Version: 05/13/2024  
 Date Data Arrived at EDR: 05/14/2024  
 Date Made Active in Reports: 08/07/2024  
 Number of Days to Update: 85

Source: Department of Environmental Protection  
 Telephone: 850-245-8953  
 Last EDR Contact: 08/12/2024  
 Next Scheduled EDR Contact: 11/26/2024  
 Data Release Frequency: Quarterly

#### TIER 2: Tier 2 Facility Listing

A listing of facilities which store or manufacture hazardous materials that submit a chemical inventory report.

Date of Government Version: 12/31/2022  
 Date Data Arrived at EDR: 06/07/2023  
 Date Made Active in Reports: 08/28/2023  
 Number of Days to Update: 82

Source: Department of Environmental Protection  
 Telephone: 850-413-9970  
 Last EDR Contact: 05/31/2024  
 Next Scheduled EDR Contact: 09/16/2024  
 Data Release Frequency: Varies

**UIC: Underground Injection Wells Database Listing**

A listing of Class I wells. Class I wells are used to inject hazardous waste, nonhazardous waste, or municipal waste below the lowermost USDW.

Date of Government Version: 07/11/2024

Date Data Arrived at EDR: 07/11/2024

Date Made Active in Reports: 07/19/2024

Number of Days to Update: 8

Source: Department of Environmental Protection

Telephone: 850-245-8655

Last EDR Contact: 07/10/2024

Next Scheduled EDR Contact: 10/28/2024

Data Release Frequency: Varies

**WASTEWATER: Wastewater Facility Regulation Database**

Domestic and industrial wastewater facilities.

Date of Government Version: 04/29/2024

Date Data Arrived at EDR: 04/30/2024

Date Made Active in Reports: 07/24/2024

Number of Days to Update: 85

Source: Department of Environmental Protection

Telephone: 850-245-8600

Last EDR Contact: 07/30/2024

Next Scheduled EDR Contact: 11/11/2024

Data Release Frequency: Quarterly

**ERIC WASTE CLEANUP: Environmental Restoration Integrated Cleanup Listing**

ERIC (Environmental Restoration Integrated Cleanup) is a single database for tracking all of the contaminated site cleanup activities in the Division of Waste Management (DWM). It was developed to bring together 11 different data systems to a single location that would allow tracking of a contaminated site throughout the course of cleanup regardless of which program area took the lead.

Date of Government Version: 06/24/2024

Date Data Arrived at EDR: 06/25/2024

Date Made Active in Reports: 06/28/2024

Number of Days to Update: 3

Source: Department of Environmental Protection

Telephone: 850-245-8270

Last EDR Contact: 06/25/2024

Next Scheduled EDR Contact: 10/07/2024

Data Release Frequency: Varies

**EDR HIGH RISK HISTORICAL RECORDS*****EDR Exclusive Records*****EDR MGP: EDR Proprietary Manufactured Gas Plants**

The EDR Proprietary Manufactured Gas Plant Database includes records of coal gas plants (manufactured gas plants) compiled by EDR's researchers. Manufactured gas sites were used in the United States from the 1800's to 1950's to produce a gas that could be distributed and used as fuel. These plants used whale oil, rosin, coal, or a mixture of coal, oil, and water that also produced a significant amount of waste. Many of the byproducts of the gas production, such as coal tar (oily waste containing volatile and non-volatile chemicals), sludges, oils and other compounds are potentially hazardous to human health and the environment. The byproduct from this process was frequently disposed of directly at the plant site and can remain or spread slowly, serving as a continuous source of soil and groundwater contamination.

Date of Government Version: N/A

Date Data Arrived at EDR: N/A

Date Made Active in Reports: N/A

Number of Days to Update: N/A

Source: EDR, Inc.

Telephone: N/A

Last EDR Contact: N/A

Next Scheduled EDR Contact: N/A

Data Release Frequency: No Update Planned

**EDR Hist Auto: EDR Exclusive Historical Auto Stations**

EDR has searched selected national collections of business directories and has collected listings of potential gas station/filling station/service station sites that were available to EDR researchers. EDR's review was limited to those categories of sources that might, in EDR's opinion, include gas station/filling station/service station establishments. The categories reviewed included, but were not limited to gas, gas station, gasoline station, filling station, auto, automobile repair, auto service station, service station, etc. This database falls within a category of information EDR classifies as "High Risk Historical Records", or HRHR. EDR's HRHR effort presents unique and sometimes proprietary data about past sites and operations that typically create environmental concerns, but may not show up in current government records searches.

Date of Government Version: N/A  
 Date Data Arrived at EDR: N/A  
 Date Made Active in Reports: N/A  
 Number of Days to Update: N/A

Source: EDR, Inc.  
 Telephone: N/A  
 Last EDR Contact: N/A  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: Varies

## EDR Hist Cleaner: EDR Exclusive Historical Cleaners

EDR has searched selected national collections of business directories and has collected listings of potential dry cleaner sites that were available to EDR researchers. EDR's review was limited to those categories of sources that might, in EDR's opinion, include dry cleaning establishments. The categories reviewed included, but were not limited to dry cleaners, cleaners, laundry, laundromat, cleaning/laundry, wash & dry etc. This database falls within a category of information EDR classifies as "High Risk Historical Records", or HRHR. EDR's HRHR effort presents unique and sometimes proprietary data about past sites and operations that typically create environmental concerns, but may not show up in current government records searches.

Date of Government Version: N/A  
 Date Data Arrived at EDR: N/A  
 Date Made Active in Reports: N/A  
 Number of Days to Update: N/A

Source: EDR, Inc.  
 Telephone: N/A  
 Last EDR Contact: N/A  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: Varies

## EDR RECOVERED GOVERNMENT ARCHIVES

### Exclusive Recovered Govt. Archives

#### RGA HWS: Recovered Government Archive State Hazardous Waste Facilities List

The EDR Recovered Government Archive State Hazardous Waste database provides a list of SHWS incidents derived from historical databases and includes many records that no longer appear in current government lists. Compiled from Records formerly available from the Department of Environmental Protection in Florida.

Date of Government Version: N/A  
 Date Data Arrived at EDR: 07/01/2013  
 Date Made Active in Reports: 12/30/2013  
 Number of Days to Update: 182

Source: Department of Environmental Protection  
 Telephone: N/A  
 Last EDR Contact: 06/01/2012  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: Varies

#### RGA LF: Recovered Government Archive Solid Waste Facilities List

The EDR Recovered Government Archive Landfill database provides a list of landfills derived from historical databases and includes many records that no longer appear in current government lists. Compiled from Records formerly available from the Department of Environmental Protection in Florida.

Date of Government Version: N/A  
 Date Data Arrived at EDR: 07/01/2013  
 Date Made Active in Reports: 01/10/2014  
 Number of Days to Update: 193

Source: Department of Environmental Protection  
 Telephone: N/A  
 Last EDR Contact: 06/01/2012  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: Varies

#### RGA LUST: Recovered Government Archive Leaking Underground Storage Tank

The EDR Recovered Government Archive Leaking Underground Storage Tank database provides a list of LUST incidents derived from historical databases and includes many records that no longer appear in current government lists. Compiled from Records formerly available from the Department of Environmental Protection in Florida.

Date of Government Version: N/A  
 Date Data Arrived at EDR: 07/01/2013  
 Date Made Active in Reports: 12/30/2013  
 Number of Days to Update: 182

Source: Department of Environmental Protection  
 Telephone: N/A  
 Last EDR Contact: 06/01/2012  
 Next Scheduled EDR Contact: N/A  
 Data Release Frequency: Varies

COUNTY RECORDS

## ALACHUA COUNTY:

## FACILITY LIST ALACHUA: Facility List

List of all regulated facilities in Alachua County.

Date of Government Version: 03/18/2024

Date Data Arrived at EDR: 03/19/2024

Date Made Active in Reports: 06/10/2024

Number of Days to Update: 83

Source: Alachua County Environmental Protection Department

Telephone: 352-264-6800

Last EDR Contact: 06/13/2024

Next Scheduled EDR Contact: 09/30/2024

Data Release Frequency: Annually

## BROWARD COUNTY:

## AST BROWARD: Aboveground Storage Tanks

Aboveground storage tank locations in Broward County.

Date of Government Version: 09/15/2021

Date Data Arrived at EDR: 09/16/2021

Date Made Active in Reports: 12/03/2021

Number of Days to Update: 78

Source: Broward County Environmental Protection Department

Telephone: 954-818-7509

Last EDR Contact: 08/13/2024

Next Scheduled EDR Contact: 12/02/2024

Data Release Frequency: Varies

## UST BROWARD: Underground Storage Tanks

All known regulated storage tanks within Broward County, including those tanks that have been closed

Date of Government Version: 09/15/2021

Date Data Arrived at EDR: 09/16/2021

Date Made Active in Reports: 12/03/2021

Number of Days to Update: 78

Source: Broward County Environmental Protection Department

Telephone: 954-818-7509

Last EDR Contact: 08/13/2024

Next Scheduled EDR Contact: 12/02/2024

Data Release Frequency: Varies

## HILLSBOROUGH COUNTY:

## LF HILLSBOROUGH: Hillsborough County LF

Hillsborough county landfill sites.

Date of Government Version: 01/02/2024

Date Data Arrived at EDR: 01/04/2024

Date Made Active in Reports: 03/21/2024

Number of Days to Update: 77

Source: Hillsborough County Environmental Protection Commission

Telephone: 813-627-2600

Last EDR Contact: 06/26/2024

Next Scheduled EDR Contact: 10/14/2024

Data Release Frequency: Varies

## MIAMI-DADE COUNTY:

## DADE CO AP: Air Permit Sites

Facilities that release or have a potential to release pollutants.

Date of Government Version: 05/20/2024

Date Data Arrived at EDR: 05/21/2024

Date Made Active in Reports: 08/14/2024

Number of Days to Update: 85

Source: Department of Environmental Resources Management

Telephone: 305-372-6755

Last EDR Contact: 08/19/2024

Next Scheduled EDR Contact: 12/02/2024

Data Release Frequency: Semi-Annually

## DADE CO AW: Agricultural Waste Listing

A listing of agricultural waste sites



Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: Miami-Dade County Division of Environmental Resources Management  
 Telephone: 305-372-6715  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

## DADE CO LF: Miami Dade County Landfill Solid Waste Sites listing.

Miami Dade County Landfill Solid Waste Sites listing.

Date of Government Version: 04/29/2024  
 Date Data Arrived at EDR: 05/01/2024  
 Date Made Active in Reports: 07/24/2024  
 Number of Days to Update: 84

Source: Miami Dade County Environmental Resources Management  
 Telephone: 305-372-6789  
 Last EDR Contact: 08/13/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Varies

## DADE CO LW: Liquid Waste Transporter List

The Liquid Waste Transporter permit regulates the transportation of various types of liquid and solid waste, including hazardous waste, waste oil and oily waste waters, septic and grease trap waste, biomedical waste, spent radiator fluid, photo chemical waste, dry sewage sludge, and other types of non-hazardous industrial waste. The Liquid Waste Transporter permits needed to protect the environment and the public from improperly handled and transported waste.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: DERM  
 Telephone: 305-372-6755  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Quarterly

## DADE GTO: Grease Trap Sites

Any non-residential facility that discharges waste to a sanitary sewer.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: Dade County Dept. of Env. Resources Mgmt.  
 Telephone: 305-372-6508  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Semi-Annually

## DADE MOP: Marine Facilities Operating Permit

What is this permit used for? Miami-Dade County Ordinance 89-104 and Section 24-18 of the Code of Miami-Dade County require the following types of marine facilities to obtain annual operating permits from DERM: All recreational boat docking facilities with ten (10) or more boat slips, moorings, davit spaces, and vessel tie-up spaces. All boat storage facilities contiguous to tidal waters in Miami-Dade County with ten (10) or more dry storage spaces including boatyards and boat manufacturing facilities.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: DERM  
 Telephone: 305-372-3576  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Quarterly

## DADE MRE: Maimi River Enforcement

The Miami River Enforcement database files were created for facilities and in some instances vessels that were inspected by a workgroup within the Department that was identified as the Miami River Enforcement Group. The files do not all necessarily reflect enforcement cases and some were created for locations that were permitted by other Sections within the Department.

Date of Government Version: 06/05/2013  
 Date Data Arrived at EDR: 06/06/2013  
 Date Made Active in Reports: 08/06/2013  
 Number of Days to Update: 61

Source: DERM  
 Telephone: 305-372-3576  
 Last EDR Contact: 05/21/2024  
 Next Scheduled EDR Contact: 09/02/2024  
 Data Release Frequency: Quarterly

**DADE\_IWP: Industrial Waste Permit Sites**

Facilities that either generate more than 25,000 of wastewater per day to sanitary sewers or are pre-defined by EPA.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: Department of Environmental Resources Management  
 Telephone: 305-372-6700  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Semi-Annually

**ENF: Enforcement Case Tracking System Sites**

Enforcement cases monitored by the Dade County Department of Environmental Resources Management.

Date of Government Version: 05/20/2024  
 Date Data Arrived at EDR: 05/21/2024  
 Date Made Active in Reports: 08/14/2024  
 Number of Days to Update: 85

Source: Department of Environmental Resources Management  
 Telephone: 305-372-6755  
 Last EDR Contact: 08/19/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Semi-Annually

**SPILLS DADE: Fuel Spills Cases**

DERM documents fuel spills of sites that are not in a state program.

Date of Government Version: 01/08/2009  
 Date Data Arrived at EDR: 01/13/2009  
 Date Made Active in Reports: 02/05/2009  
 Number of Days to Update: 23

Source: Department of Environmental Resources Management  
 Telephone: 305-372-6755  
 Last EDR Contact: 05/21/2024  
 Next Scheduled EDR Contact: 09/02/2024  
 Data Release Frequency: Semi-Annually

**UST DADE: Storage Tanks**

A listing of aboveground and underground storage tank site locations.

Date of Government Version: 04/05/2023  
 Date Data Arrived at EDR: 05/24/2023  
 Date Made Active in Reports: 08/11/2023  
 Number of Days to Update: 79

Source: Department of Environmental Resource Management  
 Telephone: 305-372-6700  
 Last EDR Contact: 08/22/2024  
 Next Scheduled EDR Contact: 12/02/2024  
 Data Release Frequency: Semi-Annually

**PALM BEACH COUNTY:****LF PALM BEACH: Palm Beach County LF**

Palm Beach County Inventory of Solid Waste Sites.

Date of Government Version: 09/01/2011  
 Date Data Arrived at EDR: 09/20/2011  
 Date Made Active in Reports: 10/10/2011  
 Number of Days to Update: 20

Source: Palm Beach County Solid Waste Authority  
 Telephone: 561-640-4000  
 Last EDR Contact: 06/06/2024  
 Next Scheduled EDR Contact: 09/16/2024  
 Data Release Frequency: Varies

**OTHER DATABASE(S)**

Depending on the geographic area covered by this report, the data provided in these specialty databases may or may not be complete. For example, the existence of wetlands information data in a specific report does not mean that all wetlands in the area covered by the report are included. Moreover, the absence of any reported wetlands information does not necessarily mean that wetlands do not exist in the area covered by the report.

**CT MANIFEST: Hazardous Waste Manifest Data**

Facility and manifest data. Manifest is a document that lists and tracks hazardous waste from the generator through transporters to a tsd facility.

Date of Government Version: 05/05/2024  
Date Data Arrived at EDR: 05/07/2024  
Date Made Active in Reports: 08/01/2024  
Number of Days to Update: 86

Source: Department of Energy & Environmental Protection  
Telephone: 860-424-3375  
Last EDR Contact: 08/06/2024  
Next Scheduled EDR Contact: 11/18/2024  
Data Release Frequency: No Update Planned

## NJ MANIFEST: Manifest Information

Hazardous waste manifest information.

Date of Government Version: 12/31/2018  
Date Data Arrived at EDR: 04/10/2019  
Date Made Active in Reports: 05/16/2019  
Number of Days to Update: 36

Source: Department of Environmental Protection  
Telephone: N/A  
Last EDR Contact: 06/26/2024  
Next Scheduled EDR Contact: 10/14/2024  
Data Release Frequency: Annually

## NY MANIFEST: Facility and Manifest Data

Manifest is a document that lists and tracks hazardous waste from the generator through transporters to a TSD facility.

Date of Government Version: 12/31/2019  
Date Data Arrived at EDR: 11/30/2023  
Date Made Active in Reports: 12/01/2023  
Number of Days to Update: 1

Source: Department of Environmental Conservation  
Telephone: 518-402-8651  
Last EDR Contact: 07/25/2024  
Next Scheduled EDR Contact: 11/04/2024  
Data Release Frequency: Quarterly

## PA MANIFEST: Manifest Information

Hazardous waste manifest information.

Date of Government Version: 06/30/2018  
Date Data Arrived at EDR: 07/19/2019  
Date Made Active in Reports: 09/10/2019  
Number of Days to Update: 53

Source: Department of Environmental Protection  
Telephone: 717-783-8990  
Last EDR Contact: 07/03/2024  
Next Scheduled EDR Contact: 10/21/2024  
Data Release Frequency: Annually

## RI MANIFEST: Manifest information

Hazardous waste manifest information

Date of Government Version: 12/31/2020  
Date Data Arrived at EDR: 11/30/2021  
Date Made Active in Reports: 02/18/2022  
Number of Days to Update: 80

Source: Department of Environmental Management  
Telephone: 401-222-2797  
Last EDR Contact: 08/08/2024  
Next Scheduled EDR Contact: 11/26/2024  
Data Release Frequency: Annually

## WI MANIFEST: Manifest Information

Hazardous waste manifest information.

Date of Government Version: 05/31/2018  
Date Data Arrived at EDR: 06/19/2019  
Date Made Active in Reports: 09/03/2019  
Number of Days to Update: 76

Source: Department of Natural Resources  
Telephone: N/A  
Last EDR Contact: 06/03/2024  
Next Scheduled EDR Contact: 09/16/2024  
Data Release Frequency: Annually

## Oil/Gas Pipelines

Source: Endeavor Business Media

Petroleum Bundle (Crude Oil, Refined Products, Petrochemicals, Gas Liquids (LPG/NGL), and Specialty Gases (Miscellaneous)) N = Natural Gas Bundle (Natural Gas, Gas Liquids (LPG/NGL), and Specialty Gases (Miscellaneous)). This map includes information copyrighted by Endeavor Business Media. This information is provided on a best effort basis and Endeavor Business Media does not guarantee its accuracy nor warrant its fitness for any particular purpose. Such information has been reprinted with the permission of Endeavor Business Media.

## Electric Power Transmission Line Data

Source: Endeavor Business Media

This map includes information copyrighted by Endeavor Business Media. This information is provided on a best effort basis and Endeavor Business Media does not guarantee its accuracy nor warrant its fitness for any particular purpose. Such information has been reprinted with the permission of Endeavor Business Media.

**Sensitive Receptors:** There are individuals deemed sensitive receptors due to their fragile immune systems and special sensitivity to environmental discharges. These sensitive receptors typically include the elderly, the sick, and children. While the location of all sensitive receptors cannot be determined, EDR indicates those buildings and facilities - schools, daycares, hospitals, medical centers, and nursing homes - where individuals who are sensitive receptors are likely to be located.

**AHA Hospitals:**

Source: American Hospital Association, Inc.

Telephone: 312-280-5991

The database includes a listing of hospitals based on the American Hospital Association's annual survey of hospitals.

**Medical Centers: Provider of Services Listing**

Source: Centers for Medicare & Medicaid Services

Telephone: 410-786-3000

A listing of hospitals with Medicare provider number, produced by Centers of Medicare & Medicaid Services, a federal agency within the U.S. Department of Health and Human Services.

**Nursing Homes**

Source: National Institutes of Health

Telephone: 301-594-6248

Information on Medicare and Medicaid certified nursing homes in the United States.

**Public Schools**

Source: National Center for Education Statistics

Telephone: 202-502-7300

The National Center for Education Statistics' primary database on elementary and secondary public education in the United States. It is a comprehensive, annual, national statistical database of all public elementary and secondary schools and school districts, which contains data that are comparable across all states.

**Private Schools**

Source: National Center for Education Statistics

Telephone: 202-502-7300

The National Center for Education Statistics' primary database on private school locations in the United States.

**Daycare Centers: Department of Children & Families**

Source: Provider Information

Telephone: 850-488-4900

**Flood Zone Data:** This data was obtained from the Federal Emergency Management Agency (FEMA). It depicts 100-year and 500-year flood zones as defined by FEMA. It includes the National Flood Hazard Layer (NFHL) which incorporates Flood Insurance Rate Map (FIRM) data and Q3 data from FEMA in areas not covered by NFHL.

Source: FEMA

Telephone: 877-336-2627

Date of Government Version: 2003, 2015

**NWI: National Wetlands Inventory.** This data, available in select counties across the country, was obtained by EDR in 2002, 2005, 2010 and 2015 from the U.S. Fish and Wildlife Service.

**State Wetlands Data: Wetlands Inventory**

Source: Department of Environmental Protection

Telephone: 850-245-8238

**Current USGS 7.5 Minute Topographic Map**

Source: U.S. Geological Survey

## STREET AND ADDRESS INFORMATION

© 2015 TomTom North America, Inc. All rights reserved. This material is proprietary and the subject of copyright protection and other intellectual property rights owned by or licensed to Tele Atlas North America, Inc. The use of this material is subject to the terms of a license agreement. You will be held liable for any unauthorized copying or disclosure of this material.

## **Appendix C**

**Historical Aerial Photographs  
1947, 1954, 1968, 1970, 1978, 1984, 1990, 1997, 2002, 2008,  
2012, 2016, 2018, 2021 and 2024**



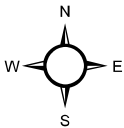
b.



**Legend**



6810 Conway Road Site



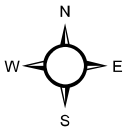
b.



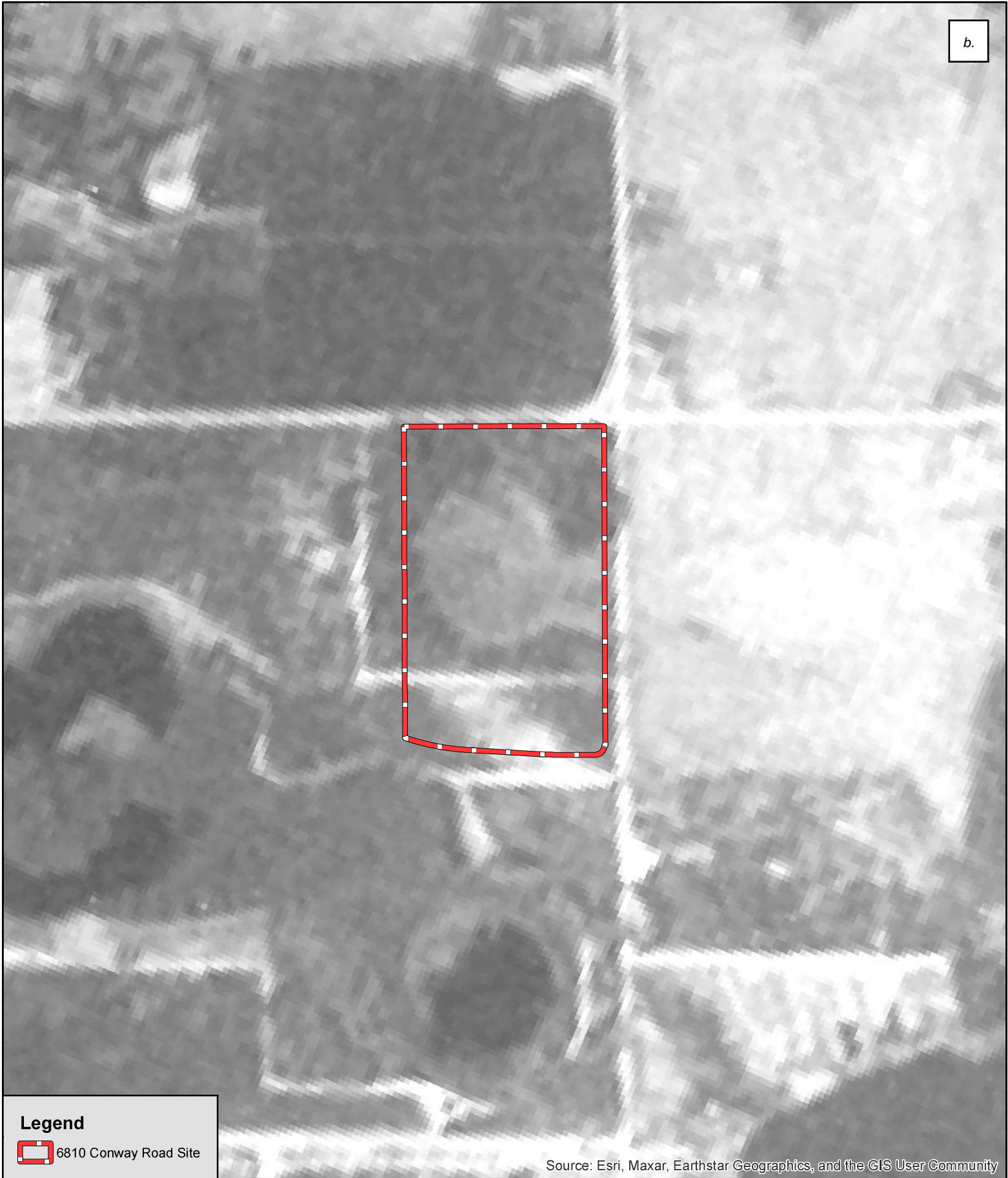
**Legend**



6810 Conway Road Site



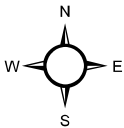




**Legend**

 6810 Conway Road Site

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



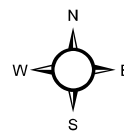


b.



**Legend**

 6810 Conway Road Site

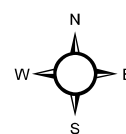






# Legend

 6810 Conway Road Site




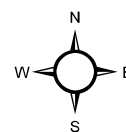




b.

**Legend**

 6810 Conway Road Site



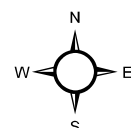




b.

# Legend

 6810 Conway Road Site





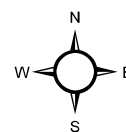






**Legend**

 6810 Conway Road Site



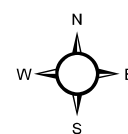




b.

# Legend

 6810 Conway Road Site



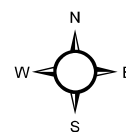




b.

# Legend

 6810 Conway Road Site

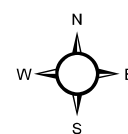




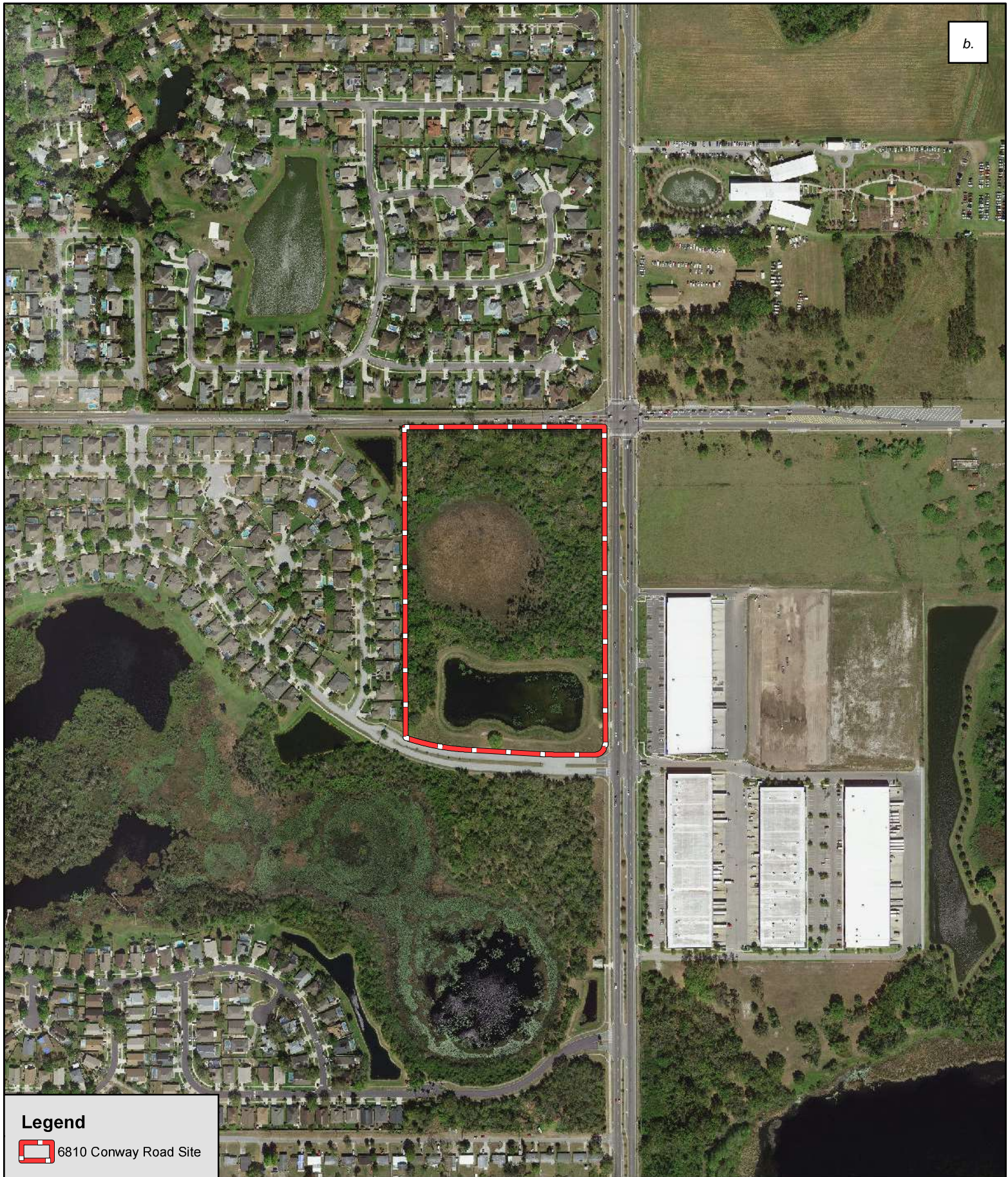


# Legend

 6810 Conway Road Site

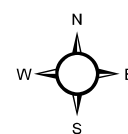






# Legend

 6810 Conway Road Site



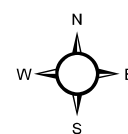




b.

# Legend

 6810 Conway Road Site

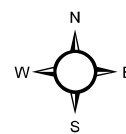






**Legend**

 6810 Conway Road Site







## **Appendix D**


### **Photographic Documentation**




Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>		
<b>Subject Property</b>		
<b>Undeveloped Lands covered by Natural Vegetation</b>		
Upland Area		
Photo #	Date of Photograph:	
1	08/29/2024	


<b>General ID:</b>		
<b>Subject Property</b>		
<b>Undeveloped Lands covered by Natural Vegetation</b>		
Upland Area		
Photo #	Date of Photograph:	
2	08/29/2024	





Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>  <b>Subject Property</b>  <b>Undeveloped Lands covered by Natural Vegetation</b>  Upland Area		
Photo #	Date of Photograph:	
3	08/29/2024	


<b>General ID:</b>  <b>Subject Property</b>  <b>Undeveloped Lands covered by Natural Vegetation</b>  Upland Area		
Photo #	Date of Photograph:	
4	08/29/2024	




Phase I Environmental Site Assessment Photo Log	
6810 Conway Road Site – Orlando, Orange County, Florida	
<p><b>General ID:</b></p> <p><b>Subject Property</b></p> <p><b>Undeveloped Lands covered by Natural Vegetation</b></p> <p>Wetland Area</p>	
<p>Photo #</p> <p><b>5</b></p>	


<p><b>General ID:</b></p> <p><b>Subject Property</b></p> <p><b>Undeveloped Lands covered by Natural Vegetation</b></p> <p>Wetland Area</p>	
<p>Photo #</p> <p><b>6</b></p>	

Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>		
<b>Subject Property</b>		
<b>Stormwater Management Pond</b>		
Photo #	Date of Photograph:	
7	08/29/2024	


<b>General ID:</b>		
<b>Subject Property</b>		
<b>Stormwater Management Pond</b>		
Photo #	Date of Photograph:	
8	08/29/2024	




Phase I Environmental Site Assessment Photo Log	
6810 Conway Road Site – Orlando, Orange County, Florida	
<p><b>General ID:</b></p> <p><b>Subject Property</b></p> <p><b>Undeveloped Lands covered by Natural Vegetation</b></p> <p>Household Debris associated with Homeless Encampments</p>	
<p>Photo #</p> <p><b>9</b></p>	<p>Date of Photograph:</p> <p>08/29/2024</p>

<p><b>General ID:</b></p> <p><b>Subject Property</b></p> <p><b>Undeveloped Lands covered by Natural Vegetation</b></p> <p>Household Debris associated with Homeless Encampments</p>	
<p>Photo #</p> <p><b>10</b></p>	<p>Date of Photograph:</p> <p>08/29/2024</p>



Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>		
<b>Subject Property</b>		
<b>Undeveloped Lands covered by Natural Vegetation</b>		
Household Debris associated with Homeless Encampments		
Photo #	Date of Photograph:	
11	08/29/2024	

<b>General ID:</b>		
<b>Subject Property</b>		
<b>Undeveloped Lands covered by Natural Vegetation</b>		
Old Tires		
Photo #	Date of Photograph:	
12	08/29/2024	

Phase I Environmental Site Assessment Photo Log	
6810 Conway Road Site – Orlando, Orange County, Florida	
<p><b>General ID:</b></p> <p><b>Adjoining Property – W</b></p> <p><b>Residential Use Lands – Single-family Subdivision</b></p>	
<p>Photo #</p> <p><b>13</b></p>	


<p><b>General ID:</b></p> <p><b>Adjoining Property – N</b></p> <p><b>Residential Use Lands – Single-family Subdivision</b></p>	
<p>Photo #</p> <p><b>14</b></p>	





Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>  <b>Adjoining Property – W</b>  <b>Residential Use Lands – Multi-family Apartment Complex</b>		
Photo #	Date of Photograph:	
15	08/29/2024	


<b>General ID:</b>  <b>Adjoining Property – E</b>  <b>Commercial Use Lands – Retail Gasoline Station</b>		
Photo #	Date of Photograph:	
16	08/29/2024	



Phase I Environmental Site Assessment Photo Log	
6810 Conway Road Site – Orlando, Orange County, Florida	
<p><b>General ID:</b></p> <p><b>Adjoining Property – E</b></p> <p><b>Commercial Use Lands – Warehousing Facilities</b></p>	
<p>Photo #</p> <p><b>17</b></p>	

<p><b>General ID:</b></p> <p><b>Adjoining Property – N</b></p> <p><b>Judge Road Right-of-Way (Looking E)</b></p>	
<p>Photo #</p> <p><b>18</b></p>	

Phase I Environmental Site Assessment Photo Log		
6810 Conway Road Site – Orlando, Orange County, Florida		
<b>General ID:</b>  <b>Adjoining Property – E</b>  <b>South Conway Road Right-of-Way (Looking S)</b>		
Photo #	Date of Photograph:	
<b>19</b>	08/29/2024	

<b>General ID:</b>  <b>Adjoining Property – S</b>  <b>Crescent Park Boulevard Right-of-Way (Looking W)</b>		
Photo #	Date of Photograph:	
<b>20</b>	08/29/2024	

## **Appendix E**

### **Qualifications of Environmental Professionals**



**Bill Keenan**  
Project Manager

Bill is a project manager with Bio-Tech Consulting and has been with the company since 2006. His primary duties include Phase I environmental assessments, mitigation design and environmental permitting, regulatory compliance monitoring and reporting, wildlife assessments, species-specific surveys, prescribed burn planning and implementation, and erosion and sediment control monitoring and reporting.

**Experience**

Bill has more than 15 years of experience as a biologist working in the private and public sectors. Prior to joining Bio-Tech Consulting, Bill served as a field biologist with the Florida Department of Environmental Protection (FDEP) at Wekiwa Springs State Park where his responsibilities included exotic species control, landscape restoration management, and prescribed burn planning and implementation. He also served as a park and district trainer and mentor in the uses and safety of herbicides and prescribed fire.

Bill's biology experience also includes working as a graduate teaching assistant in the biology department at the University of Central Florida and working at The Nature Conservancy as a member of a wildland fire and prescribed burn crew.

**Responsibilities**

Bill's current role with Bio-Tech Consulting is as a project manager. His duties and responsibilities include Phase I environmental assessments, mitigation design and environmental permitting with appropriate local, state and federal agencies, regulatory compliance monitoring and reporting (vegetative and water quality), wetland, lakeshore and upland restoration and enhancement, mitigation area maintenance, herbicide application, T&E wildlife assessments, species specific surveys and monitoring, wildlife relocation, prescribed burn planning and implementation, and erosion and sediment control monitoring and reporting.

**Education**

Bill earned his bachelor of arts in Business Administration from the University of Central Florida and has more than two years of study toward his Master's Degree in biology.

Experience:  
16 Years

Years with Bio-Tech Consulting:  
11 Years

Education:  
Bachelor of Arts, Business  
Administration  
University of Central Florida

**Training and Certifications:**

- Best Practices Management – Florida Green Industries (GV3740-1)
- Pesticide Commercial Applicator License (CM19779)
- Qualified Stormwater Management Inspector (13286)
- Certified Prescribed Burn Manager (2004-3488)
- S-215 Fire Operations in Wildlands/Urban Interface
- Southern Area Engine Academy
- S-211 Portable Pumps
- Inter-agency Basic Prescribed Fire Course
- S-212 Wildfire Power Saws
- S-130, S-190, I-100 and Standards for Survival
- Florida Certificate of Boating Education
- ATV Safety Course

**Memberships:**

- Florida Association of Environmental Professionals
- International Society of Technical & Environmental Professionals (INSTEP) Licensed Environmental Professional (LEP) #381



**Joe Galletti**  
Vice President

Joe has more than 24 years of professional experience in project management and environmental permitting. His areas of specialization include water quality monitoring, data management, wetland delineations, dredge/fill and environmental resource permitting and Phase I and Phase II Environmental Site Assessments.

**Experience**

Joe has more than 24 years of professional experience in project management and environmental permitting. He entered the environmental consulting and development community at the beginning of Central Florida's land development boom in the early 1990s.

Along with his extensive experience in resolving wetland, wildlife and other permitting issues, Joe is a Certified Florida Environmental Assessor and leads Bio-Tech Consulting's Phase I Environmental Site Assessment and water quality monitoring teams.

**Responsibilities**

Joe's primary responsibilities include Phase I Environmental Site Assessments, title searches, water quality monitoring and sampling, regulatory agency database research, historical aerial photograph research, project coordination, marketing, client interaction, proposal writing and technical writing.

As Vice President of Bio-Tech Consulting, Joe oversees federal, state, water management district, and local government permitting processes for a variety of clients. He also specializes in threatened and endangered species identification and permitting, wetland delineation, dredge/fill applications and environmental resource permitting.

**Education**

Joe graduated from the University of Central Florida with a Bachelor of Science in Biological Sciences.

Experience:  
24 Years

Years with Bio-Tech Consulting:  
14 Years

Education:  
Bachelor of Science, Biological Sciences, University of Central Florida

**Certifications:**

- Registered Environmental Property Assessor #5898
- International Society of Technical & Environmental Professionals (INSTEP) Licensed Environmental Professional (LEP) #123
- FDEP Qualified Stormwater Management Inspector

**Professional Associations:**

- Central Florida Association of Environmental Professionals
- Greater Orlando Builders Association
- National Registry of Environmental Professionals
- Florida Lake Management Society (FLMS)

**CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: June 3, 2025

To: Honorable Mayor and City Council Members

From: Rick J. Rudometkin, City Manager

Subject: 3904 Arajo Court Condemnation and Demolition and Owner Update

Background:

The City of Belle Isle has issued a condemnation order (Official Records Document #20240601626, recorded October 22, 2024) for the property located at 3904 Arajo Court, Belle Isle, FL 32812-2801 (Orange County Tax Parcel ID: 20-23-30-1646-01-050). The residential structure upon the property has been approved to be demolished by the City and a lien placed against the property for the expenses incurred.

The owner and vendor have replaced the roof on the home. Attached is a schedule of work to be done and the timeframes.

Staff Recommendation:

No recommendation

Suggested Motion:

None at this time.

Alternatives:

Change direction.

Fiscal Impact:

\$19,800.00 for the project if it is demolished. Not including Attorney fees. This is not budgeted.

Attachments:

3904 Remodel Schedule

*SERVICING  
CENTRAL FLORIDA AREA*

**Client: LIZER STOVALL**

**Project Address: 3904 ARAJO CT. BELL ISLE, FL 32812**

Lic#CGC1518611

3904 Schedule Remodel

- 1 - Exterior R&R Damaged wood Pressure Wash Exterior May/June
- 2 - Exterior New Stucco May/June
- 3 - R&R Windows and Doors June
- 4 - Demo Interior Remove all drywall carpet tiles bathroom etc. remove good material store in POD on Lawn May 14-15
- 5 - Interior Electrical Re-wire and HVAC Installed w/ Permits July/Aug
- 6 - Start Interior Put back for Kitchen Bathrooms Drywall Carpet wall Insulation etc Aug/Sep
- 7 - Exterior and Interior Paint done By mid August

Total Remodel Done By: October/ November

Owner has applied for home equity finance to finance the Remodel Will keep City of Belle Isle Posted on 3904 Arajo Ct Remodel until finished

CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: June 3, 2024

To: Honorable Mayor and City Council Members

From: Rick J. Rudometkin, City Manager

Subject: Lot Split, Parcel: #25-23-29-0000-00-035, Case number: #2024-09-004 – 7306 Matchett Rd., Belle Isle, FL 32809 – Harvey Saltzman

Background:  
In September 2024, property owner Harvey Saltzman submitted a complete lot split application to the city. He then came to the council in December of 2024, to ask the council to allow his lot split. The council tabled it until they voted on flag lot language. Recently the council voted to stay with the current language on flag lots/ lot splits.

Havey is back to ask the council to allow him his lot split.

Staff Recommendation:  
None at this time

Suggested Motion: **I move to (read agenda item language)**

Alternatives: Do not approve.

Fiscal Impact:  
None

Attachments:  
Lot Split application documents



May 29, 2025

**Proposed Lot Split- 7306 Matchett Road: Parcel: #25-23-29-0000-00-035, #2024-09-004**

**Overview**

This is an application for a lot split of 7306 Matchett Road, to create two single-family residential lots out of the parent parcel, zoned R-1-A. Each lot meets the minimum lot area requirements for the R-1-A zoning district, which requires a minimum of 7500 square feet.

The lot split proposes to create one lot that also meets the minimum lot width of 75 feet. The second lot will be a “flag” lot with a frontage width of 22 feet, this width extending back 125 feet into the lot, then having a lot width of 97 feet, exceeding the minimum lot width requirement of the Land Development Code. Please see the proposed boundary survey establishing the lot configuration as part of the application packet.

**Staff Recommendation**

Staff recommends approval of the proposed lot split based on the following analysis with conditions established in the LDC for lot splits included below in the sample motion language.

Section 50-32 of the Belle Isle Land Development Code (LDC) provides that City Council may establish a front yard setback at a greater distance than required by the applicable zoning district pursuant to a deed restriction granted by the property owner in favor of the city. This means that if the Council finds that the proposed lot split, creating the “flag” lot otherwise meets the intent of the LDC, the setback can be established where the 97-foot lot width begins.

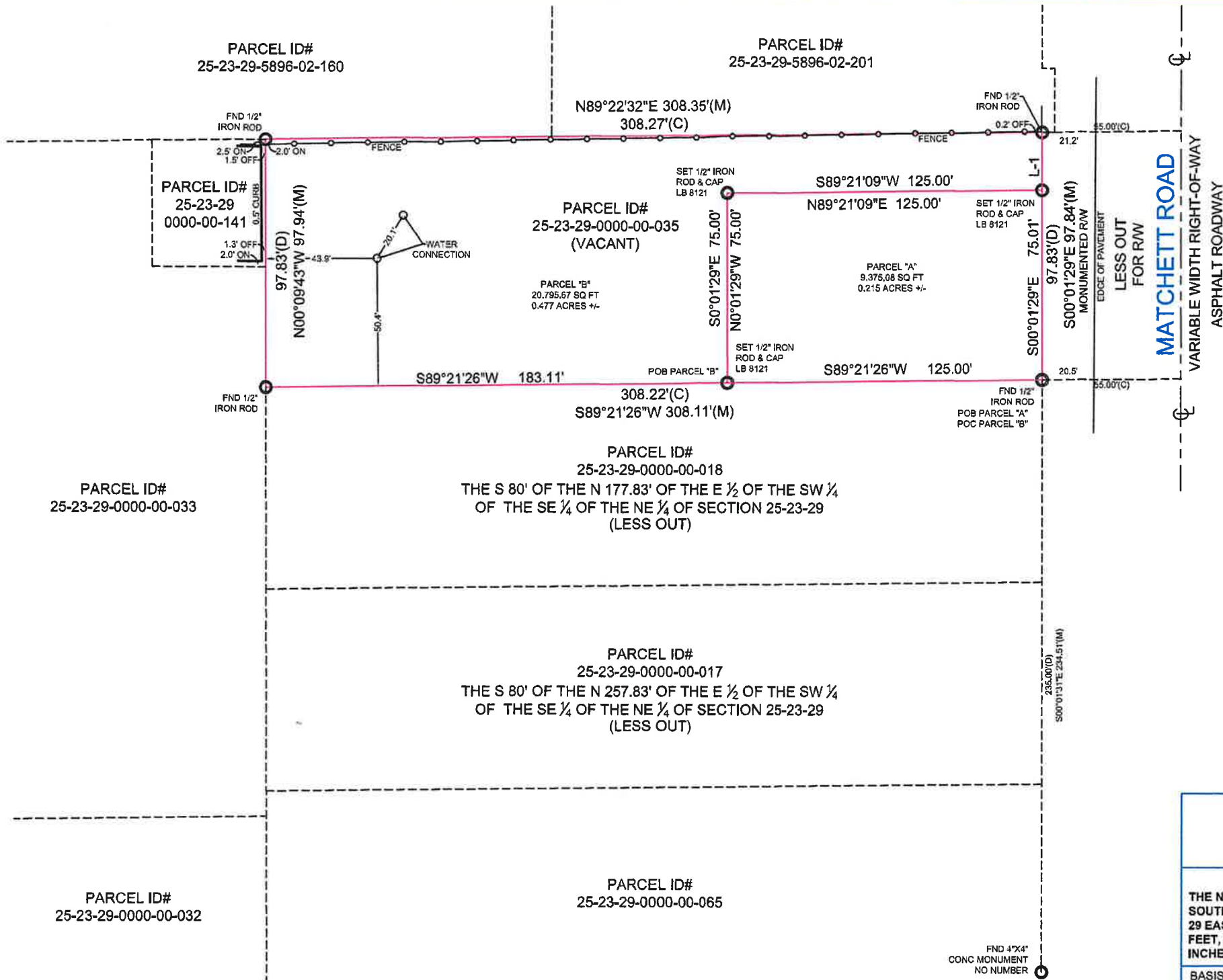
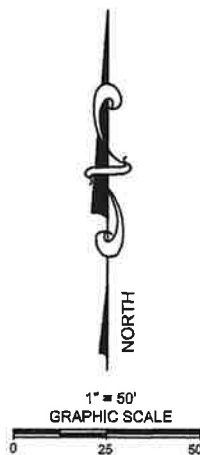
The proposed flag lot exceeds the minimum lot area requirement of 7500 square feet. It is proposed to be 20,796.67 square feet in area, almost half an acre in size. It does not propose to increase the density of development and remains consistent with the Comprehensive Plan Future Land Use designation of Low Density Residential. Staff finds the proposed lot split meets the intent and requirements established by the LDC and is in harmony with the established development pattern.

**Sample Motion Language**

1. Approve the lot split of 7306 Matchett Road as presented in the proposed boundary survey creating the two lots subject to the conditions that the property owner also record a deed restriction establishing the front yard setback at the 125-foot depth and lot configurations as presented, to be defined in perpetuity; the applicant record the approved final plat with the Orange County Comptroller's Office; and, a Notice of No Further Lot Split, executed by the property owner, and approved by the City, be recorded with Orange County by the property owner before the issuance of any building permit for lots or parcels created by lot split; or,

2. Deny the lot split of 7306 Matchett Road as presented (provide specific reasons for denial); or,
3. Continue the lot split request of 7306 Matchett Road pending additional information from the applicant and/or staff (provide specific information needed from the applicant and/or staff).

Boundary Survey



PARCEL "A"  
BEING A PORTION OF THE NORTH 257 FEET, 10 INCHES OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 25, TOWNSHIP 23 SOUTH, RANGE 29 EAST, ORANGE COUNTY, FLORIDA, LESS THE SOUTH 80 FEET OF THE NORTH 177 FEET, 10 INCHES THEREOF AND LESS THE SOUTH 80 FEET OF THE NORTH 257 FEET, 10 INCHES THEREOF AND LESS ROAD RIGHT OF WAY ON THE EAST DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE ABOVE PARCEL, SAID POINT ALSO BEING ON THE WESTERLY R/W LINE OF MATCHETT ROAD; THENCE DEPARTING SAID ROAD AND RUNNING S89°21'26"W, ALONG THE SOUTHERLY LINE OF THE ABOVE PARCEL, FOR A DISTANCE OF 125.00 FEET; THENCE DEPARTING SAID LINE, AND RUNNING N00°01'29"W, FOR A DISTANCE OF 75.00 FEET; THENCE RUNNING S89°21'09"E, FOR A DISTANCE OF 125.00 FEET TO THE WESTERLY R/W LINE OF MATCHETT ROAD AFOREMENTIONED; THENCE RUNNING WITH SAID R/W LINE, S00°01'29"E, FOR A DISTANCE OF 75.01 FEET TO THE POINT AND PLACE OF THE BEGINNING.

PARCEL "B"  
BEING A PORTION OF THE NORTH 257 FEET, 10 INCHES OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 25, TOWNSHIP 23 SOUTH, RANGE 29 EAST, ORANGE COUNTY, FLORIDA, LESS THE SOUTH 80 FEET OF THE NORTH 177 FEET, 10 INCHES THEREOF AND LESS THE SOUTH 80 FEET OF THE NORTH 257 FEET, 10 INCHES THEREOF AND LESS ROAD RIGHT OF WAY ON THE EAST DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF PARCEL "A", SAID POINT ALSO BEING ON THE WESTERLY R/W LINE OF MATCHETT ROAD; THENCE DEPARTING SAID ROAD AND RUNNING S89°21'26"W, ALONG THE SOUTHERLY LINE OF THE ABOVE PARCEL, FOR A DISTANCE OF 125.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S89°21'26"W, FOR A DISTANCE OF 183.11 FEET; THENCE DEPARTING SAID SOUTHERLY LINE, N00°09'43"W, A DISTANCE OF 97.94 FEET MEASURED, 97.83 FEET IN THE ORIGINAL DEED; THENCE RUNNING N89°22'32"E, FOR A DISTANCE OF 308.25 FEET THE THE WESTERLY R/W LINE OF MATCHETT ROAD; THENCE WITH SAID LINE, RUNNING S00°01'29"E, A DISTANCE OF 22.83 FEET TO THE NORTH LINE OF PARCEL "A"; THENCE DEPARTING MATCHETT ROAD AND RUNNING WITH PARCEL "A", S89°21'09"W, A DISTANCE OF 125.00 FEET; THENCE RUNNING S00°01'29"E, A DISTANCE OF 75.00 FEET TO THE POINT AND PLACE OF THE BEGINNING.

THERE ARE NO GAPS, GORES OR OVERLAPS BETWEEN PARCEL "A" AND PARCEL "B".

L-1  
S00°01'29"E 22.83'

ADDRESS

7306 MATCHETT ROAD  
BELLE ISLE, DL 32812

LEGAL DESCRIPTION: (AS FURNISHED)

THE NORTH 257 FEET, 10 INCHES OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 25, TOWNSHIP 23 SOUTH, RANGE 29 EAST, ORANGE COUNTY, FLORIDA, LESS THE SOUTH 80 FEET OF THE NORTH 177 FEET, 10 INCHES THEREOF AND LESS THE SOUTH 80 FEET OF THE NORTH 257 FEET, 10 INCHES THEREOF AND LESS ROAD RIGHT OF WAY ON THE EAST.

BASIS OF BEARINGS: BEARINGS SHOWN HEREON ARE BASED ON THE EAST LINE OF THE SUBJECT PROPERTY, ASSUMED TO BEING S 00°01'29" E.

LEGEND

- |      |                            |     |                                |
|------|----------------------------|-----|--------------------------------|
| A/C  | - Air Conditioner          | P   | - Plat                         |
| C    | - Calculated               | PB  | - Plat Book                    |
| CL   | - Centerline               | PC  | - Point of Curvature           |
| CB   | - Concrete Block           | PI  | - Point of Intersection        |
| CM   | - Concrete Monument        | POB | - Point of Beginning           |
| CONC | - Concrete                 | POC | - Point of Commencement        |
| COV  | - Covered                  | PP  | - Power Pole                   |
| D    | - Description              | PRC | - Point of Reverse Curvature   |
| DE   | - Drainage Easement        | PRM | - Permanent Reference Monument |
| DUE  | - Drainage & Utility Easmt |     |                                |
| D/W  | - Driveway                 | R   | - Radius                       |
| ESMT | - Easement                 | RAD | - Radial                       |
| FPE  | - Finished Floor Elevation | R&C | - Rebar & Cap                  |
| FND  | - Found                    | RFD | - Roofed                       |
| IP   | - Iron Pipe                | UE  | - Utility Easement             |
| L    | - Length (Arc)             | WM  | - Water Meter                  |
| M    | - Measured                 | Δ   | - Delta (Central Angle)        |
| N&D  | - Nail & Disk              | -B  | - Wood/PVC Fence               |
| NR   | - Non-Radial               | -CL | - Chain Link Fence             |
| ORU  | - Overhead Utility Line    | PP  | - Wood Power Pole              |
| ORB  | - Official Records Book    | PP  | - Well                         |

DLS #: D24-08-0022  
CLIENT #:  
FIELD DATE: 08/08/2024  
DRAFTER: DJC  
APPROVED: BHH  
SCALE: 1" = 50'

FLOOD ZONE INFORMATION  
(FOR INFORMATIONAL PURPOSES ONLY)

SUBJECT PROPERTY SHOWN HEREON APPEARS TO BE LOCATED IN FLOOD ZONE X, AREA OUTSIDE OF THE 100 YEAR FLOODPLAIN, PER F.I.R.M. PANEL NUMBER 12095C 0430F  
LAST REVISION DATE 09/25/09

CERTIFIED TO: (AS FURNISHED)

HARVEY SALTZMAN  
VIRGINIA SALTZMAN

NOTES

1. All building footprints have not been researched for gaps, overlaps, and/or holes.
2. In compliance with F.A.C. 61D11-6.02(1)-4-E, if location of easements or right-of-way of record, other than those on recorded plats, is required, this information must be furnished to the surveyor and mapper.
3. Fence corners are not determined.
4. No underground improvements or structures were located by this survey, unless otherwise noted.
5. Title survey should not be used for construction purposes.
6. Any easement or other field location (if found) are approximate.
7. Property lines and/or improvements shown were physically located by field survey.
8. Monuments found or set are shown.
9. Calculated lines and information are noted by (C).
10. Computations of lines and/or data not found are shown as (C).
11. Accuracies obtained in this survey are greater than (rural) 1" in 5000', (suburban) 1" in 7500', (commercial) 1" in 10,000'.
12. Prior to survey, information obtained via legal description provided by client or from publicly available county tax collector site, recorded plats and/or section corner records, if applicable.
13. If only a digital survey copy is required, a survey report will be placed in file. The digital survey is not full and complete without the survey report file.

LIST OF POSSIBLE ENCROACHMENTS: FENCES AS SHOWN

THIS SURVEY IS PREPARED FOR THE EXCLUSIVE USE AND BENEFIT OF THE PARTIES LISTED HEREON. LIABILITY TO THIRD PARTIES MAY NOT BE TRANSFERRED OR ASSIGNED.



FOR ALL INQUIRIES CONTACT:  
Deal Land Surveying, LLC  
804 S French Avenue  
Sanford, FL 32771  
407-878-3796  
INFO@deallandsurveying.com

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SKETCH OF SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 472.027 FLORIDA ADMINISTRATIVE CODE. FURTHER, THIS DOCUMENT IS ELECTRONICALLY SIGNED AND SEALED PURSUANT TO THE FLORIDA STATUTES SECTION 5J-17.062.2 AND 5J-17.062.3 OF THE FLORIDA ADMINISTRATIVE CODE.

DATE SIGNED: 08/12/2024

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY BILL H. HYATT, LS 4836, ON THIS DATE 08/12/2024

SURVEYOR'S NAME: BILL H. HYATT LS 4836

DEAL LAND SURVEYING, LLC

LB 8121

NOT VALID WITHOUT AN AUTHENTICATED ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL

DATE	REVISION	DATE	REVISION





# City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Tel 407-851-7730 \* Fax 407-240-2222 \* www.belleislefl.gov

b.

2024-02-004

## Lot Split Determination Application

### City Code Chapter 50-33(6) - Non-Refundable \$300.00 application fee (BIMC SEC 54-171)

The City Manager or Designee reserves the right to determine whether this application is complete and accurate. Incomplete applications will not be processed and will be returned to the applicant. The processing time may take up to 5-business days. Please be aware septic systems are not approved with this request. Contact the Health Department at 407-836-2600 for the ability to install septic systems on these proposed lots.

<b>PARENT PROPERTY INFORMATION</b>		Parcel ID#
		25-23-0000-0035 / 7306 Matchett Rd
Property Owner's Names		Permit #
HARVEY C + VIRGINIA E SALTZMAN		
Property Owner's Address		Owner's Contact Number
3411 MONTEEN DR ORLANDO, FL 32806		407-859-3638
<b>PERMITTEE'S PROPERTY INFORMATION</b>		
Permittee's Name		Permittee's Contact Number
OWNER Harvey Saltzman, Virginia Saltzman		407 854 3638
Permittee's Address		
3411 Monteen dr. Orlando FL 32806		
Legal Description (Parent Tract and Proposed Lots)		
SEE SURVEY		
Reason for Request		
SPLITTING FRONT & BACK ; SELLING FRONT		
Are there any existing/pending permits for the subject property? (If yes, indicate on the survey)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overall Land Area	Are Septic tanks proposed	
694-29,349 SQ. FT.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Will Wells be used	All resulting lots have public access (Please indicate on the survey)	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	YES	
How many total parcels proposed (3 max)	For proposed split	Reconfiguration
2	2	
Developable land area (less lake and wetlands) for each lot	Lot #1	Lot #2
SQ. FT.	9375	19,974
		Lot #3

### SUBMITTAL REQUIREMENTS:

- ◆ Non-Refundable \$300.00 application fee (BIMC SEC 54-171).
- ◆ The applicant shall submit a survey and legal description, both certified by a registered state surveyor of the property as it is to be divided, payment as outlined in this Land Development Code or as otherwise prescribed by the city council or city manager, and proof of ownership acceptable to the City.
  - The survey, to scale, must contain at a minimum 1) all existing structures, 2) easements, 3) wetlands, 4) the NHWE for any water bodies, 5) the 100-year flood zone limit, 6) all adjoining rights-of-way, 7) proposed lot lines and dimensions, 8) lot areas, and 9) legal descriptions (of parent tract and all proposed lots). If septic systems or wells are proposed, the survey must indicate existing septic tanks, drain fields, and well locations. All lots shall maintain a minimum 20' fee for simple access to a dedicated public paved street.
- ◆ Notarized Owner Authorization (if the applicant is not the property owner).

- ◆ With the prior approval of the city council, any lot or parcel not located within a planned unit development may be divided by lot split so long as the two resulting lots or parcels meet in every respect the Land Development Code's requirements for newly created lots or parcels. No lot or parcel or any portion of any lot or parcel created by a lot split shall be further divided by a lot split. No variance will be given for any lot split that results in a lot or parcel that does not conform in every respect to the Land Development Code's requirement for newly created lots or parcels. For example, no variance will be given for any lot split resulting in a substandard lot.
- ◆ A Notice of No Further Lot Split shall be submitted and fully executed by the owner of the property submitted for a lot split, which notice must be approved by the City, and such notice shall be recorded in the public records of the county prior to the issuance of any building permit for lots or parcels created by lot split. The form of the notice shall be in recordable form and substance substantially in accordance with the following: "The property described on the attached Exhibit 1 was the subject of a lot split within the City of Belle Isle, Florida, and no further division of all or any portion of the property described on the attached Exhibit 1 by the lot split procedure in the City of Belle Isle shall be allowed. Further subdivision by other methods may or may not be allowed."





Property Owner's Names <b>HARVEY C. SALTZMAN</b> <b>VIRGINIA E. SALTZMAN</b>	Permit # <b>2024-09-0041</b>
Signature <i>Harvey C. Saltzman</i> <i>Virginia E. Saltzman</i>	ZONING APPROVAL STAMP:
Owner or Designee Name <b>AS ABOVE</b>	

The following request is to divide property for purposes of obtaining building permits or for transfer of ownership as required by the Belle Isle Municipal Code.

- I understand that any approval to divide land may require further approvals by the Planning & Zoning Board and City Council. This request may take up to thirty (30) days for staff review and written response. I understand that any request to divide land is subject to the Belle Isle Comprehensive Plan, as amended, and all other applicable regulations and ordinances.
- If approval of this application is granted based on false information provided by the property owner or authorized representative, the City reserves the right to revoke the approval and any permits issued as a result of the false information.
- Decisions of the Planning & Zoning Board may be appealed to the City Council within 15 calendar days of receipt of the decision. The appeal fee is \$150.00. Submit notice of appeal and fee to the City Clerk.

Print (Owner or Designee) <b>HARVEY C. SALTZMAN</b> <b>VIRGINIA E. SALTZMAN</b>	Signature <i>Harvey C. Saltzman</i> <i>Virginia E. Saltzman</i>	Date <b>9/5/2024</b>
FOR OFFICE USE ONLY - FEE: \$300.00      Date Paid _____      Check/Cash/CC _____		

State of Florida

County of Orange

Notary's Signature *Sarita Araujo*      Date 8/5/24

Notary Printed Sarita Araujo

My commission expires: 8/19/25 (SEAL)



**SARITA ARAUJO**  
Notary Public  
State of Florida  
Comm# HH167030  
Expires 8/19/2025

3411 Monteen Drive  
Orlando, Florida 32806  
2 September 2024

City of Belle Isle  
1600 Nela Avenue  
Belle Isle, Florida 32809

To the Members of the Lot Split Review Board:

Dear Board Members:

My wife and I are applying to split a large, vacant lot which we own at 7306 Matchet Road. Two conforming, buildable lots will result, and we hope to sell one and keep the other. Both lots will have Matchett Road frontage, where all utilities are available.

We hope the split, as described in a recent survey accompanying the split application, will meet with your approval and can be carried out without undue delay.

Thanks for your kind attention.

Sincerely,

A handwritten signature in cursive script, appearing to read "Harvey Saltzman".

Harvey Saltzman



NOTICE OF **PROPOSED** PROPERTY TAXES AND  
**PROPOSED** OR ADOPTED NON-AD VALOREM ASSESSMENTS  
ORANGE COUNTY TAXING AUTHORITIES

**DO NOT PAY**  
THIS IS NOT A BILL

**SITE ADDRESS:** 7306 MATCHETT RD BELLE ISLE  
**PROPERTY DESC:** N 97.83 FT OF E1/2 OF SW1/4 OF SE1/4 OF NE1/4 OF SEC 25-23-29

#25 23 29 0000 00 035 7# 11 BI

SALTZMAN HARVEY C  
SALTZMAN VIRGINIA E  
3411 MONTEEN DR  
ORLANDO FL 32806-6686

**2024 REAL ESTATE**



218213

**TAXING AUTHORITY TAX INFORMATION**

TAXING AUTHORITY	PRIOR (2023) TAXABLE VALUE	YOUR FINAL TAX RATE AND TAXES LAST YEAR (2023)		CURRENT (2024) TAXABLE VALUE	YOUR TAX RATE AND TAXES THIS YEAR IF NO BUDGET CHANGE IS MADE		YOUR TAX RATE AND TAXES THIS YEAR IF PROPOSED BUDGET CHANGE IS MADE	
	COLUMN 1	COLUMN 2 RATE	COLUMN 3 TAXES	COLUMN 4	COLUMN 5 RATE	COLUMN 6 TAXES	COLUMN 7 RATE	COLUMN 8 TAXES
PUBLIC SCHOOLS								
BY STATE LAW (RLE)	158,170	03.1730	501.87	178,170	03.0926	551.01	03.2160	572.99
BY LOCAL BOARD	158,170	03.2480	513.74	178,170	03.1657	564.03	03.2480	578.70
ORANGE COUNTY (GENERAL)	80,783	04.4347	358.25	88,861	04.2215	375.13	04.4347	394.07
BELLE ISLE	80,783	04.4018	355.59	88,861	04.1428	368.13	04.4018	391.15
COUNTY LIBRARY	80,783	00.3748	30.28	88,861	00.3570	31.72	00.3748	33.31
ST. JOHNS WMD	80,783	00.1793	14.48	88,861	00.1686	14.98	00.1793	15.93
TOTAL AD-VALOREM PROPERTY TAXES			1,774.21			1,905.00		1,986.15

**PROPERTY APPRAISER VALUE INFORMATION**

	MARKET VALUE	ASSESSED VALUE APPLIES TO SCHOOL MILLAGE	ASSESSED VALUE APPLIES TO NON-SCHOOL MILLAGE
PRIOR YEAR (2023)	158,170	158,170	80,783
CURRENT YEAR (2024)	178,170	178,170	88,861

APPLIED ASSESSMENT REDUCTION	APPLIES TO	PRIOR VALUE (2023)	CURRENT VALUE (2024)
SAVE OUR HOMES BENEFIT	ALL TAXES	N/A	N/A
NON-HOMESTEAD 10% CAP BENEFIT	NON-SCHOOL TAXES	77,387	89,309
AGRICULTURAL CLASSIFICATION	ALL TAXES	N/A	N/A
EXEMPTIONS	APPLIES TO	PRIOR VALUE (2023)	CURRENT VALUE (2024)
FIRST HOMESTEAD	ALL TAXES	N/A	N/A
ADDITIONAL HOMESTEAD	NON-SCHOOL COUNTY TAXES	N/A	N/A
ADDITIONAL HOMESTEAD	NON-SCHOOL CITY TAXES	N/A	N/A
LIMITED INCOME SENIOR	COUNTY OPERATING TAXES	N/A	N/A
LIMITED INCOME SENIOR	CITY OPERATING TAXES	N/A	N/A
HISTORICAL	CITY OPERATING TAXES	N/A	N/A
OTHER	ALL TAXES	N/A	N/A

If you feel the market value of the property is inaccurate or does not reflect fair market value as of **January 1, 2024**, or if you are entitled to an exemption or classification that is not reflected, please contact the Orange County Property Appraiser's Office at:

**200 S. Orange Ave., Suite 1700  
Orlando, FL 32801  
Constituent Services (407) 836-5044**

If the Property Appraiser's Office is unable to resolve the matter as to the market value, classification, or an exemption, you may file a petition for adjustment with the Value Adjustment Board. Petition forms are available online at <http://vab.occompt.com/2024>

**Petitions must be filed on or before  
September 18, 2024**

214

# Notice of No Further Land Split

To be recorded in public records of Orange County, Florida

As the owners of a certain single lot located within Belle Isle which we have sought to split into two lots as described in the attached Exhibit 1, we are required here to make public notice that, with respect to the newly created lots, the City's policy of disapproval of future splits involving previously split property may apply:

Thus, it shall be known that:

The property described on the attached Exhibit 1 was subject to a lot split within the City of Belle Isle, and no further division of all or any portion of the property described on the attached Exhibit 1 in the City of Belle Isle shall be allowed by the lot split procedure. Further subdivision by other methods may or may not be allowed.

In witness of having made the above written statements as owners of the referenced property, we attach our notarized signatures below on this date: September 4, 2024

*Harvey C. Saltzman*

Harvey C. Saltzman

FL DL 5432323403700  
Exp 10-10-2024

*Virginia E. Saltzman*

Virginia E. Saltzman

FL DL 5432865435150  
Exp 1-15-29



LUZ I. TORRES  
Notary Public  
State of Florida  
Comm# HH465887  
Expires 11/20/2027

*9-4-2024*



*b.*



**CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: June 3, 2024

To: Honorable Mayor and City Council Members

From: Rick J. Rudometkin, City Manager

Subject: FY 25/26 Council Goals and Priorities

Background:

It is budget time and every year we come to the council to ask what the council has in mind for their goals and priorities for the upcoming FY starting in October of 2025. Global items from last year are:

- Infrastructure
- Muni Complex
- Storm Water projects
- Park improvements
- Hoffner Ave Improvements

Funding is always crucial in completing and activating these goals and priorities.

Staff Recommendation:

We can provide opinions if needed

Suggested Motion:

None at this time

Alternatives:

None

Fiscal Impact:

Will depend on what is budgeted and how much revenue is needed

Attachments:

None

**CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: June 3, 2025

To: Honorable Mayor and City Council Members

From: Rick J. Rudometkin, City Manager

Subject: Classification and Compensation Study

Background:

The city has needed to conduct a Classification and Compensation Study for all its employees for a long time now. The budget committee is recommending this as well. This will identify potential challenges and opportunities as well as identify the strategic direction of the city and some of the short-and long-term priorities.

A process like this is used by organizations to analyze and evaluate job classifications and compensation structures to ensure they are fair, competitive, and aligned with the organization's goals. The study aims to align internal pay structures with external market rates and ensure that jobs with similar responsibilities and requirements are compensated equitably.

Staff Recommendation:

Approval of the Classification and Compensation Study with Evergreen Solutions, LLC.

Suggested Motion:

**I move to approve the proposal and enter into an agreement with Evergreen Solutions, LLC for a Classification and Compensation Study with the City of Belle Isle for the total, not-to-exceed amount of \$21,500.00 and allow the city manager to sign and execute the agreement.**

Alternatives: Do not approve

Fiscal Impact: Item is not budgeted. \$21,500.00

Attachments:

All quotes







# Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308  
850.383.0111 • fax 850.383.1511

b.

May 6, 2025

Rick J. Rudometkin, CPM, ICMA-CM  
City Manager  
City of Belle Isle  
1521 Nela Avenue  
Belle Isle, Florida 32809

SUBMITTED VIA EMAIL: [rickr@belleislefl.gov](mailto:rickr@belleislefl.gov)

Dear Mr. Rudometkin:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and Compensation Study for the City of Belle Isle. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost. Evergreen understands the City has approximately 38 employees in 18 classifications that will be included in the study.

## Detailed Work Plan

### Task 1.0 Project Initiation

#### TASK GOALS

- Finalize the project plan with the City.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

#### TASK ACTIVITIES

- 1.1 Discuss with the City's Project Manager (CPM) and any other key personnel the following objectives:
  - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
  - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
  - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City is going and what type of pay plan will reinforce current and future goals.

**Task 2.0**  
**Evaluate the**  
**Current System**

- 1.3 Obtain relevant materials from the City, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
  - organizational charts for the departments and divisions, along with related responsibility descriptions; and
  - current position and classification descriptions, and salary schedule(s).
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

**KEY PROJECT MILESTONES**

- Comprehensive project management plan
- Comprehensive database of City staff

**TASK GOAL**

- Conduct a comprehensive preliminary evaluation of the existing compensation and classification system for the City.

**TASK ACTIVITIES**

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Discuss the strengths and weaknesses of the current pay plan(s) for the City.
- 2.3 Discuss any pay compression issues that may exist and possible solutions with the CPM.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system for the City as well as highlights areas for potential improvement in the final adopted solution.

**KEY PROJECT MILESTONES**

- Review of existing compensation plan(s)
- Assessment of current conditions

**Task 3.0**  
**Collect and Review**  
**Current Environment**  
**Data**

**TASK GOALS**

- Conduct statistical and anecdotal research into the current environment within the City.
- Guide subsequent analytical tasks.

**TASK ACTIVITIES**

- 3.1 Schedule and conduct an employee orientation session to describe the scope of work and methodology.
- 3.2 Interview supervisors to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the CPM and Human Resources staff to administer the JATs and MITs. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the CPM before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the City that may provide additional relevant insight.

**KEY PROJECT MILESTONES**

- Supervisor interviews
- Employee focus groups and orientation sessions
- Job assessment tool distribution

**Task 4.0**  
**Evaluate and Build**  
**Projected**  
**Classification Plan**  
**and Make FLSA**  
**Determinations**

**TASK GOALS**

- Identify the classification of existing positions utilizing the approved method for job evaluation.
- Characterize internal equity relationships within the City.

**TASK ACTIVITIES**

- 4.1 Ensure that all class specifications have been provided to Evergreen by the CPM.
- 4.2 Review the work performed by each classification and score based on job evaluation. Include an evaluation of supervisory comments.



- 4.3 Review job evaluation scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow-up with employees for jobs where uncertainty exists over data obtained from job evaluation.
- 4.5 Develop preliminary recommendations for the classification structure and discuss with the CPM. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the job evaluation scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Develop recommendations of FLSA (exemption) status based on results of the job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the CPM.

#### KEY PROJECT MILESTONES

- Job evaluation scores by class
- Recommended classification changes
- FLSA determinations
- Preliminary job structure based on internal equity

#### Task 5.0 Identify Approved List of Benchmarks and Survey Targets

#### TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

#### TASK ACTIVITIES

- 5.1 Identify and review with the CPM the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will use all of the City's classifications as benchmarks for the market salary survey.
- 5.2 Finalize the list of benchmark positions.
- 5.3 Review with the CPM up to 20 peer organizations that should be included in the market salary survey.
- 5.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
  - size of the organization;



**Task 6.0**  
**Conduct Market**  
**Salary Survey and**  
**Provide External**  
**Assessment**  
**Summary**

- geographic proximity to the Belle Isle area;
- economic and budget characteristics; and
- other demographic data.

- 5.5 Develop a system for use of secondary data, including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

**KEY PROJECT MILESTONES**

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

**TASK GOALS**

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM for review.

**TASK ACTIVITIES**

- 6.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss the questions to include in the market salary survey.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.5 Validate all data submitted.
- 6.6 Develop summary report of external labor market salary survey assessment results.
- 6.7 Submit summary report of external labor market salary survey assessment results to the CPM.

**KEY PROJECT MILESTONES**

- Market salary survey instrument
- Summary report of external labor market salary survey assessment results

Task 7.0  
Develop Strategic  
Positioning  
Recommendations

TASK GOALS

- Determine the City’s compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary survey data collected in **Task 6.0**, and classification data reviewed in **Task 4.0**, create the proper pay scale for the City.
- 7.3 Produce a revised or new pay scale(s) that best meets the needs of the City from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

Task 8.0  
Conduct Solution  
Analysis

TASK GOALS

- Conduct analysis comparing job evaluation values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the City.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the City as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the CPM to discuss the potential solutions.



**Task 9.0**  
**Develop Draft and**  
**Final Reports**

8.5 Determine the best solution to meet the needs of the City in the short-term and long-term.

8.6 Document the accepted solution.

**KEY PROJECT MILESTONES**

- Initial regression analysis
- Potential solutions
- Documented final solution

**TASK GOALS**

- Develop and submit a draft and final report of the Classification and Compensation Study to the City of Belle Isle.
- Present final report.

**TASK ACTIVITIES**

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the report to the CPM for review that will include the costs associated with all recommendations as well as implementation strategies.
- 9.2 Make edits and submit necessary copies of the final report to the CPM.
- 9.3 Present the final report, if requested.
- 9.4 Develop a communication plan for sharing study results with the employees.
- 9.5 Develop a plan for maintaining recommendations over time.

**KEY PROJECT MILESTONES**

- Draft and final reports
- Final presentation
- Communication plan

**Task 10.0  
Develop  
Recommendations  
for Compensation  
Administration**

**TASK GOALS**

- Develop recommendations for a maintenance program so administration by City staff may sustain the recommended compensation system/structure.
- Conduct training.

**TASK ACTIVITIES**

- 10.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
- how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;
  - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
  - the proper mix of pay;
  - how often to adjust pay scales and survey the market;
  - the timing of implementation; and
  - how to keep the system fair and competitive over time.
- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Finalize and present recommendations to the CPM for review.
- 10.4 Provide training and tools to Human Resources Department staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

**KEY PROJECT MILESTONES**

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies
- Training on Evergreen's **JobForce Manager** tool



**Task 11.0**  
**Provide Revised**  
**Class Descriptions**

**TASK GOALS**

- Update existing class descriptions.
- Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

**TASK ACTIVITIES**

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the CPM.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

**KEY PROJECT MILESTONES**

- Updated class descriptions
- New class descriptions, as needed
- Recommendations for regular review of class descriptions

**Proposed Cost and Timeline**

Our total, not-to-exceed, fixed cost to complete all tasks in our detailed work plan is **\$21,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct this study in approximately three months from the execution of a contract.

Our preferred method of invoicing is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

We would love the opportunity to work with the City of Belle Isle. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at [jeff@consultevergreen.com](mailto:jeff@consultevergreen.com).

Sincerely,



Jeffrey Ling, PhD, President



**Proposal**

MAY 21, 2025

## **Classification and Compensation Study**

**City of Belle Isle, FL**

**Submitted by:**

RACHEL SKAGGS  
DIRECTOR

790 FRONTAGE ROAD  
SUITE 213  
NORTHFIELD, IL 60093

815.303.2187  
RSKAGGS@MGT

**Table of Contents**

COVER LETTER ..... 1

FIRM PROFILE ..... 3

EXPERIENCE & QUALIFICATIONS ..... 7

KEY PERSONNEL ..... 9

PROJECT APPROACH & METHODOLOGY ..... 11

    PROJECT UNDERSTANDING ..... 11

    PROPOSED WORK PLAN ..... 12

    PROJECT TIMELINE ..... 17

COST PROPOSAL ..... 18

APPENDIX A. STAFF BIOGRAPHIES ..... 20

# Cover Letter

May 21, 2025

Heidi Peacock  
City of Belle Isle  
1600 Mela Avenue  
Belle Isle, Florida 32809  
O 407-851-7730  
F 407-240-2222  
hpeacock@belleislefl.gov

## PROPOSAL FOR CLASSIFICATION AND COMPENSATION STUDY

Dear Ms. Peacock:

MGT Impact Solutions, LLC (MGT) is pleased to present this proposal for a Classification and Compensation Study for the City of Belle Isle (Belle Isle). This response reflects our understanding that the City of Belle Isle is seeking a Classification and Compensation Study for 42 positions. MGT’s response provides the City with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the City.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered compensation plan forms the foundation for meeting these challenges. It helps to ensure the City can recruit and retain the best and brightest employees, even in a competitive marketplace. We understand the high expectations that have been established in the City in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

MGT provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. MGT consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

## MGT CONTACT INFORMATION

MGT HEADQUARTERS	<b>MGT Impact Solutions, LLC</b>
	4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   www.mgt.us FEIN: 81-0890071



## PROPOSAL CONTACT

**Rachel Skaggs, Director – Human Capital Solutions**  
790 Frontage Road, Suite 213 | Northfield, IL 60093  
P: 815.303.2187 | E: rskaggs@mgt.us

Thank you for the opportunity to submit a proposal to the City of Belle Isle. Should you have questions on any aspect of this proposal, please contact **Rachel Skaggs** at **815.303.2187** or **rskaggs@mgt.us**.

Regards,



Patrick J. Dyer, Vice President  
*Authorized to bind the firm*

# Firm Profile

## *Impacting communities for good.*

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

**What sets us apart** is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

## Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

## MGT | FIRST LOOK

**Name:** MGT Impact Solutions, LLC (MGT)

**Locations:** Headquarters in Tampa, FL; branch offices nationwide.

**Cooperative Contracts:**

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company.

**Lines of Business:** Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



 **50**  
years

 **900**  
consultants

 **30,000**  
projects

## A Social Impact Commitment

### DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. The City of Belle Isle should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

### MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



#### Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



#### IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



#### Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



#### Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.



## Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

## Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

### PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

### PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

### PERFORMANCE




We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.



## MGT's Differentiator: Full Suite of Services

### Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the "security trenches" in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn't sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients' security posture.

 **100** in-house certified engineers  
**24x7** NOC and SOC


### Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today's public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+** interim employees placed  
**1,500+** executive recruitments  
**500+** consulting studies  
**In 48 states!**


### Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system's program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50** million students served  
**38** state DOEs as clients


### Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+** years of trusted relationships  
Proprietary software

### Diversity, Equity, & Inclusion (DEI) Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact DEI. We are one of the largest providers of disparity studies and other DEI solutions designed to increase equitable and inclusive organizational outcomes.

 **225** disparity studies  
DEI assessments & training  
Equity Audits

### Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 Global clientele  
Staff are former policy makers

# Experience & Qualifications

## *Incomparable Classification and Compensation Consulting Expertise.*

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the City of Belle Isle's scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.



### Success Stories

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

MGT has conducted **more than 270 classification and compensation studies in the past 10 years**. More specifically, MGT's consultants are adept in HR consulting in the state of Florida and for similar organizations.

## Why is MGT the Most Qualified to Conduct the City's Study?

- ✓ **Experience.** MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ **Best Practices Comparisons.** MGT offers the City our extensive experience to identify exemplary management practices – reflective of Belle Isle input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the City's compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ **Sound Findings and Data-Driven Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the City reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real – *not just on paper* – savings and ease of future pay administration for the City.
- ✓ **Assistance in the Implementation of Recommendations.** We will not simply leave the City with a report and a plethora of recommendations. We will create detailed implementation strategies to support the City with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long-term.
- ✓ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generating objective independent solutions to assist the City to achieve the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report and, more importantly, an implementable and flexible compensation system relevant to the City's current realities and beyond.

# Key Personnel

*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- Build on our clients' existing strengths and resources while empowering them to address present challenges.
- Assist our clients to learn about widely recognized best practices and emerging research.
- Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long-term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to the City of Belle Isle. The team we have designated is highly experienced with this type of engagement, and therefore requires little orientation time. Biographies of each team member listed below are provided in **Appendix A**.

## Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES
<b>City of Belle Isle REPRESENTATIVE</b>	We look forward to working with the City Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.
<b>PROJECT MANAGER*</b> <i>Rachel Skaggs</i> <i>Katy Yee</i> <i>Rachel King</i>	The Project Manager holds the following responsibilities: <ul style="list-style-type: none"> <li>▪ Main point of contact for the City.</li> <li>▪ Day-to-day management of the project, tasks, and deliverables.</li> <li>▪ Oversight over service and deliverable quality.</li> <li>▪ Management of all project deadlines.</li> <li>▪ Maintains frequent contact with the City Representative throughout the lifecycle of the project.</li> </ul>



ROLE ASSIGNED	RESPONSIBILITIES
<b>CONSULTANT TEAM**</b> <i>Alice Bieszczat</i> <i>Julie Hawkins</i>	<p>The Consultant Team holds the following responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Work closely with the City under the direction of the Project Manager to carry out the various tasks and deliverables.</li> <li>▪ Utilize individual subject matter expertise to customize and execute each work task and fulfill the City's stated expectations.</li> <li>▪ Conduct collection and analysis of relevant data.</li> <li>▪ Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.</li> </ul>

\*The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

\*\*Additional consultants with subject matter expertise will be used to assist with employee interviews.



*MGT has reviewed the RFP in detail and is **committed and able** to ensure the timely delivery of quality products to meet your schedule.*

# Project Approach & Methodology

*A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.*

## Project Understanding

The City of Belle Isle is interested in a review of its current classification and compensation plan for employees in approximately 42 positions in the organization. The conducted Study will ensure an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. Over 90% of pay plans recommended by MGT have been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- Pay plans that were tied to performance.

## Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation



meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the City's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the City Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

## Proposed Work Plan

To accomplish the City's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note, we have specified those areas where we will need the City's input/assistance.

---

### TASK 1.0: MEETINGS, SALARY SURVEY, & JOB ANALYSIS

---

#### Activities

##### 1.1 Study Preparation and Project Meeting

Meet with Belle Isle representatives to discuss study methods, review organization charts, personnel policies/practices, and the current classification and pay plans. MGT will review the timeline, answer questions, and review the scope and schedule of work. MGT will require the City to submit a data collection worksheet along with the following information (if available): copies of organizational charts for each department, pay plans, the current personnel manual, and any other relevant information related to salaries.

##### 1.2 Establishing Comparables

Working with Belle Isle staff and using our broad-based cohort methodology, MGT will determine a logical survey sample of "like" entities that impact the compensation market for the City. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

In addition, MGT partners with Salary.com and uses their CompAnalyst tool to collect employer reported market data, updated monthly, which is designed to support unique situations, such as hybrid positions, or for collecting private sector market data. CompAnalyst data can be controlled for geographic area, industry, and/or organizational full-time equivalent (FTE) or budget size. All positions included in the scope of this study can be benchmarked to this data source. This data source is also utilized to address gaps in peer data responses from the Market Survey and to provide additional data verification for gathered market survey data. This tool is the most reliable way to gather private sector data.

### 1.3 Preparing for and Hosting Employee Kick Off Meeting

Shortly after the initial project meeting with the City representatives, MGT will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a recorded presentation of the meeting will be made available to them. Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to MGT within four weeks of distribution.

### 1.4 Prepare Market Survey, Survey Distribution, and Follow-Up

MGT will prepare the market surveys to gather data for benchmark classifications in the comparable entities. To accomplish this, the Project Manager will work with Belle Isle representatives to select benchmark classifications. These positions will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the City. In addition to job titles, brief position descriptions are included in the market survey to make sure we are receiving salary data for "like" positions in the comparable entities. MGT will also use the CompAnalyst tool from Salary.com to gather market data for positions in the Study. The criteria will be determined at the time of analysis.

**Note:** While MGT will prepare all the materials to be sent out for the market surveys, we have found sending out the survey under the client's email generates a better/faster response than when it is sent out under our letterhead/name. In addition, the City may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

### 1.5 Job Evaluation Analysis and Establishment of Job Classification System

Upon return of the JAQs by the City, MGT will perform the following:

- A. Read each JAQ and corresponding Job Description (up to 42), in their entirety.
- B. Prepare for and conduct a virtual interview with at least one employee from each position to further understand the scope of their job.
- C. Analyzing Data, Assigning Skill Levels, and Establishing a Classification Plan: Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes, assuring the job title and related recommended pay range match the employee's actual tasks.

**Note:** A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC) recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are



essentially subdivisions of the first three factors mentioned above. In addition, it is MGT's practice that – under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA) – it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Based on the results of the job evaluation process outlined above, assign all classifications to skill levels. Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

Review the results of the job evaluation exercise with Belle Isle representatives and revise as necessary.

### Deliverables

- Start Up Documents
- JAQ Form

---

## TASK 2.0: DATA ANALYSIS

---

### Activities

#### 2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative market data. MGT's pay tabulations compare the City's salaries for the positions, with the minimum and the maximum of the market data for each position, when possible. Data is displayed for each jurisdiction and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each position and the market data.

MGT will incorporate the market data with the Skill Levels described in Task 1.5 to put together the new Compensation Plan. MGT will work with the City to determine the City's policy (or MGT will make a recommendation) with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, MGT will use the market data to develop and recommend new salary schedules for the City's 42 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

#### 2.2 Preliminary Analysis Review and Training

MGT will meet with the City to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Classification and Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from the City on certain aspects of the proposed Plan.

During these meetings, MGT will train designated staff on the use of the system, maintenance, and upkeep of the Plan. A manual outlining the process will be provided to the City.

Additionally, MGT will provide **support services at no additional cost** to the City for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

### 2.3 Compiling, Analyzing and Reviewing Benefit Data

MGT will compile, analyze and review benefit data that was collected through the market survey. MGT will provide a summary table for each benefit offering that was included in the survey and provide a narrative on the benefit offerings in the final report. MGT will compare the benefits offered in Belle Isle with the benefits provided in the comparable communities and note if they are above or below the average for each offering.

#### Deliverables

- Market Data
- Proposed Pay Plan
- Summary of Benefit Data

---

## TASK 3.0: PROGRESS COMMUNICATION AND UPDATES

---

#### Activities

- MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the City's representative and to be available to address the City's questions, concerns, and needs.
- MGT will share updates with the City as requested, and particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative, and, if requested, other key staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

#### Deliverables

- Ongoing communication with the City
- Progress Updates

---

## TASK 4.0: DRAFT AND FINAL REPORT PREPARATION

---

#### Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to the City that includes:
- Executive Summary highlighting the overall scope of the Study and the general observations, outcomes, and recommendations contained within the Report.
  - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
  - Pay ranges that are consistent with the City's pay policy, outlining the pros and cons of each option.

- Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
- Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 5-10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
- Implementation plan and cost estimates of implementing the Study's findings and recommendations.

**Note:** Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the City to compare various options.

- 4.2 Once the City representatives return review comments, a final report will be prepared and sent to the City.

#### **Deliverables**

- Draft Report
- Final Report

---

### **TASK 5.0: PRESENTATION OF FINDINGS**

---

#### **Activities**

The MGT Project Manager will present the finalized plan recommendations and final report to the City.

## Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT's experience conducting similar projects, we anticipate the proposed project can be completed within approximately 120 days of project initiation as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the market data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.

*Exhibit 1. Proposed Schedule*

WORK PLAN TASKS	WEEK															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Meet with Belle Isle representatives to discuss Study methodology and expectations.	■															
Prepare and distribute market surveys to comparable entities.		■														
Conduct employee meetings, provide JAQs, and explain the purpose of the Study and the process.			■													
Return of JAQs and market surveys.				■	■	■										
Reading of JAQs and job descriptions.							■									
Conduct employee interviews.								■								
Analyze data; prepare new classification and compensation plans; send draft findings to the City.									■	■	■					
Meet with key Belle Isle representatives to review preliminary findings.												■				
Receive comments from Belle Isle													■			
Prepare Draft Report and send to the City; receive return comments.														■		
Prepare Final Report.															■	
Present Final Report to the City.																■



# Cost Proposal

*Defined by Impact. Driven by People.*

*Dedicated to the Community.*

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our client's needs – and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually; however, if the City requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be **\$22,260** plus other Optional Services. We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees will be due after the initial project meeting, and the balance will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt.

**NOTE:** MGT prides itself on employee inclusion as a vital part of the Study process. This is done by conducting individual interviews with at least one employee in each position. We understand this can be a significant cost. While we highly recommend this process be included, we can remove item B under Task 1.5 if no employee interviews are needed.

*Exhibit 2. Proposed Cost by Task – Classification and Compensation*

Milestones and Tasks		Professional Hours	TOTAL (\$)
<b>1.0</b>	<b>Meetings, Salary Survey and Job Analysis</b>		
1.1	Study Preparation and Project Meeting	4	780
1.2	Establishing Comparables	8	1,560
1.3	Preparing for and Hosting Employee Kick Off Meeting	2	390
1.4	Prepare Survey, Survey Distribution and Follow Up	6	1,170
1.5	A. Review and Reading of JAQs and Job Descriptions	10	1,950
	B. Preparation for Interviews and Conducting Employee Interviews	21	4,095
	C. Analyzing Data, Assigning Skill Levels and Establishing a Classification Plan	12	2,340
<b>2.0</b>	<b>Data Analysis</b>		
2.1	Compiling, Analyzing and Reviewing Salary Survey Data	15	2,925
2.2	Preliminary Analysis Review and Training	8	1,560
2.3	Compiling, Analyzing, and Reviewing Benefit Survey Data	10	1,950
<b>3.0</b>	<b>Progress Reports and Project Meetings</b>	<b>5</b>	<b>975</b>
<b>4.0</b>	<b>Draft and Final Report Preparation</b>		
4.1	Preparing Draft Report	8	1,560
4.2	Final Report	4	780

Milestones and Tasks		Professional Hours	TOTAL (\$)
5.0	Presentation of Findings	3	585
Total Hours and Cost:		116	\$22,620

Exhibit 3. Proposed Cost by Task – Compensation Only

Milestones and Tasks		Professional Hours	TOTAL (\$)
1.0	Meetings, Salary Survey and Job Analysis		
1.1	Study Preparation and Project Meeting	4	780
1.2	Establishing Comparables	8	1,560
1.3	Preparing for and Hosting Employee Kick Off Meeting	6	1,170
2.0	Data Analysis		
2.1	Compiling, Analyzing and Reviewing Salary Survey Data	15	2,925
2.2	Preliminary Analysis Review and Training	8	1,560
3.0	Progress Reports and Project Meetings	5	975
4.0	Draft and Final Report Preparation		
4.1	Preparing Draft Report	8	1,560
4.2	Final Report	4	780
5.0	Presentation of Findings	3	585
Total Hours and Cost:		61	\$11,895

**NOTE:** If the City accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

### Optional Services/Cost

**PROGRESS REPORTS** – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

**SITE VISITS** – If the City requests any on-site visits, there will be additional costs for the MGT's time and expenses.

**JOB DESCRIPTIONS** – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

**ADDITIONAL SERVICES** – Any additional services not covered in this proposal and requested by the City will be billed at the rate of \$195 per hour plus expenses, including assistance with employee appeals.

*This quote is firm and irrevocable for a period of three months, after which prices may increase.*

# Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided on the following pages. The personnel described in our proposal are the professionals who will provide the services for this project. We may use additional staff consultants with subject matter expertise to assist with employee interviews, if needed.







## Rachel Skaggs

### Director



Rachel Skaggs is a seasoned Director with over a decade of experience in local government management. Specializing in budget management, economic development initiatives, human resources, and community engagement, Rachel has successfully led more than 50 projects across diverse communities nationwide. Her comprehensive approach ensures that strategic plans promote both internal and external equity, achieving long-term administrative efficiency. Rachel's expertise is backed by her significant contributions to Illinois municipalities, including the Village of Montgomery, the Village of Schaumburg, and the City of Princeton, where she demonstrated fiscal responsibility and strategic leadership in various projects.

In her previous roles as a management analyst, Rachel managed HR tasks, budgeting, and community outreach efforts, consistently fostering vibrant and engaged communities. She is passionate about advancing diversity and inclusivity in municipal decision-making processes, having co-authored articles on women in government leadership and implemented initiatives to enhance citizen involvement. Rachel's commitment to collaboration and trust-building is reflected in her active memberships in professional organizations, contributing to her reputation as a trusted leader in local government management.

#### Areas of Expertise

- Local Government Management
- Capital and General Budgets
- Economic Development Initiatives
- Human Resources
- FLSA Requirements
- Debt Refinancing
- Contract Negotiation
- Community Engagement

#### Education

- Master of Public Administration, Northern Illinois University
- B.A., English and Political Science, Northern Illinois University

#### Professional Development & Speaking Engagements

- Presentation on Females in Local Government:
  - ICMA Conference, Phoenix, Arizona, 2012
  - The Legacy Project
  - ILCMA
- Public Management Magazine article "Women Leading Government," co-authored with Heidi Voorhees
- Public Voices XIII No. 2 article "Advancing Women in Local Government: The Case in Illinois," co-authored with Dr. Kimberly Nelson

#### Memberships & Affiliations

International City and County Management Association  
 Illinois City/County Management Association  
 Illinois Public Employer Labor Relations Association  
 Princeton Rotary Club  
 The Legacy Project

#### Professional Experience

Princeton, IL, City Manager, 2015-2019  
 Village of Schaumburg, IL, Management Analyst, 2012-2015  
 Village of Montgomery, IL, Management Analyst; HR Manager, 2009-2012



## Katy Yee

### Project Manager



Katy Yee has over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.

The cornerstone of Katy's career is with the DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. These opportunities highlighted Katy's ability to engage in and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

#### Areas of Expertise

- Korn-Ferry methodology
- ACA compliance
- Accreditation
- Services Integration
- Client care access
- Client intake processes
- Medical records protocols
- Classification and Compensation Project Management

#### Education

- B.A., Urban Studies, Elmhurst College
- Certificate, Marketing Analytics, Udacity

#### Certifications

- SHRM-CP, Society for Human Resources, Certificate
- Time Management Trainer, Certificate

#### Memberships & Affiliations

Society for Human Resources (SHRM)

Illinois Park and Recreation Association (IPRA)

#### Professional Experience

Forest Preserve District of Kane County, Geneva, IL; Director of Human Resources

Elgin Community College, Elgin, IL; Director of Compensation and Talent Acquisition

DuPage County Health Department, Wheaton, IL; Director of Organizational Development; Human Resources Manager

DuPage County Government; Interim Director of Human Resources, Human Resources Manager; Human Resources Supervisor; Human Resources Generalist and Recruitment Specialist



## Rachel King

### Project Manager



Rachel King is a Classification and Compensation Project Manager with over eight years of experience in human resource management. She has successfully developed and implemented HR strategies that align with business objectives, working on more than 30 classification and compensation projects for clients ranging from small municipalities to larger entities with populations over 200,000. This diverse experience has allowed her to create tailored solutions that enhance both employee engagement and organizational effectiveness.

Beyond classification and compensation, Rachel has analyzed performance evaluation systems, assessed benefit data, and developed best practices for diversity, equity, inclusion, and belonging (DEIB). Her work spans various clients, including municipalities, county governments, park districts, and nonprofit agencies, equipping her with insights into their unique challenges. Her strategic approach helps craft job descriptions and performance metrics that support organizational goals while fostering employee satisfaction.

Rachel holds a Bachelor's degree in Business Administration from Southern New Hampshire University. Prior to her current role, she was a Human Resources Manager for the startup technology company Cove.tool, overseeing areas such as recruiting and employee relations. Passionate about creating inclusive workplace cultures, Rachel achieved the Great Place to Work certification, reflecting her dedication to fostering a positive and engaging environment for all employees.

#### Areas of Expertise

- HRIS & ATS
- Benefits Administration
- Performance Management
- HR Strategy Creation & Execution
- Onboarding & Offboarding
- Training & Leadership Development
- Employee Relations Management
- Policy Development
- Project Management
- Compensation Management
- Employee Retention
- Employee Engagement & Satisfaction

#### Education

- B.S., HR Management, Southern New Hampshire University

#### Selected Project Highlights

Hawkeye Community College, IA <i>Classification and Compensation Study</i>	Navajo Tribal Utility Authority, AZ <i>Classification and Compensation Study</i>
Livingston County, MI <i>Classification and Compensation Study</i>	Rhode Island Housing, RI <i>Executive Compensation Survey &amp; Analysis</i>
Livingston County Community Mental Health, MI <i>Classification and Compensation Study</i>	Tampa Housing Authority, FL <i>Classification and Compensation Study</i>

#### Work Experience

MGT Impact Solutions, LLC, Project Manager, 2022-present

cove.tool, HR Manager, May 2021-March 2022

Edward Jones, HR Generalist, June 2019-May 2021; Office Manager/Retirement Specialist, February 2016-June 2019



## Alice Bieszczat

### Classification and Compensation Specialist



Alice Bieszczat is a seasoned Classification and Compensation Specialist with over 25 years of diverse experience across the private, non-profit, and public sectors. Over the past decade, she has spearheaded or contributed to over 120 Classification and Compensation Studies across 15 states, collaborating with municipalities, counties, park districts, special services agencies, and non-profit organizations. Her expertise spans union, non-union, management, technical, and administrative positions, showcasing her adaptability to various organizational structures and complexities.

In addition to her extensive consulting background with firms like Voorhees Associates and the PAR Group, Alice has provided non-profit consulting services for esteemed institutions such as the Ann & Robert H. Lurie Children's Hospital of Chicago and the Archdiocese of Milwaukee. Her recent projects have involved Classification and Compensation Studies in multiple states, highlighting her broad geographic reach and comprehensive approach to human resources consulting. Prior to her consulting roles, Alice contributed to transportation innovation research published in reputable journals and national media outlets and led fundraising efforts at Lurie Children's Hospital, demonstrating her multifaceted skill set and dedication to driving positive organizational change.

#### Areas of Expertise

- Classification and Compensation Studies
- Human Resources Consulting
- Non-Profit Consulting
- Municipalities, Counties, Park Districts, and Special Services Agencies
- Union and Non-Union Environments
- Management, Technical, and Administrative Positions
- Transportation Innovation Research

#### Education

- M.P.S., DePaul University
- B.S., Mathematics, DePaul University

#### Professional Development & Speaking Engagements

- Published Research on Transportation Innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

#### Professional Consulting

Aurora Healthcare and the Archdiocese of Milwaukee  
Ann & Robert H. Lurie Children's Hospital of Chicago  
North Shore Senior Center  
Logan Square Neighborhood Association

#### Professional Experience

Chaddick Institute of Metropolitan Development DePaul University, 2009-2012  
Lurie Children's Hospital of Chicago, 2005-2008  
American Diabetes Association, 2004-2005  
Accelerated Fundraising Solutions, 2000-2003  
Sprint Cellular/Alltel, 1996-2000





## Julie Hawkins

### Classification & Compensation Specialist



Julie Hawkins is a seasoned Classification and Compensation with MGT, bringing over 30 years of experience in local government administration and human resources. Throughout her career, Julie has successfully led more than 25 Classification and Compensation Studies in the past year alone, with numerous additional studies completed over the years. Her expertise encompasses a wide range of HR functions, including personnel policy and job description creation and updates, recruitment, and staffing studies. Julie's collaborative approach has allowed her to work effectively with elected and appointed officials across various municipalities, parks, libraries, and water agencies.

Julie is dedicated to the public sector, understanding its critical role in daily life. She is an accomplished speaker and trainer, having presented on topics such as hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs. Julie has also contributed significantly to professional organizations by serving on boards and organizing events for annual conferences. Her academic credentials include a Master of Arts in Public Administration from Northern Illinois University and a Bachelor of Arts in Public Administration and Political Science from Augustana College.

#### Areas of Expertise

- Classification and Compensation Studies
- Personnel Policy and Job Description Creation and Updates
- Recruitment and Staffing Studies
- Human Resource Compliance in the Public Sector
- Hiring and Onboarding Processes
- Performance Management
- Training and Development

#### Education

- M.P.A., Northern Illinois University
- B.A., Public Administration & Political Science, Augustana College

#### Memberships & Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee  
 Illinois City/County Management Association (ILCMA)  
 Illinois Association of Municipal Management Assistants (IAMMA) – Past President  
 Society for Human Resource Management (SHRM)  
 Illinois Public Employer Labor Relations Association (IPELRA)  
 Illinois Association of Park Districts (IAPD/IPRA)  
 Illinois Library Association (ILA)  
 Illinois Government Finance Officers Association (IGFOA)

#### Professional Experience

Sikich LLP, Human Resources Consultant, 2009-2017  
 CCF Consulting, Public Sector Human Resources Consulting Services, Owner, 1996-2009  
 Village of Carol Stream, IL, Assistant to the Village Manager, 1989-1996  
 Village of Elk Grove, IL, Village Manager's Office, Administrative Assistant, 1987-1989  
 City of Rock Island, IL, Administrative Intern, 1986-1987



## Classification and Compensation Study City of Belle Isle, Florida

## Table of Contents

Management Synopsis .....	2
Consultant Information .....	3
Principals .....	4
Additional Project Personnel .....	6
Recent Studies .....	8
Scope of Work .....	12
Assessment of Needs .....	12
Methodology .....	13
Phase 1 Classification/Competencies Component .....	15
Task 1A - Project Start .....	15
Task 1B - Baseline Evaluation .....	16
Task 1C - Job Analysis Collection and Completion .....	17
Task 1D - Job Evaluation and Classification Development .....	18
Task 1E - Draft of Job Descriptions and Policy Guides .....	21
Task 1F - Develop Guide for Implementation of Changes and Draft Interim Report .....	21
Phase 2 Compensation Component .....	22
Task 2A - Identify Benchmark Positions and External Survey Comparator List .....	22
Task 2B - Design and Distribute Survey .....	24
Task 2C - Collect and Analyze Survey Data .....	24
Task 2D - Internal Relationship Analysis and Alignment .....	25
Task 2E - Preparation of Draft Report .....	28
Task 2F - Deliver Final Report and Deliverables for Implementation .....	30
Implementation .....	32
Tentative Timeline .....	34
Work Examples .....	35
References .....	46
Cost Proposal .....	62
Appendix - Sample PVP Job Description Survey .....	63

## Management Synopsis

Paypoint HR, LLC is submitting a proposal in response to the City of Belle Isle's request for a Comprehensive Compensation Review and Classification Study aimed at positioning the City as an employer of choice. Our study will objectively assess job roles, organizational hierarchy, and external market pay ranges for approximately 42 positions engaged across 18 job titles, providing data-driven recommendations for adjustments. The study will be completed within 16 weeks at a firm fixed-price of \$20,000 and will incorporate quantitative evaluations to support informed decision-making on compensation. To include a more comprehensive classification and compensation study would be an additional \$5,000..

Our methodology emphasizes collaboration with clients and employees to develop practical, actionable recommendations and ensure their successful implementation. Paypoint HR recognizes that employees are the City's most valuable asset, and by including their input, we help foster a workplace culture where they feel valued and engaged in public service.

We rigorously test our recommendations to ensure they align with sound business practices and provide a structured framework for recruitment, retention, and compensation management. Our goal is to equip the City with a sustainable and competitive compensation strategy that supports long-term success in attracting and retaining top talent. Specifically, we have developed an approach and methodology that incorporates the following:

- Market competitiveness.
- Recognition that compensation is comprised of more than just base pay levels.
- Consideration of changes in recent compensation trends and strategies.
- Customization of solutions that consider the diversity of needs present within the Client's organization and allows the Client to select the components and options that best meet their overall needs.

Once the recommendations are made for updates to classifications and pay structures, the city will be given our custom designed tools for implementation and ongoing administration. We will create a custom Compensation Factor Scoring (CFS) system using information gathered during the study and providing the city with access to the system to help place positions in the future.



## Consultant Information

Paypoint HR is a cost-effective, innovative firm specializing in classification and compensation solutions for the public sector. Founded in Maryland, our main office is located in Davidsonville, with an additional office in Manteo, North Carolina. As an independent Woman-Owned Small Business (WOSB), we have been helping public organizations develop internally equitable and externally competitive pay plans since 2015.

Our unique approach integrates expertise from diverse fields, including organizational design, compliance, research analytics, business strategy, and human resources. By leveraging this multidisciplinary expertise, we collaborate with clients to develop strategic, customized classification and compensation plans that enhance their ability to recruit and retain top talent. We believe our firm stands apart by uniting specialists from multiple disciplines to provide tailored solutions that give our clients a competitive edge in their labor markets.

Paypoint HR's team consists of recognized experts in human resource management who understand that compensation management is not a "one-size-fits-all" approach. While we adhere to established standards, our analysis is more thorough than our competitors, incorporating both standard pay calculations and customized reports tailored to client needs. We develop compliant job descriptions and pay plans based on the latest regulations, reducing grievances and enhancing equity. Our recommendations also consider the business and operational needs of organizations.

With decades of experience providing total compensation solutions to the public sector, Paypoint HR has the executive staff and resources ready to deliver exceptional service. Our response to the Statement of Work details our business history, personnel, and processes, demonstrating our ability to meet the city's needs.

We are active members of WorldatWork and the Society for Human Resource Management, continuously staying updated on emerging trends and best practices. Our personnel have presented at industry associations, financial organizations, and universities and serve on various boards. We conduct custom external market surveys and leverage industry data, including recent survey reports, regulatory updates, and labor market trends. We welcome client input on preferred survey sources and believe our expertise, proprietary software, and extensive data resources set us apart from other contractors, ensuring the successful achievement of project goals.

Our current workload allows us to commit the necessary staff members to the successful completion of the project. We welcome the active participation of the project team throughout the entire study but understand that they will be engaged with other priorities as well. Paypoint HR expects support from the client in communication with key staff, setting up meetings, providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

Karin Campbell and Dr. Rick Campbell are legally authorized to represent Paypoint HR and will serve as the main contacts for the project.

**Project Manager – Primary Contact**

Karin Campbell, SPHR, SHRM-SCP  
695 Santa Maria Lane  
Davidsonville, MD 21035  
[Karin@PaypointHR.com](mailto:Karin@PaypointHR.com)  
(443) 336-4272

**Technical Director – Secondary Contact**

Dr. Rick Campbell, CCP  
695 Santa Maria Lane  
Davidsonville, MD 21035  
[Rick@PaypointHR.com](mailto:Rick@PaypointHR.com)  
(540) 815-7837

## Principals



### Karin Campbell, CEO & Project Manager

Master of Business Administration, University of Texas  
Bachelor of Science in Business Marketing, University of Maryland  
SPHR, SHRM-SCP, IPMA-SCP

Mrs. Karin Campbell has led Human Resource initiatives for more than 20 years. She has helped over 700+ employers and 15,000 employees with the development and delivery of customized HR solutions for employee management programs; conducting labor cost analysis of employee administration, benefits, retirement, workers' compensation, federal, state, and local taxes; budgeting for human capital including recruiting, onboarding, benefits, risk management, training, and compliance; and planning, design, and implementation of payroll administration; health, dental, vision, life, and AD&D insurance; and pension, as well as ancillary benefits within a limited timeframe to large workforces.

She has consulted with clients and their employees on complicated employment topics. Her responsibilities also include development and maintenance of compliance and risk management programs. She has taught OSHA compliance as an adjunct professor. Currently she holds SPHR, SHRM-SCP, and IPMA-SCP designations and serves on the Board for the ASHRM chapter. Karin has a strong understanding of current trends in the benefits industry. Karin worked from 1995-2002 for HRLogic, Inc., a wholly owned subsidiary of Fidelity Investments. Most recently Karin owned her own HR firm, Alpine HR, from 2003 until 2012, when she sold her business. In 2013, Karin along with her husband, Rick, formed Paypoint HR, an HR consulting firm which specializes in employee compensation for both private and public-sector concerns.

Karin's expertise has been utilized in studies that involve:

- Employee Outreach – She has developed time tested approaches to gaining employee buy in through effective communication and involvement of staff at all levels. She has created formats for briefing sessions, and orientations that follow accepted industry protocol and considers both the qualitative and quantitative aspects of data

- collection. Her approach has allowed for better understanding of the nuances within organizations and uses it to formulate recommendations and overcome obstacles that positively impact acceptance.
- Policy Design and Implementation – She has created a process methodology for implementation of classification and compensation recommendations. The flow of the process lends itself to clear transfer of administration and maintenance from plan adoption through to long-term application.
  - Communication Plans – She has led successful projects by creating communication plans with the input of each client to recognize project milestones and progress. She has created relationship reporting to ensure projects are completed on time and within budget.
  - Business Strategy – She analyzes the strengths, weaknesses, opportunities, and threats faced by each client and the community they serve to incorporate resources into the final recommendations that maximize return. She has helped clients face challenges in gaining the financial commitment necessary to adopt and implement recommendations.



#### Dr. Rick Campbell, President & Director of Research

Ph.D. in Engineering Science and Mechanics, Penn State University  
 Bachelor of Science in Applied Mathematics, University of Virginia  
 Certified Compensation Professional (CCP), WorldatWork

Dr. Rick Campbell's extensive education and experience in the field of mathematics has enabled him to understand highly technical issues. Because he has managed both internal and external clients, he has developed the ability to take the most advanced problems and convert them into easily understood terms and processes. He has applied this experience to the field of compensation and classification for the past 12 years.

He has worked for NASA GSFC, GE Aircraft, and Lockheed Martin Space Systems among others. His roles included Team Lead, Project Manager and Principal Engineer.

Dr. Campbell holds 7 U.S. and international patents for his creative ideas on product and process improvement. Rick has experience with Lean Six Sigma for both service organizations and manufacturing organizations. He brings his unique skills to Paypoint HR to improve the accuracy of our research findings and recommendations.

Rick's knowledge heavily influences the following areas of the study:

- Performance Based Pay – He has built pay plans that incorporate performance metrics and translates them into fair pay based on relevant goals. His plans maintain objectivity and are multifaceted. He has established performance review processes and standards for merit-based compensation pay. He has converted organizations to pay-for-performance that desired merit-pay programs and were limited by existing policy and structures.

- Big Data and Research Analytics – He has worked on projects that have required large data sets and has created the format to collect and manage the data that maintains integrity and validity. He has engineered programs that are user friendly yet robust in their functionality and interpolates data into meaningful information to a granular level.
- Trends analysis – He has reviewed and analyzed data that look for patterns and correlation to determine if they are valid indicators for comparison. He has looked at causality and correlation links to consider potential for predictability.
- Study Validity – He has determined appropriate metrics for comparison in the selection of comparator organizations and benchmark positions to ensure relevancy of findings.
- Financial Impact – He has applied both short-term and long-term implications of recommendations for clients to assist in the ability to project necessary funding and revenue sources.

## Additional Project Personnel

---



### LTC (Ret) Narrie Magturo, Director of Quality Assurance

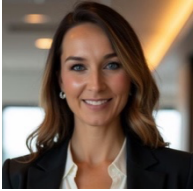
Master of Science in Environmental Management, Webster University  
 Master of Science in Environmental Science, Purdue University  
 Bachelor of Arts in Biology, Capital University  
 Certification. American Red Cross Disaster Response Team.

- LTC (Ret) Narrie Magturo has over 15 years of relevant human resources efforts related experience and over 22 years in U.S. Army and Department of Defense. His areas of expertise include compliance audits at local, state, Federal, and international levels. Project experience he has been involved include:
- International Treaty Compliance
- ISO 9001 Certification for U.S. Army Chemical Defense Training Facility that produced chemical nerve agents and safely conducted toxic chemical nerve agent training annually for over 8000 Department of Defense, federal, state, and local government personnel.
- United States Army Chemical Safety Council Member
- Conducted compliance audits for over 20 years for military organizations at Company level consisting of 100 personnel up to Division level consisting of over 50,000 personnel.
- Quality Assurance and Quality Control (QA/QC) Operations
- Environmental, Safety, and Health Compliance and Risk mitigation and remediation operations
- Certified Instructor for Department of Defense Critical Vulnerability Assessment Program of domestic and international military installations and government facilities and infrastructure
- Chemical, Biological, Radiological, and Nuclear Operations



- Emergency Management, FEMA Operations, National Incident Management System (NIMS)
- Program/Project Management

### Jenna Hurdle, Project Associate



Bachelor of Arts in Criminal Justice, High Point University

Mrs. Jenna Hurdle is a seasoned Legal Assistant with a diversified background in Criminal Justice, Real Estate, and Insurance. With a 13-year tenure in the legal sector, she has garnered in-depth expertise in legal procedures, document management, and client services.



### Erin Martell, Technical Writer

Master of Science in Criminal Justice, , Northeastern University  
Bachelor of Arts in Liberal Arts, St. John's College

Ms. Erin Martel has 12 years of experience in working with project teams. Erin has strong technical writing skills and has ensured projects meet or exceed client expectations.



### Jennifer Holcomb, Quality Assurance Specialist

Bachelor of Science in Health Sciences, San Diego State University  
Associate Degree in Nursing, Mira Costa College

Mrs. Jenn Holcomb has worked with Paypoint HR on numerous projects over the last 7 years. Some of her responsibilities include:

- Review, analysis and update of job descriptions, and review of results from job analysis questionnaires to conduct job evaluations and assist in the creation of job family hierarchies within departments.
- Instrumental in the development, dissemination, communication, and collection of external market surveys to collect pay and benefit data from comparator organizations. Her follow-through improves study results by generating a strong database of information.
- Work with members of the project team to coordinate activities that help reach timely audit milestones.

- Design clear and concise reports that communicate complex concepts. She has reviewed findings and vetted support material in the evaluation of audits from baseline analysis through to final deliverables.

## Recent Studies

Organization	Project Title and Service Dates
Accomack County, Virginia	Classification & Compensation Study 2023
City of Alton, Illinois	Compensation Study 2025
City of Bath, Maine	Compensation Study 2021 - 2022
Town of Berlin, Maryland	Wage Compensation and Classification Study 2022 - 2023
City of Bellaire, Texas	Classification Study and Total Compensation Study 2023 - 2024
Belknap County, New Hampshire	Pay and Classification Audit - Consultation Services 2021 - 2022
City of Brentwood, Missouri	Employee Compensation (Wage and Benefits) and Classification Consulting Services 2024
City of Broken Arrow, Oklahoma	Classification Study 2024 - 2025
City of Brooklyn Center, Minnesota	Peer Market Survey and Job Salary Analysis 2024 - 2025
Town of Centreville, Maryland	Classification and Compensation Study 2024 - 2025
City of College Park, Maryland	Job Classification and Compensation Study 2023 - 2024
City of Columbia, Missouri	Classification and Compensation Data Consultation Services 2018 - 2022
City of Concord, New Hampshire	Classification and Compensation Study 2024 - 2025

City of Cottage Grove, Minnesota	Position Classification and Compensation System 2020 - 2025
<b>City of Delray Beach, Florida</b>	Compensation and Classification Study 2024
Town of Derry, New Hampshire	Consulting Services for Classification and Compensation 2023 - 2024
City of Des Peres, Missouri	Comprehensive Compensation Study 2024
Elko County, Nevada	Compensation and Classification Study 2019 - 2021
Town of Enfield, New Hampshire	Classification and Compensation Study 2023
Eureka County, Nevada	Compensation and Classification Study 2023 - 2025
City of Farmington, Missouri	Comprehensive Compensation Study 2025
City of Fort Morgan, Colorado	Compensation Study & Analysis 2022 - 2023
Town of Frederick, Colorado	Classification and Compensation Study 2023 - 2024
Town of Front Royal, Virginia	Compensation and Classification Study 2016 - 2018, 2022, 2023
Town of Goffstown, New Hampshire	Classification and Compensation Study 2023
Gratiot County, Michigan	Classification and Compensation Study 2022 - 2023
<b>City of Green Cove Springs, Florida</b>	Comprehensive Classification and Compensation Study 2024
City of Hagerstown, Maryland	Compensation and Classification Analysis 2023 - 2024
Town of Highland Park, Texas	Compensation/Benefit Study 2025
<b>Village of Indiantown, Florida</b>	Compensation and Classification Study 2025

Islamorada, Village of Islands, Florida	Compensation Classification and Job Study 2025
Jefferson County, Missouri	Salary and Classification Study 2025
City of Jacksonville, Texas	Compensation and Classification Study 2021 - 2022
Kent County, Delaware	Compensation & Classification Study 2022 - 2023
Knox County, Illinois	Classification & Compensation Study 2019 - 2025
Town of La Plata, Maryland	Organizational Design Study 2021 Classification and Compensation Study 2022
City of Lake Dallas, Texas	Employee Compensation Study 2020
City of Largo, Florida	Compensation & Classification Study 2019 - 2020, 2022, 2023 - 2024
City of Leander, Texas	Citywide Compensation Study 2022
Merrimack County, New Hampshire	Pay and Classification Study - Consulting Services 2023
Miami-Dade County, Florida	Position and Compensation Study 2024 - 2025
Millard County, Utah	Salary Survey and Compensation Analysis Services 2021 - 2022
City of Muscatine, Iowa	Compensation Study 2023
City of Newberry, Florida	Employee Classification & Compensation Study 2023
Town of North Beach, Maryland	Wage Compensation and Classification Study 2023 - 2024
Nye County, Nevada	Classification & Compensation Study and Analysis 2025
City of Portland, Tennessee	Compensation Study 2024



City of Raytown, Missouri	Compensation and Classification Plan 2021 - 2023
Rockingham County, New Hampshire	Pay and Classification Audit 2021
Village of Scarsdale, New York	Compensation and Classification Study 2023 - 2024
City of Seabrook, Texas	Job Analysis & Evaluation 2023
City of South Portland, Maine	Compensation Plan Study 2019 - 2020; 2024
<b>City of St Pete Beach, Florida</b>	Compensation Study 2023 - 2024
<b>City of Stuart, Florida</b>	Classification and Compensation Study 2019, 2024
Town of Sunapee, New Hampshire	Classification and Compensation Study 2024
City of Tomball, Texas	Classification and Compensation Study 2023
City of Villa Rica, Georgia	Compensation Study 2023
Town of Warrenton, Virginia	Classification and Compensation Study 2022 - 2023 Organizational & Staffing Study 2022 - 2023

## Scope of Work

### Assessment of Needs

Paypoint HR has done a preliminary review of possible hurdles specific to the city of Belle Isle's ability to attract, motivate, and retain employees. Furthermore, our project history has familiarized us with projects similar in size, scope, and services. You can feel confident our approach is time tested.

Our understanding of the project is that Belle Isle is a full-service city that provides both its residents and tourists with a full range of municipal. The city desires to update their current compensation plan to keep up with current compensation practices. The purpose is to attract and retain a high performing and engaged workforce that will continue providing excellent service to those who live in the city.

#### Possible Challenges

Paypoint HR found the following issues as possible sources of challenges:

- Increase in community demands and expectations for service offerings paired with limited resources to quickly adapt,
- Difficulty recruiting qualified individuals for certain positions,
- Job roles have changed due to changing technology, increased regulations, etc.,
- Increasing cost of employee benefits,
- Pay compression, external inequity, and perception of internal inequities, and
- A highly competitive labor market with other public and private employers in the region competing for the same labor force.

These obstacles are independently problematic and collectively require a change from a tactical management style to a strategic management philosophy. We believe developing a long-term strategy for recruiting and retaining employees is the true intent of this RFP. Paypoint HR understands we will be working with an appointed team leader, key leadership staff, and stakeholders (Project Team) to validate the scope of services, methodology, timelines, and other deliverables. We anticipate several virtual meetings, but we remain flexible to meet your needs. We are planning that meetings will be used to kick-off the project, employee briefing sessions, and presentation of the findings of the study.

## Methodology

Our methodology is comprehensive and encompasses all of the requirements specified in the RFP. Phase 1 focuses on the Classification/Internal Components. Phase 2 focuses on the Compensation/External Component. The standard methodology we will use to conduct both phases of the study is laid out in the flowchart and delineated below.

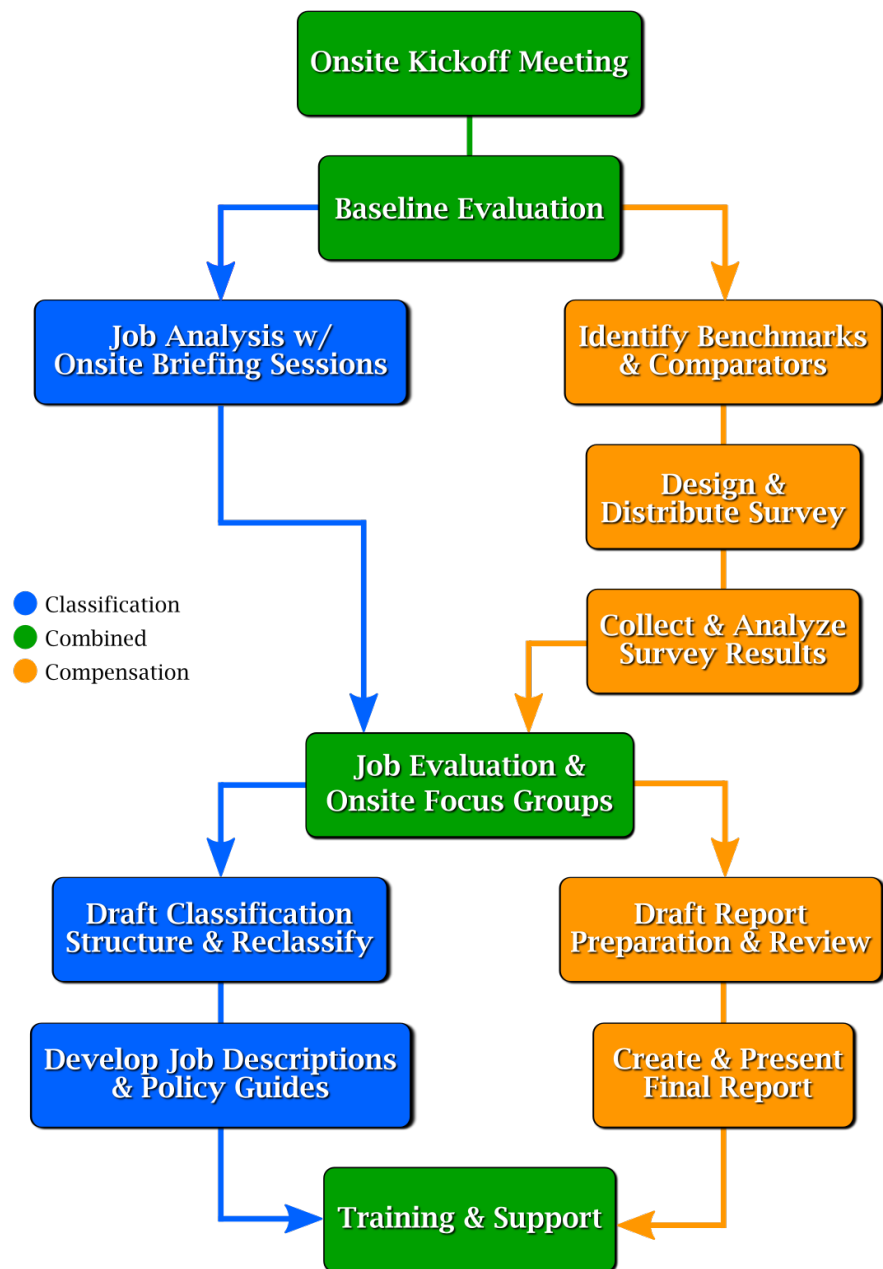


Figure 1 – Process Flow Chart

Paypoint HR plans to conduct the internal equity portion of the study prior to the external portion of the study though some activities will be conducted simultaneously. The reasons for this include:

- Job titles and job descriptions are, in the minds of the employees and their supervisors, inextricably associated with the “worth of the work” or pay. Compensation is often a highly emotional issue. By separating the two phases of the study, even though elements of the phases may be conducted concurrently, it gives us two separate yardsticks of measure.
- The compensation review will be completed when there is a full understanding of the scope of work, thereby ensuring that the data developed from the labor market and client’s classifications are correct.

Paypoint HR uses an expectation of excellence philosophy when approaching our projects. Based on the size and scope of each project, we determine the most effective utilization of resources and build our project team. We use secure, effective communication tools to safely and transparently share information. This approach tends to take a people-centric perspective, implementing short phases or steps that rely on ongoing feedback. This continuously reshapes and refines the project path. The methodology has proven successful over time and frees teams from using a cookie cutter approach to designing a custom work product. Consequently, we offer a faster turnaround and a dynamic ability to quickly adapt to changes.

#### **Phase 1 – Classification/Competencies Component**

- A. Project Start and Initial Meetings
- B. Baseline Data Collection and Initial Analysis
- C. Job Analysis Collection and Completion
- D. Job Evaluation and Classification Development
- E. Draft Job Descriptions and Policy Guides
- F. Develop Guide for Implementation of Changes and Draft Interim Report

#### **Phase 2 – Compensation Component**

- A. Identify Benchmark Positions and External Survey Comparator List
- B. Design and Distribute Survey
- C. Collect and Analyze Survey Data
- D. Internal Relationship Analysis and Alignment
- E. Preparation of Draft Report
- F. Deliver Final Report and Deliverables for Implementation

We will look at both qualitative data and quantitative data throughout both the classification and compensation portions study. Statistical data allows us to capture a snapshot of the existing plan and create baselines on the existing plan. This gives us a starting point to uncover areas of possible review and revision recommendations.



## Phase 1 Classification/Competencies Component

---

This phase of the assignment will result in the study of all classes that includes the comparison of classes within series and to other occupational levels within the organization. Study tasks include project initiation and orientation, employee orientations, creation of custom surveys for employees and managers, completion of Position Vantage Point by employees, desk audits by managers and/or Human Resources, and interviews with employees. The cumulative information gathered will culminate in the preparation of revised or new class specifications, and a review process for all employees included in the scope of the study.

### Task 1A – Project Start

The project initiation phase encompasses all the steps required to initiate the project. This task includes the following activities:

#### **Kick-Off Activities**

- Request pertinent materials prior to the project initiation meeting so that Paypoint HR understands the scope of the study, an understanding of the client's current classifications, and is prepared to seek further relevant information during the initial meetings.
- Obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses. Identify current incumbents and gather any other documentation to gain better understanding of the client's operations.
- Meet Human Resources Director to discuss project context and methodology, determine reporting relationships, and clarify project understanding and Milestones to create the Communication Plan.
- Reach an agreement on a schedule for the project including all assignments and project milestones/deliverables and deadlines for completion of the assignment.
- Establish an agreeable communication schedule while identifying potential challenges and opportunities for the study.
- Schedule employee Kick-Off briefing sessions.
- Create an Executive Announcement Letter for distribution to staff.
- Initial review of relevant materials, including: (a) any previous projects, research, evaluations, or other studies that may be helpful to this project; (b) organizational charts for departments and divisions along with related job descriptions; (c) current position and classification descriptions, salary schedules, salary ranges, pay scales, payroll reports, and classification systems; (d) strategic business plans and budgets; (e) personnel policies and procedures; and (f) evaluation criteria.
- Discuss the Client's strategic direction and the short-term and long-term priorities.
- Review any data provided by the Client that may provide additional relevant insight.
- Review internal career ladders to identify needs, make recommendations, and keep positions competitive in the market.
- Maintain open lines of communication.



- Conduct a thorough review of all background materials related to the client's classification system. Review information from the department head as well as incumbents. Conduct interviews as appropriate.
- Document accepted compensation and classification philosophy and budgets based on input from the Study Project Leaders and other key staff.
- Gain understanding of employee recruiting and retention processes to uncover challenges in the local labor market and provide guidance on market positioning strategies.
- Once a baseline is determined, establish the client's current position as compared to the local market using sources of data preferred by the client as well as Paypoint HR's resource library for consideration.
- Look at goals for recruiting and retention with regards to sustainable budget amounts that will support recommendations on market position strategy.
- Consider both current and anticipated information technology programs, software and staffing levels to support, implement, administer, and maintain the recommendations given to the client by Paypoint HR.

Current Grade	Staff #	# near Min	% near Min	# near Max	% near Max
110	19	3	15.8%	1	5.3%
<b>111</b>	<b>43</b>	<b>10</b>	<b>23.3%</b>	5	11.6%
112	16	2	12.5%	1	6.3%
113	35	5	14.3%	6	17.1%
114	17	2	11.8%	2	11.8%
115	13	0	0.0%	0	0.0%
116	31	1	3.2%	2	6.5%
117	2	0	0.0%	0	0.0%
118	26	1	3.8%	4	15.4%

**Figure 3 – Sample Baseline Evaluation**

### Task 1C – Job Analysis Collection and Completion

The job analysis portion of the study includes employee outreach. We find that by having employee involvement, your staff will feel more valued. By gaining insight from employees about their position and the overall pay structure, in their own words, the study deliverables will be more relevant and as a result, employees will be more inclined to accept recommendations.

During this stage in the process, the following milestones will be met:

- Conduct employee briefing sessions to review the role of employees, the role of supervisors, the scope of work to be covered by the study and to explain how to complete the job analysis questionnaire (Position Vantage Point, or PVP.) It is communicated to employees that this process is not a performance review, but rather an identification of what should be required for new employees.
- Employees will be given a period to complete the PVP, usually 10 – 14 days. Employees are encouraged to retain a copy of their responses for their records.
- Completed surveys are given to department heads for their review and input. Front line supervisors often work in collaboration with department heads during this process. Typically, this process takes 7 – 10 days.
- Department heads turn in the reviewed PVPs to Human Resources for any further input with the final product then provided to Paypoint HR for analysis.

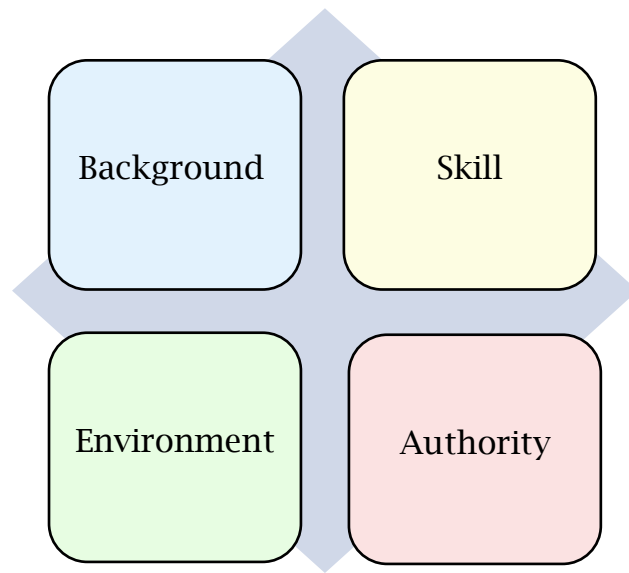
#### Task 1D – Job Evaluation and Classification Development

Task 1D of the project acknowledges the job analysis information and supporting material. The city may have Paypoint HR utilize an existing classification method or choose to utilize Paypoint HR's Compensable Factor System (CFS). Once the job analysis PVP is distributed, Paypoint HR will:

- Facilitate collection of job descriptions, desk audits, and supporting materials from the Study Project Leaders or designated Human Resource department contact. The job descriptions, audits, and supporting reports will be reviewed and analyzed in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.
- Identify the classification of existing positions utilizing the existing job evaluation system, review jobs, and characterize the internal equity relationships within the organization.
- Review all class specifications with the Study Project Leaders. Review each classification and score the classification using a point factor system or the system that the client has in place. Include an evaluation of results.
- Develop preliminary recommendations for the classification structure. The classification system designed at this point will be based solely on internal equity relationships and will be guided by scores for each classification. Essentially, a structure of classifications will be reviewed and classifications with similar scoring would be grouped into pay grades. The final decision on the minimums and maximums of the pay grades will be determined after the market data has been collected.

### Evaluation Factors

- Education / Experience / Certifications
- Duties
- Complexity
- Independence
- Impact and Accountability
- Supervision and Authority
- Interaction
- Environment



**Figure 4 - Position Evaluation Factors (Example)**

Prior to developing detailed class descriptions, our job evaluation will result in a classification plan concept and employee allocation discussion with the Project Team. We recognize the city will have its own factors to determine hierarchy. We will compare changes in business needs and operations, as well as any reorganization, with the established classification system and job families, as well as review internal relationships between classifications.

Our job evaluation method involves a quantitative approach. The whole position classification methodology examines your current evaluation criteria and augments it with other factors as needed. Our analysis will include our assessment methodology. We will list broad class concepts and highlight where significant changes may be recommended, such as, expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and job families. We will also review, and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification upgrade or downgrade, title change, or no change). After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Leaders.



After preliminary approval of the class concepts and allocation lists, recommendations for new and/or updated class descriptions will be developed for each proposed classification following the format approved by the client.

From the review of the PVPs, desk audit reports and any interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly. We will recommend new classification/class levels and/or operational changes, business needs, and any reorganizations that require new classifications. Analysis of FLSA, EEO, and ADA requirements will also be analyzed for compliance.

### Index of Current to Recommend Job Classes

Current Job Class	New Job Class	Trans Code
Superintendent of Printing	Printing Supervisor	T
Support Services Project Manager	Delete	D
Survey Party Chief	Survey Party Chief	N
Surveyor I	Surveyor	M,D
Surveyor II	Surveyor	S,N
	Utility Locator	J
Switchboard Operator	Clerical Assistant	M,D
Systems Analyst	Systems Analyst	N

#### Transaction Codes

M - Merge into Other Class

T - Title Modification

D - Delete Class Title

S - Split into Two or More Classes

N - No Change

J - New Job Class

**Figure 5 - Sample Index of Current to Recommended Classes**

The Index of Current to Recommended Job Classes is an alphabetical listing of all job classes currently used by the client and the recommended disposition of each of those job classes and titles. Current data is from the payroll, class specifications, and/or job descriptions, classification plan, and PVPs. New data includes job class title and transaction codes.

### Task 1E – Draft of Job Descriptions and Policy Guides

Task E of the project will draft a job class classification and allow for review by the city. This task includes the following activities, principally for new job titles and those that have substantially changed, namely:

- A draft copy of the revised/new class description with an allocation recommendation will be submitted to the Project Leaders.
- Department Heads and managers will receive a copy of their employees' draft job descriptions and will be asked to review their comments and feedback to verify and concur with the information provided.
- Subsequently each manager, supervisor, and employee will be given an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications.
- Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming).
- Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts after the study.
- Paypoint HR will provide a format for the client to show each employee whose position was studied, and how their position is being affected.
- The form will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft job description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

### Task 1F – Develop Guide for Implementation of Changes and Draft Interim Report

A Draft Interim Report of the Classification Study will be completed and submitted to the client for review and comment. The report will contain:

- A recommended classification plan.
- A classification implementation and maintenance manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as analysis and resulting recommendations.
- The recommended allocation list, and classification title changes.
- Classification concepts and guidelines, as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the pay plan.

Once we have received the city's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed that is compliant with State and Federal Regulations.

## Phase 2 Compensation Component

---

This Section of the study will result in the development of labor market survey parameters and the collection and evaluation of labor market survey data. The findings from the compensation component will be reviewed and analyzed to look for areas of possible improvement. Paypoint HR will create a pay structure that meets the city's objectives. We will give the city perspective on the economic impact adoption of the recommendations will have on the city. This will make the factors for implementation clear and help anticipate needed steps to meet the overall goals.

### Task 2A – Identify Benchmark Positions and External Survey Comparator List

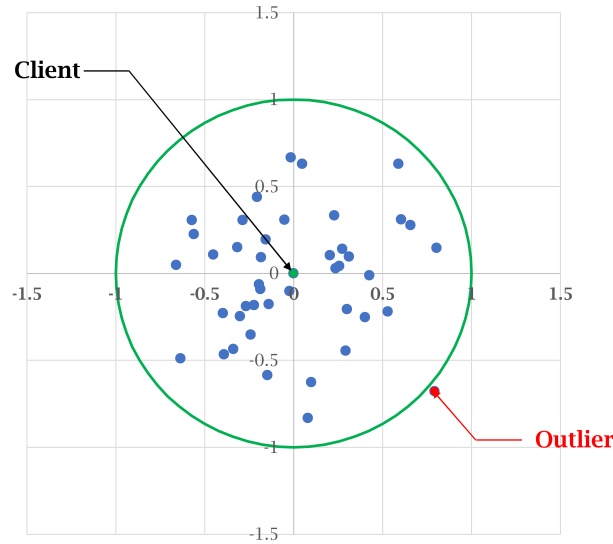
Task 2A of the compensation portion of the study will include identifying benchmark job positions and identifying a mutually agreed upon list of external comparators to be included in the external survey. To complete this, the following steps will be taken:

- Involving the Study Project Leaders and stakeholders as appropriate, in the decision-making process.
- Agreement on which agencies are included *PRIOR* to beginning the study. Our experience has shown that this is the most advantageous approach.
- Conducting a thorough review of all materials to date including employee database, classification listing, interviews, compensation review, and meetings with the Project Management Team. This will be closely followed by an exploration of the Project Team's overall strategic compensation vision.
- Thoroughly reviewing the various components of existing compensation plans and policies as well as the regulatory environment surrounding compensation.
- Identifying highly competitive positions within the organization and customizing the survey where appropriate.
- Reviewing and discussing how a compensation program might be designed to support the organization's business strategy and organizational objectives.
- Confirming and discussing the Project Team's preferred percentile placement within the marketplace.
- Acknowledging the organization's policy with respect to internal pay equity and employee perceptions of fairness.
- Addressing the Project Team's philosophy with respect to employee retention including the role compensation plays in retention issues.
- Reviewing the Project Team's philosophy with respect to fiscal sensitivity and flexibility.

"Benchmark classes" are normally chosen to reflect a broad spectrum of class levels. The positions that are selected normally include classes that are most likely to be found in other similar agencies and will therefore provide a sufficient and valid sample for analysis.

Benchmark positions should encompass the entire range of positions from the beginning of the pay ranges to the end. There should be a number of positions equally interspersed among the pay scale. Positions that have been difficult to attract and retain excellent

employees should be included. Paypoint HR will offer information and examples for the Project Leaders to consider, which will provide a measurable, rational, fact-based methodology to determine the relative job worth within the organization (as required by the EEOC).



**Figure 6 - Illustration of Economic Variance Using the Client as the Baseline**

Paypoint HR will conduct an economic analysis of regional organizations to identify a preliminary unbiased list of appropriate comparators. The purpose of this step is to ensure the worthiness and legitimacy of using these organizations to develop recommendations. This adds validity to the findings and yields defensible results. We will keep in mind the Project Team's criteria on such factors as degree of competition for obtaining and retaining candidates for high quality staff, their location in the city's traditional recruitment areas, and their level of service. Paypoint HR uses objective parameters to determine the legitimacy of findings. Below is a list of possible criteria to consider when selecting organizations to be sampled:

#### **Sample List of Selection Criteria**

Median Housing Price  
Median Household Income  
Cost of Living Adjustment  
Population

Unemployment Rate  
Labor Force Participation Rate  
Proximity

Each organization considered is given a variance score related to data points and an aggregate variance score is created. This will help identify the organizations whose results will provide validity to the study. Upon identifying benchmark positions and the selected comparators, Paypoint HR will then create the document for surveying the selected organizations and conduct the external survey.

### Task 2B – Design and Distribute Survey

In Task 2B of the study, it is anticipated that the creation and distribution of the external survey will take place. This analysis will include a detailed concise presentation of data to be collected. The survey will include job titles along with a summary of each position. This approach allows respondents to compare job description to job description and not just job titles, therefore ensuring true "matches" from the survey respondents.

Paypoint HR will send the survey to all comparators and if necessary, complete Freedom of Information Act (FOIA) requests. We conduct all of the survey distribution, data collection, and analysis ourselves to ensure validity of the data and to enforce quality control. While there is an industry standard of 5-15% response rate for surveys, Paypoint HR typically receives 25-40% response rates. While the surveys are out for distribution, Paypoint HR will further examine the existing compensation environment to establish a baseline and keep in contact with the Project Team.

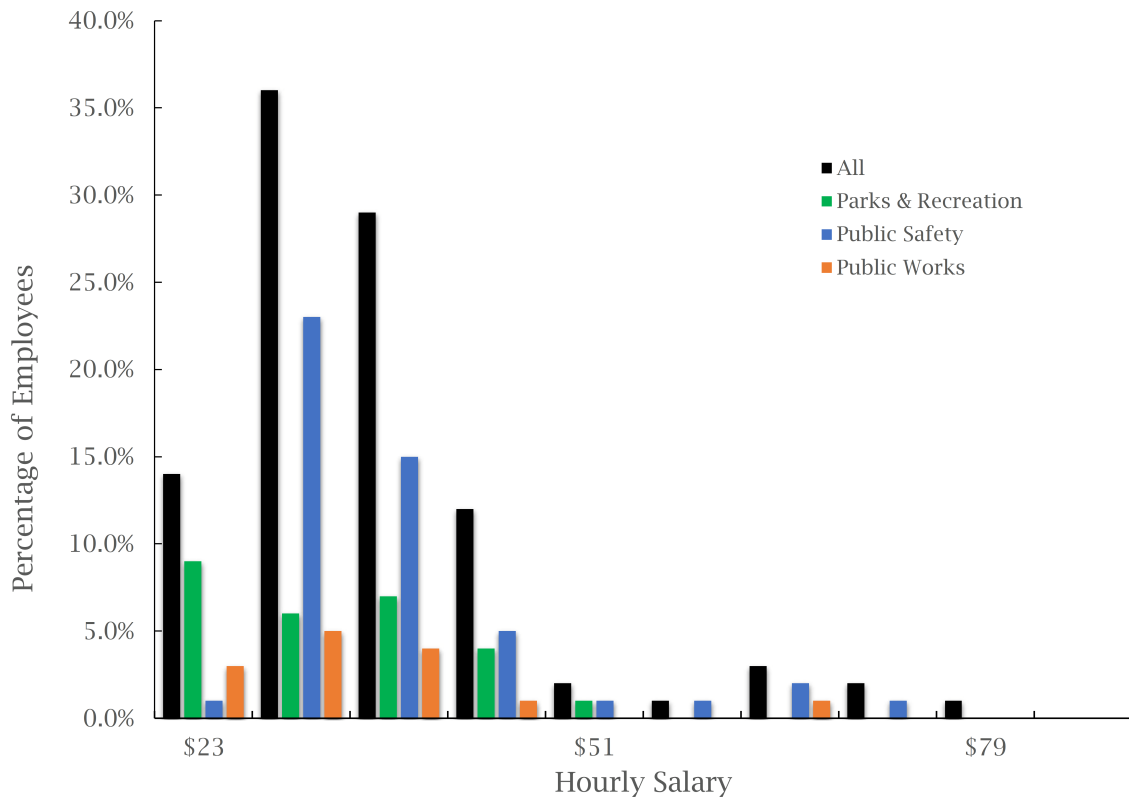
### Task 2C – Collect and Analyze Survey Data

Job Title	Job Summary	Hours	Min	Max
<b>City Clerk's Office</b>				
Administrative Assistant	This work involves complex and responsible clerical support and staff assistance activity. Perform research and retrieval of records, reports, forms, memoranda, letters, etc. HS_GED, + 2 yrs experience.	2080	23.18	37.1
City Clerk	This position is responsible for administrative and supervisory work managing the various functions and responsibilities of the City Clerk's Office. Bachelor's Degree, + 5 yrs experience.	2080	39.66	63.45
Deputy City Clerk	This position is responsible for administrative and supervisory work in planning, organizing, and coordinating administrative activities of the City Clerk's Office. Performs customer service functions including information and assistance related to records research, responds to routine questions, complaints, or requests for service. Associate's Degree, + 3 yrs experience.	2080	26.84	42.95
<b>Development Services</b>				
Building Inspector	This is technical work conducting building inspections to ensure buildings and structures are constructed and tested in compliance with existing City codes, ordinances and statutes. Record and document all building inspections and prepare inspection reports. HS_GED, State of Florida Standard Inspector Certification, + 5 yrs experience.	2080	25.56	40.9
Planner	The work of a Planner is either in the category of current planning, focusing on landscape and development project review, or in long-range planning, focusing on land use, zoning, and land development regulation amendments. Bachelor's Degree, + 2 yrs experience.	2080	24.35	38.96

**Figure 7 – Sample of Job Summaries in External Survey**



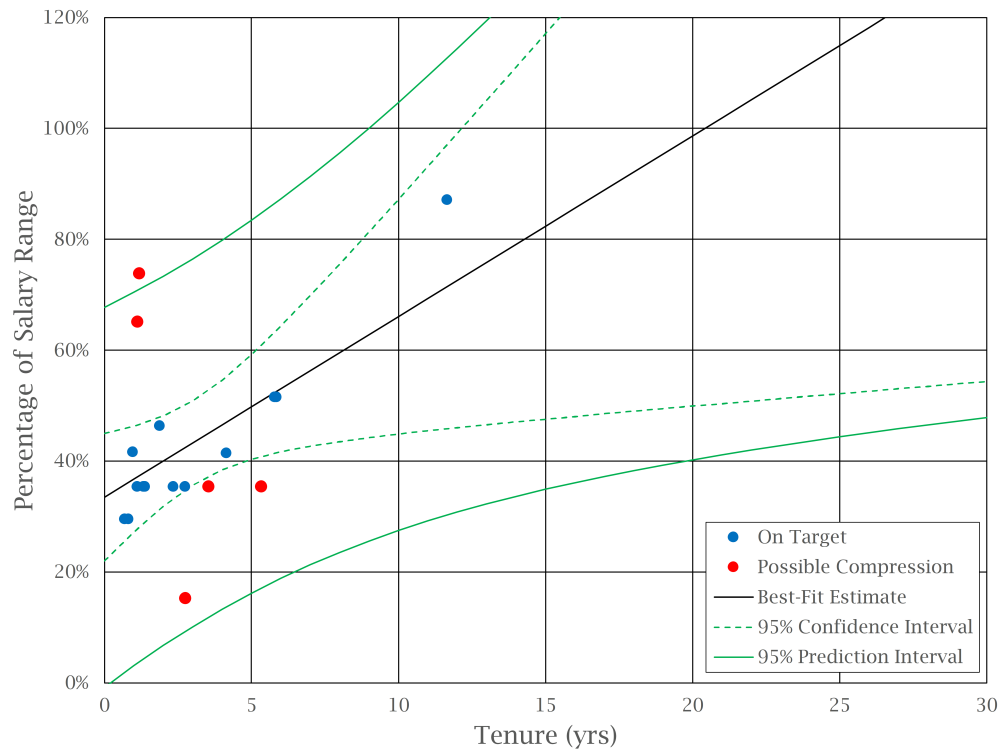
Following the distribution of the surveys, Paypoint HR will collect the data and conduct an in-depth review of the survey results with the Study Project Leaders, as appropriate. The purpose of this review is to identify any additional information needed or areas that require further analysis. Paypoint HR will examine salary spread for all grades, ladders between grades, and identify the possibility of positions being compensated differently than intended from the existing plan. We will examine the distribution of employee salaries to highlight challenges and conduct an analysis of wage compression using Paypoint HR's proprietary statistical processes, if requested. Positions that contribute to compression are specifically identified for adjustment.



**Figure 8 - Baseline Analysis of Client's Workforce**

### Task 2D - Internal Relationship Analysis and Alignment

To determine recommendations for internal equity, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments.



**Figure 9 - Sample Internal Compression Analysis**

Position Classification	CFS Score
Assistant City Manager	787.8
Police Chief	517.1
Fire Chief	445.8
Utilities Director	374.4
Chief Financial Officer	353.5
Public Works Director	329.4
Development Services Director	229.5
Human Resources Director	215.3
Neighborhood & Community Services Director	212.4
Parks & Recreation Director	210.2

**Figure 10 - Sample of Compensable Factor Score Results**

Paypoint HR analytically develops an internal hierarchy based upon the job analysis responses. The goal of this critical step of the process is to address any internal equity issues and concerns with the current compensation system. We look for compression and inconsistencies. Our quantitative tool, Compensable Factor Score (CFS) system, allows us to objectively compare between certain classifications.

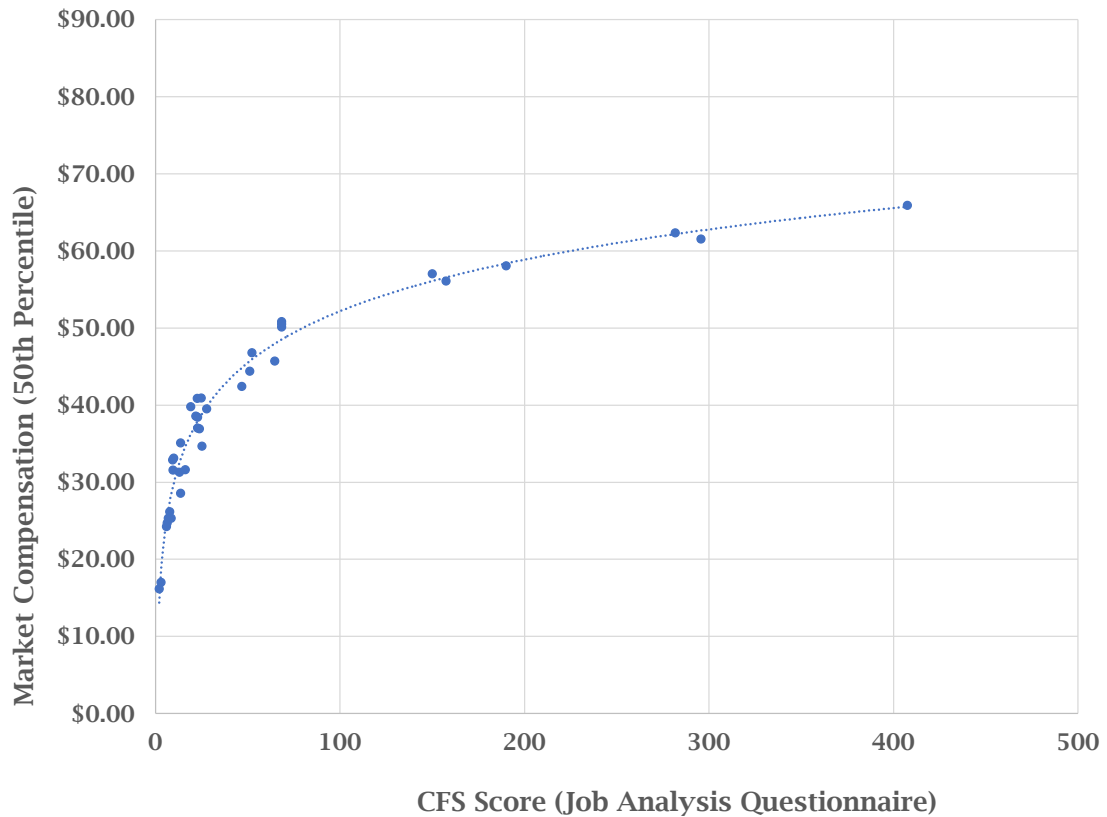
We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system. The recommendations will contain pay differentials between levels that allow employees to progress on a clear path for career growth and development. Career ladders will be looked at both vertically and horizontally to mirror the classification structure that was developed during the classification section of the study. Paypoint HR's Compensable Factor Score (CFS) formulation provides a framework to construct an unbiased internal hierarchy of positions.

Category	Score	Grade	Min	Max
Education	11.16	1	0.0	7.0
Experience	4.65	2	7.0	7.5
		3	7.5	8.0
Complexity	7.60	4	8.0	8.6
Independence	3.30	5	8.6	9.2
		6	9.2	9.9
Supervision Received	1.34	7	10.0	10.8
Supervision Responsibilities	1.21	8	10.8	11.7
		9	11.7	12.8
Impact	7.84	10	12.8	14.0
Physical	0.47	11	14.0	15.4
		12	15.5	17.1
Working Condition	0.31	13	17.1	19.0
Interaction	9.30	14	19.0	21.3
		15	21.3	24.0
Financial	1.05	16	24.0	27.1
		17	27.1	30.9
<b>Total Score</b>	<b>48.22</b>	18	30.9	35.4
		19	35.4	40.9
		20	40.9	47.5
		21	47.5	55.6

**Figure 11 - Compensable Factor Score Example**

The internal hierarchy is correlated with the findings of the external market, external equity, by using Paypoint HR's non-linear statistical algorithm. A 90% or greater correlation is typical, lending to confidence that both the internal and external equity are sound and appropriate.

Paypoint HR may choose to supplement the survey data with information from our own internal library. This helps to identify outliers and get a pulse on how the study results compare to the market.



**Figure 12 - Sample Comparison of Internal / External Hierarchy**

### Task 2E - Preparation of Draft Report

Depending on the data developed from the internal analysis, we will review and make recommendations regarding internal alignment of your salary structures including combining or expanding groups or salary scales. We will develop recommendations for pay grades and salary ranges for all classifications based typically on median salaries from the comparable agencies based on the organization's overall compensation philosophy and policy. We will also analyze any pay compression issues to ensure internal equity, if requested.

- We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation level for each classification studied.
- We will conduct a comparative analysis to illustrate the relationship between current pay practices and the newly determined market conditions. We will also develop

solutions to address pay equity issues. Our analysis includes information regarding the financial impact of addressing pay equity issues for the city. The result is intended to create a market adjustment and implementation strategy supporting your goals, objectives, and budget considerations.

Positions will be categorized in a compensation ratio or “Compa-ratio” relating actual pay rates to market rates to determine if they are in-line with the external market. Positions will be classified by their Compa-ratio and determined to be either below, at, or above the market rate. We use these findings to make corrections to pay for each position which allows for fiscal impact analysis of recommendations.

	Engineering Technician II	Engineering Technician III	Engineering Technician IV	Foreman
<b>Market Percentiles</b>				
20%	\$32.31	\$36.30	\$39.16	\$39.56
25%	\$32.96	\$37.10	\$40.05	\$40.47
30%	\$33.67	\$37.90	\$40.93	\$41.35
...	...	...	...	...
70%	\$38.82	\$43.74	\$47.25	\$47.75
75%	\$39.45	\$44.47	\$48.06	\$48.56
80%	\$40.27	\$45.42	\$49.10	\$49.62
Mean	\$36.36	\$40.95	\$44.23	\$44.69
Compa-Ratio	-5.0%	-6.9%	-2.4%	-8.1%

**Figure 13 - Sample Compa-Ratio Results by Job Title**

The Draft Final Report will be completed and submitted to the Study Project Leaders for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include the following information:

- A proposed Salary Range/Plan document.
- Any alternative compensation plans identified.
- Reports addressing employees whose base pay either is below or exceeds the market rate.
- The option to implement the recommended plan in phases.



After an initial round of feedback from the Study Project Leaders, we will make edits and resubmit the draft to the Project Team for review and approval. Final meetings with the Project Team and stakeholders will be conducted and any final adjustments are made prior to delivery of the final report to the appropriate stakeholders. Once all questions and concerns are addressed, a Final Report will be created and submitted in a bound format and electronic format.

**Full-Time Positions Substantially Below Market (Compa-Ratio % Diff < -10%)**

Accreditation Manager	Human Resources Manager
Assistant Fire Chief	IPP Administrator
Benefits Manager	Lead Code Enforcement Officer
Communications Manager	Structural Plan Reviewer
Executive Assistant	System Administrator

**Full-Time Positions Below Market (-10% < Compa-Ratio % Diff < -5%)**

Accounting Manager	Code Enforcement Officer
Agenda Coordinator	Communications Supervisor
Assistant City Attorney II	Crime Scene Investigation Supervisor
Building Maintenance Superintendent	Cross Connect Control Specialist I
Chief Parking Facilities Administrator	Data Analyst Accreditation Manager
City Manager	Deputy City Clerk

**Figure 14 - Sample External Market Results Summary**

**Task 2F - Deliver Final Report and Deliverables for Implementation**

Paypoint HR typically works on tight schedules that demand extensive communication. We first listen to our clients to understand their specific needs and then create recommendations that fulfill the purpose of the study. Our final report reviews the city's background as related to the study and conveys complex concepts clearly and concisely. We feel this is one of our strongest attributes. An area of communication where we particularly excel is in the ability to communicate with employees at all levels of education and background. The concepts covered during employee outreach are reflected in the final report, as appropriate. This improves morale as the employees feel valued by knowing they have been heard. We are a liaison and have discovered opportunities and issues that would not have otherwise been utilized or addressed.

The final report includes an Executive Summary that summarizes the study methodology and gives recommendations for consideration by the city. The report highlights specific areas where an opportunity exists to improve the city's Classification and Compensation programs. The strategic position of the existing plan is reviewed in relation to the findings and shows comparisons. Recommendations that affect the city's budget are reviewed and their financial impacts are projected to ensure the city is able to support them. The Final Report is developed in a way that is relevant to the current market as well as allowing the city to make a long-term strategic plan for attracting and retaining staff. The work product includes steps for implementation, training, and ongoing administration.

Our recommendations have been well received by our audiences. We have developed valued relationships and are considered by our clients and their employees as a trusted advisor. We welcome the opportunity to work with the city to prove ourselves as an excellent service-oriented firm.

### Recommendations

The fiscal impact of the recommendations below is approximate cost for salary adjustments only. It does not factor in associated costs for employee-related benefits.

#### 50<sup>th</sup> Percentile of Market

1. Raise the salary of 24 positions that are below grade minimum market, first, at a cost of \$24,169.
2. Raise the salary of 20 positions that are *substantially* below market, second, at a cost of \$248,318.
3. Raise the salary of 125 positions that are below market, third, at a cost of \$550,160.

Total: 169 positions, \$822,647

4. Raise the salary of 12 positions that are experiencing compression, fourth, at a cost of \$17,246.
5. Consider reclassifying the following titles, fifth, according to the city's personnel policy manual.
  - Community Services Division Manager
  - Community Support Specialist

**Figure 15 - Sample of Study Recommendations**

## Summary of List of Standard Deliverables

- Kick-off meeting with Project Team and collaborative development of the Project Communication Plan.
- Project planning and methodology.
- Briefing Sessions with All Employees to go over the scope of the project, their role, and to give directions on how to complete the job analysis.
- Job Evaluation report completed using scores from job analysis responses.
- Comparator Analysis reports to identify localities that compete for labor with the city.
- Development of agreed benchmark positions.
- External Market Survey for comparators with benchmark job titles and short job summaries.
- Update of Job Descriptions, where applicable, to include FSLA, EEO, and ADA compliance (sample provided upon request).
- Creation of Recommendations for Reclassifications report, including job title simplification.
- Development of a Compensable Factor Scoring System tailored to the city for use and maintenance of job evaluations and internal equity.
- Development of training for ongoing administration and implementation along with supporting materials and manual.
- Development of a salary structure based on the survey findings and job evaluations.
- Survey finding reports showing options for strategic position as compared to current position.
- Fiscal Impact report showing costs associated with the selected strategic market position.
- Cumulative Final Report for presentation which shows methodology, procedures, development of findings, work product deliverables, and the financial impact of recommendations.

## Implementation

Communication with the Project Team and key stakeholders are described at each step in the process of our project methodology. We consider our audience for implementation to be the Project Team, managers, and employees. We have tailored our process to involve each at the appropriate times. We incorporate meetings, frequently asked questions, questionnaires, informal appeals, reviews and feedback sessions. Various media is used during the project to convey changes. We include online access to information, written communication, forms, face-to-face meetings, electronic communication, as well as virtual meetings.

Weekly progress reports will be provided to the Project Team. Paypoint HR will also provide the Project Team status reports every two weeks and as requested. We keep our clients fully abreast of all activities that Paypoint HR undertakes during our projects to ensure timely completion and to short-circuit any issues that may arise.

- Paypoint HR provides forms for discussions with personnel regarding how the changes affect them individually.
- We create Job Discussion Request (JDR) and Job Discussion Guide (JDG) forms for employees and their supervisors to complete and submit to the Human Resources department. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.
- A manual of instructions and training materials regarding the administration of the proposed compensation system.
- A list of implementation issues, schedules, fiscal impact statements, cost projections, and communications surrounding our recommendations.
- A guide for rules, policies, and procedures for you in implementing, managing, and maintaining the compensation system.
- Train the trainer sessions.
- Customized software, unique for each client based on the results of the study, and support plan options.

# Tentative Timeline

Our professional experience is that comprehensive studies of this scope and for this size organization take no more than 16 weeks to complete, allowing for adequate position vantage point completion, interview time, classification description development, compensation data collection and analysis, review of steps by the client, the development of final reports, and any appeals.

Timely progress reports will be provided to the client. Paypoint HR will also provide interim reports to the Project Team as the project progresses. We keep our clients fully abreast of all activities that Paypoint HR undertakes during our projects to ensure timely completion and to short-circuit any issues that may arise. A customized schedule would be constructed in conjunction with both Paypoint HR and the city to meet the project requirements.

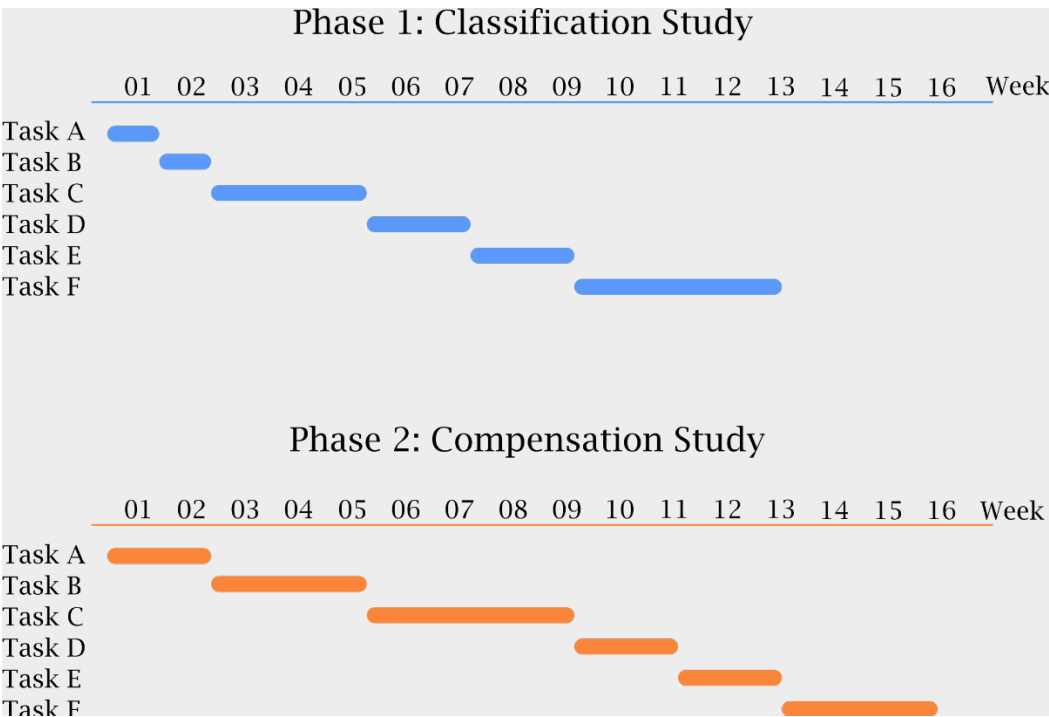


Figure 16 - Gantt Chart



## Work Examples

### *Executive Summary*

#### External Competitiveness Takeaway

Overall, job titles at the City of Bath are compensated 1.0% above market in the region. Compensation is not lagging the market across most departments, as shown below, but especially in Administration where compensation is substantially below market.

Department	Market Position
Administration	-14.3% below market
Assessing	0.0% at market
Clerk	-4.7% below market
Facilities/Transportation	-3.3% below market
Finance	+0.8% above market
Fire	+2.8% above market
Parks and Recreation Department	+1.3% above market
Planning and Development	+5.0% above market
Police	+3.2% above market
Public Works	+3.5% above market
<b>Overall</b>	<b>1.0% above market</b>

Recommendations for holistic compensation adjustments for all job titles at the City is delineated in the report. No wage reductions are recommended.



**Paypoint HR**

4



**Paypoint HR**

## Recommendations

The fiscal impact of the recommendations listed below are approximate costs for salary adjustments for non-represented positions. The fiscal impact does not factor in associated costs for employee related benefits. The fiscal impact of collective bargaining adjustments are not considered.

1. Raise the salary of 4 positions that are below the new grade minimum, first, at a cost of \$15,576.
  - 1 Administrative Assistant – Cemetery (\$1,495),
  - 1 Deputy City Clerk (\$2,174),
  - 1 Deputy Finance Director (\$4,579) and
  - 1 Deputy Recreation Director (\$7,327).
2. Raise the salary of 5 positions that are *substantially* below market, second, at a cost of \$59,583.
  - 1 Custodian – Facilities (\$2,650),
  - 1 Executive Assistant to City Manager/Human Resource Director (\$18,292),
  - 1 General Assistance Coordinator (\$1,460),
  - 1 IT Coordinator (\$19,747), and
  - 1 WW Superintendent (\$17,434).
3. Raise the salary of 2 positions that are below market, third, at a cost of \$11,647.
  - 1 City Clerk (\$4,665), and
  - 1 Director of Planning and Development (\$6,982).
4. Adjust the salaries of positions that are near market with normal base-salary and tenure adjustments.
5. Discontinue making base-salary adjustments to the salaries of positions that are above or *substantially* above market until compensation is near market.

Table 3 - Economic Data of Bath and Potential Comparators

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate
<b>Bath</b>	8,319	\$175,700	\$48,252	99.0	5.4%	64.0%
<b>Maine</b>						
Androscoggin County	107,602	\$158,200	\$53,509	96.0	5.8%	65.5%
Auburn	23,187	\$165,200	\$49,719	97.0	5.7%	66.7%
Augusta	18,605	\$144,800	\$43,796	95.0	4.9%	58.5%
Bangor	32,095	\$157,000	\$46,625	97.0	5.4%	59.7%
Belfast	6,688	\$190,500	\$62,857	100.0	5.3%	57.9%
Biddeford	21,462	\$245,900	\$53,120	104.0	5.4%	67.3%
Brewer	9,090	\$162,100	\$52,174	98.0	4.7%	65.3%
<b>Cumberland County</b>	<b>292,307</b>	\$278,100	\$73,072	110.0	4.5%	69.1%
Ellsworth	7,991	\$178,400	\$53,324	98.0	4.4%	68.1%
<b>Franklin County</b>	29,982	\$139,800	\$51,422	94.0	5.7%	60.8%
<b>Hancock County</b>	54,601	\$212,700	\$57,178	102.0	4.5%	61.6%
Kennebec County	121,753	\$159,400	\$55,365	96.0	4.9%	61.6%
Knox County	39,759	\$213,400	\$57,751	102.0	4.3%	61.7%
Lewiston	36,095	\$140,600	\$44,523	95.0	7.2%	62.2%
Lincoln County	34,201	\$215,400	\$57,720	103.0	4.3%	58.6%
Old Town	7,474	\$135,700	\$42,679	94.0	4.4%	64.7%
<b>Oxford County</b>	57,550	\$144,100	\$49,204	94.0	5.9%	57.3%
Portland	66,595	\$289,000	\$60,467	109.0	5.2%	71.9%
Rockland	7,178	\$172,800	\$44,156	97.0	5.1%	64.1%
<b>Saco</b>	19,497	\$258,900	\$70,517	109.0	5.1%	72.6%
Sagadahoc County	35,452	\$213,400	\$63,694	103.0	4.3%	65.0%
Sanford	21,015	\$171,200	\$49,642	99.3	5.0%	64.0%
<b>South Portland</b>	25,548	\$257,200	\$69,290	110.0	4.5%	71.6%
Waldo County	39,539	\$163,000	\$51,931	97.0	5.1%	60.7%
Waterville	16,577	\$125,000	\$38,862	93.0	6.0%	53.5%
Westbrook	18,633	\$232,900	\$59,460	105.0	5.4%	69.3%
<b>York County</b>	<b>204,316</b>	\$252,300	\$67,830	107.0	4.5%	66.3%

## Overall Salary Distribution

The salary distribution for all employees is shown in Figure 1. The label “Percentage of Employees” on the ordinate y-axis reflects the total number of employees. The three largest departments, Fire, Police, and Public Works are highlighted.

A clear bimodal pattern does not exist which would demonstrate a two-tier compensation structure for any department or overall. It is preferable if there is a clear broad-banded bimodal distribution, that is, two bell curves, demonstrating both separation between supervisory and non-supervisory compensation and career progression within these two groups.

The concentration of employees in the upper end, top 20%, of the salary range (3 of 102, 3%) in comparison to the lower end is not excessive, meaning that the organization is not top-heavy with respect to compensation.

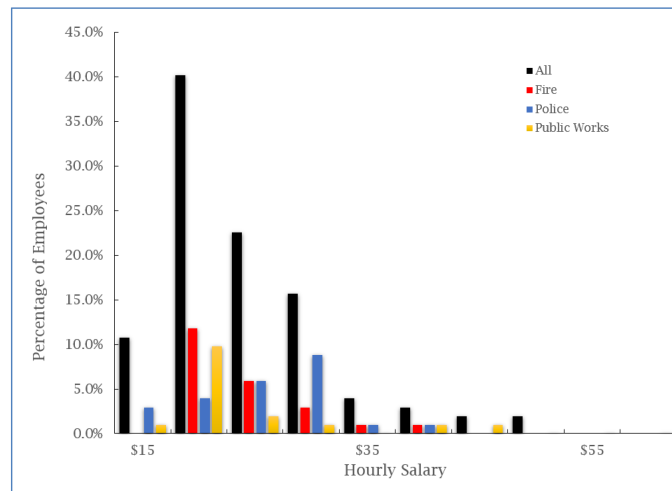


Figure 1 – Salary Distribution

## Focus Groups

### a. Economic

#### Local Economy

- Participants noted that Bath is a city with a small but thriving local business community, although there were limited economic opportunities for residents in the city.
- There was mention the population of Bath was made up of extremes with many high- and low-income residents, but not much of a middle class.
- It was said that most middle-class residents have moved outside of the city limits due to the cost of homes and property taxes in Bath.
- Employees added that housing availability is scarce, and homes sell quickly, when available.
- Bath Ironworks is a massive contributor to their economy. The shipyard is one of the largest employers in the area and has anywhere from 3,500 to 5,000 working day shifts.
- The city lacks enough parking to accommodate visitors who want to come downtown. Staff thought a parking garage would help.

#### City of Bath Government Finances

- Staff concurred that although the demand for services has been on the rise, the resources available to provide those services, including staffing levels, are not keeping up with demand.
- Some employees felt they were being asked to do more but given less to do their jobs. They would like to see additional staffing, training opportunities, and more technology and tools.
- With recent economic fluctuation staff expect this year would bring many challenging financial decisions for the city.
- Departments like Police supplemented their funds with grants when available.
- Parks, recreation, forestry & cemetery managed parks were in great demand during the pandemic. However, because gatherings were restricted, so was



### *Compensable Factor Score from Position Vantage Point*

To assist in determining the internal hierarchy of positions in the County, the employees and managers participated in the Position Vantage Point Job Survey. Questions asked in the PVP are divided into four areas: Background, Authority, Skill, and Environment. In these four areas, the following compensable factors were examined:

Education	Complexity
Certifications	Independence
Work Duties	Impact
Work Experience	Physical
Financial Authority	Working Conditions
Supervision	Interaction

Job descriptions were consulted to update both the minimum education level and minimum experience level required for each position. The responses were then evaluated, producing the Compensable Factor Score (CFS) as shown below. For positions, where there was insufficient data from the employee/manager survey, job descriptions were consulted to fill out the survey.

**Table 23 – Compensable Factor Score**

Position Classification	CFS Score
Finance Director/Assistant City Manager	829.4
Director of Cemetery, Parks and Recreation	457.6
Director of Public Works	378.5
Chief of Police	330.4
Fire Chief	316.0
Deputy Director of Public Works	314.5
WW Superintendent	203.7
Deputy Chief of Police	157.0
Deputy Fire Chief	149.3
Assessor	125.7

## External Market Comparison

A summary of the findings of the external market analysis is presented in Table 24 through Table 28. In Table 29 through Table 33, the external market findings for all position classifications is presented. The minimum, midpoint, and maximum hourly salary for each position classification is presented first. The market average (mean) and the various market quantiles are then presented. Lastly the Compa-Ratio, the ratio of the grade's midpoint divided by the 50th percentile from the external market, which measures the extent of the deviation of the current salary range in comparison to the market median, is presented.

**Table 24 – Full-Time Positions Substantially Below Market (Compa-Ratio % Diff < -10%)**

Arborist	General Assistance Coordinator
Custodian – Facilities	IT Coordinator
Director of Community & Economic Development	WW Superintendent
Executive Assistant to City Manager/Human Resource Director	

**Table 25 – Full-Time Positions Below Market (-10% < Compa-Ratio % Diff < -5%)**

City Clerk	Director of Planning and Development
Detective	

**Table 26 – Full-Time Positions Near Market (-5% < Compa-Ratio % Diff < +5%)**

Administrative Assistant - Cemetery	Crossing Guard
Administrative Assistant - Fire	Custodian - Recreation
Administrative Assistant - Recreation	Data Entry/Analyst
Animal Control Officer	Deputy Chief of Police
Assessor	Deputy City Clerk
Assistant Assessor	Deputy Director of Public Works
Bus Driver	Deputy Finance Director
Chief of Police	Deputy Fire Chief
Code Enforcement Officer	Deputy Recreation Director

52



Table 29 – External Market Comparison – Non-Represented

	Admin Assistant Cemetery	Admin Assistant Fire	Admin Assistant Police	Admin Assistant PW	Admin Assistant Recreation
<b>Current Scale</b>					
Minimum	\$19.21	\$19.21		\$19.21	\$19.21
Midpoint	\$22.29	\$22.29	\$31.25	\$22.29	\$22.29
Maximum	\$25.37	\$25.37		\$25.37	\$25.37
<b>Market Percentiles</b>					
20%	\$19.46	\$19.24	\$20.08	\$18.96	\$19.44
25%	\$19.94	\$19.45	\$20.16	\$19.00	\$19.88
30%	\$20.15	\$19.53	\$20.88	\$19.08	\$20.15
35%	\$21.61	\$19.58	\$21.45	\$19.32	\$21.07
40%	\$22.12	\$20.18	\$21.47	\$19.60	\$21.74
45%	\$22.40	\$20.52	\$21.92	\$19.67	\$22.04
50%	\$22.60	\$21.57	\$22.39	\$20.54	\$22.06
55%	\$23.43	\$22.09	\$23.06	\$21.15	\$22.13
60%	\$24.52	\$22.38	\$23.56	\$21.55	\$22.38
65%	\$24.91	\$22.44	\$24.97	\$21.59	\$22.64
70%	\$25.33	\$22.44	\$25.34	\$21.82	\$23.18
75%	\$25.64	\$22.66	\$26.99	\$22.18	\$23.87
80%	\$26.64	\$23.05	\$29.62	\$22.70	\$24.62
Mean	\$23.56	\$21.37	\$24.04	\$20.90	\$22.21
Compa-Ratio	-1.3%	+3.4%	<b>+39.6%</b>	<b>+8.5%</b>	+1.0%

## Proposed Salary Schedules

A recommended salary scale for all Non-Represented employees is shown in Table 34. The spread between the minimum and maximum salary was set to 30% as the average spread adopted by comparable communities from the external survey was 28.5%. The number of pay grades was set to 16 to accommodate the range of CFS Scores. The Ladders, i.e., the distance between grades, was set to be 7.5%. Larger Ladders were included to increase the incentive for employees to seek positions of greater responsibility and to make it financially beneficial.

It is recommended that in subsequent years after the adoption of the recommended pay plan, the City should adjust the entire salary scale by the CPI annually as budget permits.

**Table 34 – Proposed Salary Schedule – Non-Represented**

Grade	Min	Mid	Max
B01	\$15.00	\$17.25	\$19.50
B02	\$16.13	\$18.54	\$20.96
B03	\$17.33	\$19.93	\$22.53
B04	\$18.63	\$21.43	\$24.22
B05	\$20.03	\$23.04	\$26.04
B06	\$21.53	\$24.76	\$27.99
B07	\$23.15	\$26.62	\$30.09
B08	\$24.89	\$28.62	\$32.35
B09	\$26.75	\$30.76	\$34.78
B10	\$28.76	\$33.07	\$37.39
B11	\$30.92	\$35.55	\$40.19
B12	\$33.23	\$38.22	\$43.20
B13	\$35.73	\$41.09	\$46.44
B14	\$38.41	\$44.17	\$49.93
B15	\$41.29	\$47.48	\$53.67
B16	\$44.38	\$51.04	\$57.70

## Proposed Internal Equity

In Table 40, the resulting proposed internal equity for the City is presented for non-represented job titles.

**Table 40 – Proposed Internal Equity**

Grade	Title
B16	Finance Director/Assistant City Manager
B15	-
B14	Chief of Police Director of Cemetery, Parks and Recreation Director of Public Works Fire Chief
B13	Deputy Director of Public Works
B12	Deputy Chief of Police Deputy Fire Chief WW Superintendent
B11	Assessor City Clerk Code Enforcement Officer Deputy Finance Director Director of Community and Economic Development Director of Planning and Development Director of Sustainability and Environment Facilities Director
B10	Executive Assistant to City Manager/Human Resource Director IT Coordinator
B09	Deputy Recreation Director Foreman - Cemetery PW Foreman
B08	Arborist Work Leader – Recreation
B07	Payroll Supervisor
B06	Assistant Assessor Deputy City Clerk Treasurer Clerk/Deputy Tax Collector



## Recommended Salary Adjustments

A regression analysis of the CFS Score and the salary survey results indicate that market median salary for all positions is predicted very well by the CFS Score. The coefficient of determination is 94.4%, in other words, the knowledge, skills, and abilities identified in the employee/manager Position Vantage Point job description survey correlate very well with the external markets' valuation of the non-represented job positions at Bath.

In Table 41, salary recommendation for employees based on the external market findings is presented.

**Table 41 -Salary Adjustments – Non-Represented**

Title	Current Rate	New Grade	New Rate
<b>Administration</b>			
Executive Assistant to City Manager/Human Resource Director	\$28.59	B10	\$37.39
IT Coordinator	\$23.62	B10	\$33.11
Marketing and Communication Specialist	\$22.29	B05	\$22.29
Digital Media and IT Specialist	\$19.93	B04	\$19.93
<b>Assessing</b>			
Assessor	\$37.03	B11	\$37.03
Assistant Assessor	\$24.46	B06	\$24.46
<b>Cemetery, Parks and Recreation</b>			
Administrative Assistant - Cemetery	\$19.21	B05	\$20.03
Administrative Assistant - Recreation	\$25.37	B05	\$25.37
Custodian – Recreation	\$16.69	B02	\$16.69
Deputy Recreation Director	\$23.23	B09	\$26.75
Director of Cemetery, Parks and Recreation	\$45.82	B14	\$45.82
Laborer – Recreation	\$24.39	B04	\$24.39
Work Leader – Recreation	\$29.37	B08	\$29.37

## References

Contact Name	Contact Info	Project Title and Service Dates
Donna Jentink HR Compensation Supervisor City of Largo	201 Highland Avenue Largo, Florida 33770 (727) 586-7349 <a href="mailto:DJentink@Largo.com">DJentink@Largo.com</a>	Compensation & Classification Study 2019 – 2020, 2022, 2023 – 2024

The City of Largo employs 232 non-represented employees across 168 job titles. The scope of work for the Compensation & Classification Study included

- Conduct a comprehensive salary survey for the City's Non-Represented positions to determine and identify quality job matches for each job title.
- Conduct a compensation and classification study of the City's job titles in the Non-Represented Pay Groups: City Manager, Executive Management, Operational Management, Professional/Technical, Temporary, and Variable.
- Review job titles and make recommendations for pay group, grade, range placement of current and proposed positions based on the classification study and salary survey.
- Review job families and career ladders and identify problem/concerns within the internal hierarchy system and propose methods to correct.
- Prepare a framework for a new and improved compensation structure to include definitions for each pay group identified, recommended pay ranges per group, and the list of the job titles to be classified to each unique pay group and pay range.
- Determine if the Professional/Technical group should be further defined and separated. Determine if the Operational Management group should be further defined and separated (ex. a business track vs. technical career track).
- Perform a comprehensive compensation analysis to address internal equity and compression issues considering employee compensation history, annual compensation in relationship to pay range spread, midpoint, anniversary, education, directly related years of experience and related factors to include state and federal regulations.
- Conduct an analysis of the City's administrative support classifications for the purpose of recommending job descriptions that more effectively capture the department's administrative needs city-wide.
- Recommend specific job evaluation methodologies and approaches to ensure the establishment and maintenance of a job evaluation and pay system based on internal equity and competitiveness with the public sector and private sector (similar sized organizations).
- Review and determine best practices and improved narratives to enhance the process in which the City administers the following personnel actions and handling of the transaction for the City's consideration in updating the Personnel Rules and Regulations, Section VI: Pay and Classification Plan. Personnel Action Types: Starting

Pay, Rehire, Reclassification and Types, Delete/Add, Demotion, Promotion, Transfer, Standby Time, and Call Back Time.

Contact Name	Contact Info	Project Title and Service Dates
Roz Johnson Human Resources Director City of Stuart	121 SW Flagler Avenue Stuart, FL 34994 (772) 288-5322 <a href="mailto:RJohnson@CI.Stuart.FL.US">RJohnson@CI.Stuart.FL.US</a>	Classification and Compensation Study 2019, 2024

The City of Stuart has a total of 251 full-time budgeted positions with 79 in one of two collective bargaining units and 40-45 part-time employees across 121 different classifications.

### Classification

- Conduct a job audit of selected benchmark positions, including general task analysis by department. This review may include interviews with Department Directors, division managers and other key personnel and/or employees to determine the essential functions of each position. Benchmark positions to be determined by the project team, input from Department Directors and guidance from the consultant.
- If deemed the appropriate method, prepare/provide a job analysis questionnaire for City management approval. The City would facilitate its distribution and completion.
- Assign all jobs to salary grades based on an objective evaluation of compensable factors related to the duties and responsibilities of the individual job.
- Refine job classifications/titles to accurately represent job duties and responsibilities as necessary. Review supervisor/management titles and recommend titling structure which defines consistent levels of responsibility across the organization.
- Review a sampling of existing job descriptions and recommend updates, as needed, including requirements of education, experience, knowledge, skills, and abilities.
- Map career ladders/promotional opportunities for selected classifications.
- Provide methodology for evaluating the classification of positions/jobs on an ongoing basis. Train Human Resources personnel in the administration of the proposed new/modified classification system.
- Assess FLSA designation for select positions.

### Compensation

- Review the current pay grade and salary ranges of City positions, including recommending appropriate salary ranges based on compensation survey and study results and appropriate salary range for each position.

- Evaluate current pay plan structure (i.e. number of pay grades, including additions, deletions, and/or consolidations, appropriateness of pay range spread from salary minimum to maximum).
- Conduct interviews, as necessary, with City Manager, Human Resources personnel, and Department Directors for the purpose of clarifying and determining project scope, selection of entities to be surveyed, and identification of benchmark positions. Listing of the benchmark agencies to be utilized in the study shall be subject to review and approval by the project and/or executive team prior to the initiation of the work.
- Determine the appropriate labor markets for the study (non-bargaining, PBA, and IAFF) and determine existence of relevant salary survey data.
- Develop and conduct an external compensation survey comparing benchmark positions with other local government and private sector entities in order to identify the City's competitive position in the regional labor market. This compensation survey shall include the actual salaries and tenure in position of employees in said benchmark positions, with anomalies identified.

Contact Name	Contact Info	Project Title and Service Dates
Duane D'Andrea Human Resources Director City of Delray Beach	100 NW 1 <sup>st</sup> Avenue Delray Beach, FL 33444 (561) 243-7125 <a href="mailto:DandreaD@MyDelrayBeach.com">DandreaD@MyDelrayBeach.com</a>	Compensation and Classification Study 2024

The City of Delray Beach employs approximately 387 employees in 239 unique job classifications. The scope of services for the project entailed conducting a survey of comparable governmental agencies and private employers if applicable within South Florida (Palm Beach, Broward and Miami-Dade Counties Only) to assess the external competitiveness of the following:

- Review current compensation plans for all employee groups (salary, grade levels and steps) of approximately 240 positions.
- Prepare a summary and make recommendations for revising the job classification and salary plan that details the following: ensures fairness and competitiveness to attract and retain qualified employees.; enables compensation decision making that is based on valid data and is consistent and defensible across the organization; and is flexible and responsive to changes in the City's objectives or structure and is simple to understand and can be clearly communicated to employees.
- Determine comparable labor markets, including both private and public sector employers for compensation survey. Establish appropriate benchmarking standards.
- Consolidate the survey result in a clear, objective summary detailing the following: agencies surveyed; position titles surveyed; and position titles that match City position titles in level of responsibility, minimum requirements, and essential job functions.

- e. Conduct a comprehensive salary survey of job classifications in comparable organizations to include salary ranges and actual salaries.
- f. Based upon results of the survey, and review of internal relationships between positions and classifications, recommend a revised Classification & Compensation Plan.
- g. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- h. Based upon the recommended pay plan, review existing salaries to determine proper placement within proposed classifications, and recommend appropriate “equity adjustments” as needed.
- i. Identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations.

Contact Name	Contact Info	Project Title and Service Dates
Dee Jones Human Resources Director City of Green Cove Springs	321 Walnut Street Green Cove Springs, FL 32043 (904) 297-7500 x3313 <a href="mailto:DJones@GreenCoveSprings.com">DJones@GreenCoveSprings.com</a>	Classification and Compensation Study 2024

The City of Green Cove Springs employs 134 employees in 91 unique job titles. The scope of work included the following areas of work:

#### Classification Study

1. Consultant to review current classification grade methodology and propose recommended strategies for the City.
2. Employees to complete Position Descriptions Questionnaires (PDQ's).
3. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
4. Consultant to compare PDQ's and interviews and job audit results to existing job descriptions.
5. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certifications/licenses/registrations required for classifications as needed.
6. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).



7. Consultant to present proposed recommendations to the HR Director and City Manager for review prior to making any final classification determinations.
8. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
9. Consultant to identify career ladders/promotional opportunities as deemed appropriate.
10. Consultant to submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
11. Consultant to provide a straightforward, easily understood, maintenance system that the Human Resources Department will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
12. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

### **Compensation Study**

1. Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the City can strive to maintain.
3. Consultant to recommend comparable labor markets, including both private and public-sector employers, for compensation survey.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey.
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and internal relationships and equity. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to develop guidelines to assist City staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
7. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
8. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
9. Consultant to make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.

10. Consultant to provide system documentation and computer formats/software to administer compensation plan.
11. Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as a market survey.
12. Consultant to conduct a compression analysis to include recommendations for implementation.
13. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

Contact Name	Contact Info	Project Title and Service Dates
Kathleen Beebe HR Coordinator City of Des Peres	12325 Manchester Road Des Peres, MO 63131 (314) 835-6107 <a href="mailto:KBeebe@DesPeresMO.org">KBeebe@DesPeresMO.org</a>	Comprehensive Compensation Study 2024

The City of Des Peres employs 100 employees in 62 unique job titles. The scope of work included the following areas of work:

1. Assist in the development of a process to determine when long-term or returning part-time employees receive pay increases. Our pay matrix has grades for part-time employees. Some of the part-time positions are permanent, with the same person holding the position for a number of years. Other part-time positions are more seasonal, but the same person may return for multiple seasons.
2. Develop a standard format for job descriptions for all full-time employees that are both ADA and FLSA compliant. Review all current job descriptions and propose revisions to reflect actual job duties. The review may include use of employee and supervisor questionnaires and individual interviews. Information gathered shall be used to analyze the duties and responsibilities of each position to determine if it has been appropriately classified.
3. Conduct a Fair Labor Standards audit of each full-time position for classification and state an opinion as to whether each position is to be classified “Exempt” or “Non-Exempt”.
4. The city will identify ten (10) comparable public entities in the metropolitan area for salary survey purposes. Vendor should evaluate selections and make recommendations on changes. Vendor shall identify specific positions for which they believe comparisons to the private sector are appropriate.
5. Identify the process to be used in collecting data on salary and major benefits from comparison cities and any process or technique to normalize the data between comparison cities of differing sizes or service levels.

6. Identify the process to be used in collecting data on major fringe benefits including but not limited to pension, health insurance, dental insurance, vision insurance, life insurance, vacation benefits, sick leave and other leave policies.
7. Develop a pay grade and range for jobs (current pay plan attached) providing starting, mid-point and top pay ranges including any intermediate ranges recommended.
8. Identify the cost savings or additional costs associated with implementing the recommended pay plan including any recommended transitional plans from the current pay plan.
9. Provide an administration manual including plan maintenance procedures.
10. Conduct an employee survey to assess current job duties and update job descriptions accordingly.
11. Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies
12. The successful vendor will have a minimum of two presentations at a joint meeting of the Audit & Finance Committee and Board of Aldermen including one to review process and comparable city criteria and one to present findings and recommendations.

Contact Name	Contact Info	Project Title and Service Dates
Hazel Johnson Director of Human Resources City of Portland	100 South Russell Street Portland, TN 37148 (615) 325-6776 x232 <a href="mailto:HJohnson@CityofPortlandTN.gov">HJohnson@CityofPortlandTN.gov</a> <a href="#">v</a>	Compensation Study 2024

The City of Portland employs 175 employees in 130 unique job titles. The scope of work included the following areas of work:

- All positions and job descriptions on the proposed city authorization list are to be studied, and employee interviews are to be conducted as necessary.
- Local governments within both Sumner and Robertson County are to be used for comparison. The key is not simply comparing communities our size, but a comparison should be based on the communities to which we lose employees. The study should review wage and benefit information for local industry as provided by the City's Economic and Community Development Department.
- Give a recommendation for a phased implementation of the study, and how that may apply to exempt and non-exempt employees if the plan cannot be implemented in one budget cycle.
- Comparison of benefits and their value to wages will also be important. Example: Compare employee "A" with a \$37,440 yearly salary and employer paid health

- insurance, to employee “B” with a \$43,680 yearly salary and a 50% employer paid health insurance.
- Recommend best practice for maintaining pay ranges. Such as updating the ranges yearly or every 3 years according to cost of living.
  - Evaluate the current police and fire step plans and offer recommendations to compress or alter the current plan.
  - Create a new step plan for all other positions along with recommendations on how to transition from current ranges.
  - Provide methodology for developing steps and adding new positions to the plan.
  - Present industry standards on how and when to progress within a step plan as it applies to yearly evaluations, employees with recent disciplinary action, or sub-par performance.
  - All information completed within the contracted study shall become the property of the City. Any proprietary software data must be converted to excel spreadsheets to be used and edited according to the needs of the City.

Contact Name	Contact Info	Project Title and Service Dates
Tiffany Jenkins Director of Human Resources City of Villa Rica	571 W Bankhead Highway Villa Rica, GA 30180 (678) 840-1225 <a href="mailto:TJenkins@VillaRica.gov">TJenkins@VillaRica.gov</a>	Compensation Study 2023

The City of Villa Rica employs approximately 183 employees in 123 unique job classifications. The scope of services for the project included

1. Conduct a comprehensive benchmark market analysis of all City positions with comparable and surrounding (regional) jurisdictions, institutions of higher education, and applicable private/public sector competitors.
2. Identify potential pay compression issues and provide potential solutions.
3. Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status, essential functions, minimum qualifications for education and experience, required knowledge, skills, and abilities, special requirements, and physical and environmental conditions; Update the descriptions as needed.
4. Gain an understanding of the City’s existing classification, grouped positions and compensation structure and revise where needed.
5. Review all background materials including, but not limited to, existing salary scale, organizational charts, classification specifications, etc.
6. Perform a pay compression analysis of all City positions.

Contact Name	Contact Info	Project Title and Service Dates
Tangula Bell Human Resources Manager City of Brentwood	2348 S. Brentwood Blvd. Brentwood, MO 63144 (314) 963-8609 <a href="mailto:TBell@BrentwoodMO.org">TBell@BrentwoodMO.org</a>	Employee Compensation (Wage and Benefits) and Classification Consulting Services 2024

The City of Brentwood employs approximately 125 employees in 61 unique job titles. The scope of work included the following areas of work:

1) Compensation and Benefits Study

- Review the City's existing compensation and benefit plans, including retirement benefits for both uniformed and non-uniformed employees.
- Conduct a comprehensive survey of external regional labor market impacting the job markets for all positions in the City. This shall include public sector and private sector jobs with the same essential duties and functions.
- Provide recommendations for adding or deleting to the list of current comparative organizations/municipalities. Provide rationale for comparative organizations/municipalities.
- Gather necessary survey data from comparable organizations/municipalities of the public and private sector using a customized survey.
- Prepare a written report to include a comparison, by position, of the full market compensation and benefit plans.
- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

2) Job Audit and Analysis

- Evaluate current classification positions.
- Gather necessary employee information. Broad focus groups may be used for large or similar job classes.
- Examine equity of pay among preset full-time employees based on qualification, experience, responsibilities, and tenure.
- Identify problem areas within the internal compensation system and suggest implementation methods to correct identified problems.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following: whether individual employees are appropriately classified; whether a position should be moved to a different job classification and/or pay grade; and whether position titles are appropriate.

3) Job Descriptions

- All job descriptions will be updated or developed after reviewing job analysis questionnaires and interviews.
- Recommendations will be made to revise, create, or consolidate titles.



- Job descriptions should be established in a standardized format which are ADA and FLSA compliant. The city will have review/input as to the final format of job descriptions.
- Revised job descriptions should include FLSA exemption tests to determine the appropriate FLSA overtime classification for each position based upon the duties and responsibilities provided in the job documentation.
- Final job descriptions are provided to the City, with allowance for one set of revisions included in the project cost.
- The consultant shall assist in determining if all city departments are adequately and appropriately staffed for a community of approximately 8230 residents.

#### 4) Final Report requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.
- Recommended pay structures for the 75th and 95th percentiles for non-uniform employees and 95th percentile for uniformed employees.
- Recommendations for maintaining future market competitiveness.
- Other recommendations.

Contact Name	Contact Info	Project Title and Service Dates
Teresa Way-Pezzuti Director of Human Resources City of College Park	7401 Baltimore Avenue College Park, MD 20740 (240) 487-3536 Tway@CollegeParkMD.gov	Job Classification and Compensation Study 2024

The City of College Park employs 118 employees across 80 classifications. The scope of work for the Job Classification and Compensation Study included:

- Review existing job descriptions and conduct comprehensive interviews where necessary to update and/or create new job descriptions and ensure that they accurately reflect duties performed by position incumbents and comply with relevant federal, state, and county regulations. Job descriptions shall reflect essential responsibilities and duties, minimum and preferred qualifications, and working conditions and physical requirements. Provide electronic, editable copies to City. Confirm the exempt or non-exempt status of each position, per Fair Labor Standards Act requirements.
- Conduct market-based wage, salary, and benefits survey for all positions, to include without limitation the identified peer group, to determine the competitiveness of the City's total compensation package. Also, look at whether the City is paying a living wage for our positions living here in the DC Metro area.

- Revise or develop wage and salary grades and ranges. Place each position into the appropriate wage range or grade according to the market, the compensation philosophy, and internal equity.
- Write a policy and process that enables the City to maintain the wage and salary structure that is developed (or revised); including issues such as transfer, promotion, demotion, red-circling, reclassification, new hire salaries, etc.
- Recommend an implementation plan for the new system. Include calculations for the approximate cost of implementing the recommendations and a workable timetable for implementation.

Contact Name	Contact Info	Project Title and Service Dates
Stephanie Romagnoli Human Resources Manager City of Muscatine	215 Sycamore Street Muscatine, Iowa 52761 (563) 264-1550 SRomagnoli@MuscatineIowa.gov	Compensation Study 2023

The City of Muscatine employs 144 employees across 86 classifications. The scope of work for the Compensation Study included:

#### Review

- Review the current compensation and pay ranges for all positions not covered under a collective bargaining agreement.
- Evaluate pay plan for appropriate internal equity.
- Positions will be evaluated in comparison to local economic market conditions for entry level, professional, and management personnel. In order to accomplish the external market review of positions, ten or more comparable organizations (e.g. cities or counties) and a minimum of five major private and/or public sector market competitors will be surveyed as determined in agreement with the city.
- Identify factors and appropriate weights which accurately reflect the value of the different types of work.

#### Survey -

- Develop and conduct an external assessment or compensation survey evaluating all current non-union and selected union job classifications by comparing actual job content and duties of the classification to comparable job classification in other comparable organizations.
- Provide a report between survey data and estimates of fiscal impact at various percentage relationships to prevailing market rates.
- Provide an alternate or additional cost proposal for surveying insurance plans, leave policies, and retirement benefits.

Contact Name	Contact Info	Project Title and Service Dates
Kristie Lewis, Esq. Director of Human Resources City of Tomball	401 Market Street Tomball, TX 77375 (281) 351-5484 <a href="mailto:klewis@tomballtx.gov">klewis@tomballtx.gov</a>	Classification and Compensation Study 2023

The City of Tomball employs approximately 202 employees in 120 unique job classifications. The scope of services for the project included

#### 1. Classification Study

- a. Review current classification grade methodology and propose recommended strategies for the city.
- b. Conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
- c. Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
- d. Qualify the FLSA status for each job classification.
- e. Finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- f. Identify career ladders or promotional opportunities as deemed appropriate.
- g. Provide a straightforward, easily understood, maintenance system that the City and Human Resources Department will use to keep the classification system current and equitable. Maintenance should include annual activities, as well as the process required to review classifications of individual jobs, as needed.

#### 2. Compensation Study

- a. Review current compensation plan and pay practices (range adjustments, compression, years of service, etc.) to understand current challenges in recruiting and retaining employees.
- b. Recommend and identify a consistent and competitive market position that the city can strive to maintain.
- c. Recommend comparable labor markets, including both private and public sector employers for compensation survey.
- d. Develop and conduct a comprehensive compensation and benefits survey, to include determination of total compensation.
- e. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.

- f. Recommend implementation strategies including calculating the cost of implementing the plan.
- g. Identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations.
- h. Make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
- i. Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
- j. Conduct a compression analysis to include any recommendations for implementation.

Contact Name	Contact Info	Project Title and Service Dates
ReNissa Wade Assistant City Manager City of Jacksonville	315 S. Ragsdale Street Jacksonville, TX 75766 (903) 618-9461 ReNissa.Wade@jacksonvilletx.org	Compensation and Classification Study 2022

The City of Jacksonville employs approximately 135 full-time employees in 65 unique job classifications. The scope of services for the project included

- Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions (job descriptions) as required (prefer to assess duplicate benchmarks -both municipalities as well as local employers).
- Identify potential pay compression issues and provide solutions.
- Development of job descriptions for all current positions and up to 10 additional positions.
- Provide written implementation guide (best-practices for phasing in potential adjustments).
- Provide a staff/per capita breakdown as compared to benchmarked municipalities. This should include an organization-wide and departmental breakdown.

Contact Name	Contact Info	Project Title and Service Dates
Laura McIntosh Director of Human Resources & Risk Management Town of Front Royal	109 E. Main Street Front Royal, VA 22630 (540) 635-3929 <a href="mailto:LMcIntosh@FrontRoyalVA.com">LMcIntosh@FrontRoyalVA.com</a>	Compensation Study & Update Employee Handbook 2022 - 2023

The Town of Front Royal employs approximately 185 employees. The scope of services for the project included

**Market Analysis.** The Town of Front Royal would like a market analysis performed for the Town's classifications and compensations. To this end, the Offeror should conduct a comprehensive benchmark analysis of all Town positions with comparators to include surrounding counties, towns, and cities that compete with the Town's employment market. The comparators shall be determined by the consultant after consultation with the Town and the Offeror shall prepare and deliver a detailed report and analysis of the benchmark survey results for all positions compared to the market and how this analysis informs the Town's pay plans.

**Development of a Recommended Pay Scale.** The Successful Offeror shall develop a compensation plan, the appropriate classification of all positions in the proposed plan, options for implementing the proposed compensation plan in phases, and a pay compression analysis of all Town positions. The phasing would need to take into consideration the need for wage adjustments, with the most critical positions being addressed first, and the budget impact of each phase. The Town is interested in developing policies and pay scales that align with the current "market" rate and are informed by the comprehensive benchmark market analysis. Pay recommendations should be externally competitive and internally equitable.

Contact Name	Contact Info	Project Title and Service Dates
Debbie Duncan HR Manager City of Raytown	10000 E 59 Street Raytown, MO 64133 (816) 737-6006 <a href="mailto:DebraD@Raytown.MO.US">DebraD@Raytown.MO.US</a>	Compensation & Classification Plan 2021 - 2023

The City of Raytown employs approximately 109 employees in 68 unique job classifications. The scope of services for the project included

Meet with the HR Manager and City Administrator at the initiation of each phase of the study and to make oral presentations to the Selection Committee at the conclusion of each phase. Ongoing and open communications between designated City representatives and the consultant over the course of the study. All products and recommendations to comply with



applicable State and Federal laws and enhance the City's ability to obtain and retain qualified personnel. The consultant to review the current job descriptions and Compensation and Classification Plan and determine the need for a new compensation system, which would assure internal equity and external competitiveness.

Conduct a comprehensive compensation survey of external regional labor market for designated positions and make recommendations for changes to the current classification system or adoption of a newly designed compensation system, which assures internal equity and external competitiveness. The method in which to perform this analysis is to be determined by the consultant, and comparison cities to be included in the study will be approved by the City of Raytown. The consultant to provide city staff with copies of the final compensation study and proposed salary structure – the final number to be determined. Design an implementation strategy for the updated compensation system recognizing the financial impact on city operating process and greatest gain to positions that fall outside of a designated range.

Upon implementation of the compensation system, the consultant required to provide training to the HR Manager on the utilization and maintenance of the system. Additionally, the consultant to provide necessary documentation and other materials so the City will be able to maintain the system independently of the consultant following the implementation of the job evaluation/compensation plan. The consultant to provide City staff with training materials and policies and procedures for maintenance of the system.

Contact Name	Contact Info	Project Title and Service Dates
Joe Fischbach Human Resources Manager City of Cottage Grove	12800 Ravine Parkway S. Cottage Grove, MN 55016 (654) 458-2883 JFischbach@ CottageGroveMN.gov	Position Classification and Compensation System 2020 - 2024

Cottage Grove employs 145 full-time and 12 part-time employees as well as 47 paid on call Fire and 200 seasonal staff. Of this, 82 employees are organized into one of the following unions: Cottage Grove Police Officers Federation, Inc., Law Enforcement Labor Services, Cottage Grove Professional Firefighters Association, and International Union of Operating Engineers. The scope of work for the Classification & Compensation Study included

Provide professional services with integrative support services to evaluate and analyze needs, design, develop, and implement updates to the position evaluation and compensation system that includes the following milestones:

- Evaluation and analysis of City needs and philosophy.
- Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.

- Thorough evaluation of changed positions to determine a job value, by assigning points to the position based on standard factors, and a spot review of the current position evaluations with recommendations for necessary revisions.
- Objective classification ranking and banding of each position and the provision of internal pay equity.
- Provide a wage/labor market survey and the analysis of supporting data for the development of the pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards.

Provide recommendations and options for updating the evaluation and compensation system.

- Provide system testing to assure compliance.
- Provide recommendations on a system for determining the validity for requests for reclassification and/or compensation changes.
- Determine exempt and non-exempt status for each position.
- Provide implementation support and maintenance training on the system.
- Post contract services involving review of new job descriptions and determination of points and salary for the new position as well as assistance with the first State Pay Equity report following compensation review to assure compliance.

## Cost Proposal

### PHASE 1 Classification Component

Task		Hours
A	Project Start and Initial Meetings	8
B	Baseline Data Collections & Initial Analysis	15
C	Job Analysis Collection/Completion	18
D	Job Evaluation and Classification Development	0
E	Draft Job Descriptions and Policy Guides	0
F	Develop Guide for Implementation of Changes and Draft Interim Report	0
	Subtotal Professional Hours	41

### PHASE 2 Compensation Component

Task		Hours
A	Identify Benchmark Positions and External Survey Comparator List	8
B	Design and Distribution of Survey	14
C	Collect and Analyze Survey Data	38
D	Internal Relationship Analysis and Internal Alignment	24
E	Preparation of Draft Report	20
F	Deliver Final Report and Work Products for Implementation	15
	Subtotal Professional Hours	119

<b>Total Estimated Hours of Phase 1 &amp; Phase 2</b>	<b>160</b>
---	------------

The standard consulting rate for the senior personnel listed, consistent with the Federal GSA schedule, is \$125 per hour of service. The total, firm-fixed price fee would be \$20,000. To include a complete classification analysis would be an additional \$5,000. Travel is not included in the quote.. Regular invoices, including a thorough delineation of services rendered, would be on a net 30-day basis. Paypoint expects support from the client in communication with key staff, setting up meetings, and providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

Provisions to Other Agencies: Paypoint HR agrees to make available to other Government agencies, departments, and municipalities the prices submitted in accordance with said terms and conditions therein, should any said governmental entity desire to buy under the terms of the proposal.

## *Appendix – Sample PVP Job Description Survey*

# Position Vantage Point

First Name

Last Name

Job Location

Department

Job Title

Full-time / Part-time

## Job Summary

Please provide a summary for the purpose of the position in one or two sentences.

## Where Position Fits

Complete the structure using job titles to show where your job fits. Use official classification titles only, not working titles.

Supervisor's Title

Job Titles of Peers / Co-workers (Reporting directly to same supervisor)

Jobs Reporting Direct to Position (If applicable)



## Education and Experience

Minimum Education Level that Should be Required for Job Title

- |  |   |
|--|---|
| <input type="checkbox"/> No Degree                               | <input type="checkbox"/> Master Degree in a Related Field (MA/MS/MBA)         |
| <input type="checkbox"/> High School Diploma / GED               | <input type="checkbox"/> Master Degree Not in a Related Field (MA/MS/MBA)     |
| <input type="checkbox"/> Trade School Certificate                | <input type="checkbox"/> Specialist Degree in a Related Field                 |
| <input type="checkbox"/> Associate Degree in a Related Field     | <input type="checkbox"/> Specialist Degree Not in a Related Field             |
| <input type="checkbox"/> Associate Degree Not in a Related Field | <input type="checkbox"/> Doctorate Degree in a Related Field (PhD/JD/EdD)     |
| <input type="checkbox"/> Bachelor Degree in a Related Field      | <input type="checkbox"/> Doctorate Degree Not in a Related Field (PhD/JD/EdD) |
| <input type="checkbox"/> Bachelor Degree Not in a Related Field  | <input type="checkbox"/> Other  |

Degree Field Required for Job Title (e.g., Finance, Business Administration, Civil Engineering)

Required Certifications, Training, and Licensing for Job Title (e.g., Driver's License, CDL, CPR)

Upon entering position: the minimum number years of prior experience in profession required.  
(e.g., For Police Lieutenant: 8 years as a certified sworn officer, all ranks including Officer and Sergeant)

- |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0                        | 1                        | 2                        | 3                        | 4 to 5                   | 6 to 7                   | 8 to 10                  | More than 10             |

Upon entering position: the minimum number of years in preceding job in job series required  
(e.g., For W/WWTP Operator III: 3 years as a W/WWTP Operator II )

- |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0                        | 1                        | 2                        | 3                        | 4 to 5                   | 6 to 7                   | 8 to 10                  | More than 10             |

# Position Vantage Point

**Equipment/Tools** (e.g., GIS, Microsoft Office, Backhoe, Narcan)

**Visual Acuity** (check all that apply)

- ☐ Clarity of vision at 20 feet or more
- ☐ Clarity of vision at 20 inches or less
- ☐ Three-dimensional vision – ability to judge distance and space relationships
- ☐ Precise hand-eye coordination
- ☐ Ability to identify and distinguish colors

**Regulatory** (Enter number associated with category)

EEO Category Number (if known)

- 1 - Officials / Administrators
- 2 - Professionals
- 3 - Technicians
- 4 - Protective Service Workers
- 5 - Paraprofessionals
- 6 - Office / Clerical
- 7 - Skilled Craft Workers
- 8 - Service / Maintenance

FLSA Status and Exemption (if known)

- 1 - Non-exempt
- 2 - Exempt - Executive
- 3 - Exempt - Administrative
- 4 - Exempt - Computer
- 5 - Exempt - Professional Learned or Creative

# Position Vantage Point

**Duties and Responsibilities** (to identify major duties and responsibilities)

## EXAMPLE

Percent of time spent

40%

Priority  
(Select one)

Essential ☒

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Payroll administration for the maintenance department

Tasks Required to Achieve Result

Collecting payroll information from department employees on a weekly basis; reviewing the collected information to make sure that it is complete; forwarding all appropriate documentation (timecards, requests for time off, etc.) to the business office for processing.

### Task 1

Percent of time spent

Priority  
(Select one)

Essential ☐

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Tasks Required to Achieve Result

### Task 2

Percent of time spent

Priority  
(Select one)

Essential ☐

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Tasks Required to Achieve Result

# Position Vantage Point

**Duties and Responsibilities** (to identify major duties and responsibilities)

## Task 3

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result

## Task 4

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result

## Task 5

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result

# Position Vantage Point

**Work Environment** (Check all that apply)

	Never (0%)	Rarely (1% - 15%)	Occasionally (16% - 40%)	Frequently (41% - 70%)	Regularly (over 70%)	Specific Examples
<b>EXAMPLE: Standing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Speaking at public events</u>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grasping, pulling, pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stooping, kneeling, crouching, crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Climbing or balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Repetitive wrist, hand and/or finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work in high, dangerous places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operate mechanical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Biohazard or bloodborne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Required to wear respirator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



**Note:** Answer each question independent of any preceding questions. For example: a position that often involves complex and diversified tasks may also involve routine or repetitive tasks. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Complexity (Answer all questions)

- ☐ **Question 1:** This position involves *routine or repetitive* tasks, processes, or operations requiring the application of well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 2:** This position involves generally *standardized* tasks processes, or operations requiring the *choice of action* within well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 3:** This position involves generally *diversified* tasks, processes, or operations requiring the *choice of action* within well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 4:** This position involves *occasional (16% - 40%) complex and diversified* tasks, processes, or operations requiring the *development* of rules, procedures, policies, guidelines, and/or instructions..
- ☐ **Question 5:** This position involves *frequent (41% - 70%) complex and diversified* tasks, processes, or operations requiring the *development* of rules, procedures, policies, guidelines, and/or instructions.

## Independence (Answer all questions)

- ☐ **Question 1:** My position primarily involves *detailed* work instructions with *close* supervisory review.
- ☐ **Question 2:** My position primarily involves *detailed* work instructions with *regular* supervisory review.
- ☐ **Question 3:** My position primarily involves *general* work instructions with *regular* supervisory review.
- ☐ **Question 4:** My position primarily involves *broad latitude* on work tasks with *regular* supervisory review.
- ☐ **Question 5:** My position primarily involves *broad latitude* on work tasks with *minimal* supervisory review.

**Note:** Answer each question independent of any preceding questions. For example: a position that involves employee training may also schedule tasks. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Supervision Received (Answer all questions)

- ☐ **Question 1:** My position frequently (41% - 70%) is provided established policy and procedures.
- ☐ **Question 2:** My position frequently (41% - 70%) is provided specific direction and task/project information needed is generally available.
- ☐ **Question 3:** My position frequently (41% - 70%) is provided general direction and task/project information needed is generally available.
- ☐ **Question 4:** My position frequently (41% - 70%) is provided general direction and task/project information is usually not readily available and must be sought.
- ☐ **Question 5:** My position frequently (41% - 70%) is provided minimal direction and task/project information is regularly vague.

## Supervision Responsibilities (Answer all questions)

- ☐ **Question 1:** My position involves the training and guidance of other employees and provides input to supervisors with respect to employee performance.
- ☐ **Question 2:** My position involves the assignment and scheduling of tasks of others.
- ☐ **Question 3:** My position is directly responsible for the performance of others.
- ☐ **Question 4:** My position directs employee performance evaluation including hiring, promotion, discipline, and termination.
- ☐ **Question 5:** My position has absolute authority to hire, discipline, and terminate employees with the involvement of human resources.
- ☐ **Question 6:** Total number of people who report to your position in the organization. (E.g., For a department head, all employees in the department would be included.)

**Note:** Answer each question independent of any preceding questions. For example: a position that is occasionally somewhat strenuous may also be occasionally very strenuous. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Impact [\(Answer all questions\)](#)

- ☐ **Question 1:** Mistakes made in my position typically lead to only minor costs, waste, or inconvenience.
- ☐ **Question 2:** Mistakes made in my position may lead to some costs, waste, or inconvenience.
- ☐ **Question 3:** Mistakes made in my position may lead to significant costs, waste, or inconvenience.
- ☐ **Question 4:** Mistakes made in my position may lead to major costs, waste, or inconvenience and short-term impact to the direction, goals, and reputation of the organization.
- ☐ **Question 5:** Mistakes made in my position may lead to major costs, waste, or inconvenience and long-term impact to the direction, goals, and reputation of the organization.

## Physical [\(Answer all questions\)](#)

- ☐ **Question 1:** On occasion (16% - 40%), my position is slightly strenuous often requiring minimal physical exertion and/or lifting of minimal weight (< 5 pounds).
- ☐ **Question 2:** On occasion (16% - 40%), my position is somewhat strenuous often requiring light physical exertion and/or lifting of light weight (< 20 pounds).
- ☐ **Question 3:** On occasion (16% - 40%), my position is strenuous often requiring some physical exertion and/or lifting of moderate weight (< 40 pounds).
- ☐ **Question 4:** On occasion (16% - 40%), my position is very strenuous often requiring physical exertion and/or lifting of heavy weight (< 60 pounds).
- ☐ **Question 5:** On occasion (16% - 40%), my position is extremely strenuous often requiring substantial physical exertion and/or lifting of especially heavy weight (> 60 pounds).

**Note:** Answer each question independent of any preceding questions. For example: a position that involves interaction with vendors may also involve interaction with senior managers. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Working Condition (Answer all questions)

- ☐ **Question 1:** My position rarely (1% - 15%) or never (0%) involves exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 2:** My position often involves occasional (16% - 40%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 3:** My position often involves frequent (41% - 70%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 4:** My position often involves regular (over 70%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 5:** My position often involves potentially life-threatening exposure temperature, noise, chemical/gases, contagious diseases, airborne pathogens, and/or physical trauma.

## Interaction (Answer all questions)

- ☐ **Question 1:** My position requires frequent (41% - 70%) interaction with employees or supervisors within my work area.
- ☐ **Question 2:** My position requires frequent (41% - 70%) interaction with employees and supervisors of other departments.
- ☐ **Question 3:** My position requires frequent (41% - 70%) interaction with administrative and technical staff including those outside the organization, i.e., vendors.
- ☐ **Question 4:** My position requires frequent (41% - 70%) interaction with executive level employees, senior managers, and directors.
- ☐ **Question 5:** My position requires frequent (41% - 70%) interaction with individuals outside the organization including community leaders, citizens, and the media.

# Position Vantage Point

**Note:** Answer each question independent of any preceding questions. For example: position that involves petty cash purchases may also manage the department budget. Enter 1 to 5,  
1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Financial (Answer all questions)

☐

**Question 1:** My position is responsible for minor/petty cash purchases.

☐

**Question 2:** My position is involved with financial/budgetary matters including purchase orders, payments, grant funds, employee benefits, and the like.

☐

**Question 3:** My position manages the budget for the department / work unit.

☐

**Question 4:** My position allocates funds for the various departments / work units.

**Question 5:** The greatest value that my position has purchasing authority without approval by another individual or external authority. (Select only one)

☐

None

☐

Less than \$5,000

☐

Less than \$50,000

☐

Less than \$1,000

☐

Less than \$10,000

☐

More than \$50,000

☐

Less than \$2,500

☐

Less than \$25,000

## Additional Information



### **City Manager Work Plan:**

- 3904 Arajo condemnation:

The delay of the approved demolition is still in place. The owner has a plan and schedule to renovate the home. It will be back on June 3<sup>rd</sup> for an update.

- Hurricane Ian:

We continue meeting with KPMG and Florida DEP on what is required for our possible reimbursement that has been ongoing now for almost 2 1/2 years. We are uploading additional documents from the internal investigation. We might not receive all reimbursement due to a lack of documentation and load ticket discrepancies. We will have a workshop to discuss.

- Revenue stream needs:

We are now working with the Budget Committee to discuss options for the increased expenditures from the OCFD millage increase and our 5-year CIP project list. Also, we are completing a rate study to look at increasing stormwater fees for the next FY.

- Annexation:

We are working with Orange County to put in place an agreement to help with future annexation possibilities to grow the footprint of Belle Isle. This agreement needs to be in place for us to have the ability to annex in the future. We have submitted a new annexation map showing our wish list we would like to annex.

- RFP's:

- Lobbying Services – out for request – end of June
- IT Services – out for request – end of June

- Property Acquisition/Municipal Complex

We will have a workshop on June 3 to discuss this property and the future of our municipal complex. The environmental study for the 20.5-acre property on Conway and Judge is completed by Bio-Tech. The concept for our current location needs to be funded and a final location needs to be determined to save on cost. Also, deciding on whether to move forward on the Conway property or not, is essential to move forward.

- Stormwater Grant:

We have been confirmed for this appropriation from Congressman Soto's office. The amount currently confirmed is \$850k. This amount could go up as this moves forward through the process in the state's budget process. We have applied for this same appropriation for FY 25/26.

- Judge/Daetwyler Dr. Transportation Grant:

This grant is moving through the application period. we are currently filling out the requirements as this is an involved process.

- Updating and closing previous grants and reimbursements from FEMA, Florida PA, and Florida DEP:

SOL Ave grant will be reimbursed hopefully by July of this year. We are providing the last payment request and docs.

- Hoffner Ave Traffic Improvements Grant:

The city has the fully executed State Funded Grant Agreement, (SFGA agreement) between the city and the Florida Department of Transportation (FDOT) for **453225-1-54-01 (FY24) SFGA, Hoffner Ave Traffic Improvements, \$1.5M**. We are trying to talk with the county about a financial partnership to make these improvements on Hoffner. The city has no match money for this project. To move forward, a revenue stream will have to be recognized and approved. We are also looking at other state grant funding for this.