



230 North Tubb Street  
P.O. Box 98  
Oakland, Florida 34760  
407- 656-1117 (voice)

## TOWN COMMISSION MEETING AGENDA

JANUARY 13, 2026 – 7:00 P.M.  
OAKLAND MEETING HALL  
221 N. ARRINGTON STREET, OAKLAND, FL 34760  
(Details to view meeting through Zoom are at bottom of agenda)

All hearings are open to the public. Any interested party is invited to offer comments about any agenda items in-person at the meeting or in advance by 5:00 p.m. on Monday, January 12, 2026, in writing to the Town of Oakland, PO Box 98, Oakland, FL 34760, or by e-mail to [kheard@oaklandfl.gov](mailto:kheard@oaklandfl.gov). Any person needing special accommodations to attend a meeting must contact the Town Clerk at 407-656-1117 x2110 at least 48 hours before the meeting.

**1. CALL TO ORDER:**

Pledge of Allegiance and Invocation

**2. ROLL CALL: Town Clerk**

**3. PRESENTATION/PROCLAMATIONS:**

- Presentation – Trees of the Season Decorating Contest Winner
- Proclamation – Martin Luther King Jr. Day – January 19
- Proclamation – National School Choice Week – January 25 – January 31

**4. CONSENT AGENDA:**

- a. Approval of December 9, 2025, Town Commission Regular Meeting Minutes.
- b. Approval to serve alcoholic beverages at ONP's Pours at the Preserve.
- c. Approval to allow the office of the Orange County Supervisor of Elections to open and run all vote-by-mail ballots through the tabulator on Election Day.
- d. Approval of Independent Contractor's Agreement with CJS Communications for RFP 2025-01A Security Camera Replacement with Cloud-Based Storage and Maintenance.
- e. Approval of Proposal for Common Grounds Maintenance Services and Standard Contract Addendum for Landscaping Services.
- f. Approval of Waste Pro Request for CPI Adjustment.

**5. PUBLIC FORUM:**

(For addressing matters not on the agenda. Public may be limited to three minutes.)

**6. TOWN MANAGER & DEPARTMENT REPORTS:**

Manager and Staff Reports

**7. MAYOR & COMMISSION REPORTS:**

**8. ADJOURNMENT**

**NOTICES:**

In accordance with Florida Statutes 286.0105, if any person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and for that purpose they may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based. The Town of Oakland does not prepare or provide such record.

This meeting will be held as an in-person meeting and livestreamed to Zoom. Attendees may watch the livestream of the meeting via the Zoom link below; however, attendees will be in listen-only mode and will not have the opportunity to provide public comment virtually. Any interested party is invited to offer comments about any agenda items in-person at the meeting or in advance by 5:00 p.m. the day before the meeting, in writing to the Town of Oakland, PO Box 98, Oakland, FL 34760, or by e-mail to [kheard@oaklandfl.gov](mailto:kheard@oaklandfl.gov).

**Zoom Instructions:**

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/86806521532>

Passcode: zk6k4e

Phone one-tap:

+13052241968,,86806521532#,,,,\*211272# US

Join via audio:

+1 305 224 1968 US

Webinar ID: 868 0652 1532

Passcode: 211272

**TOWN OF OAKLAND**  
***MARTIN LUTHER KING, JR. DAY***

**WHEREAS**, the Town of Oakland celebrates its diverse community and honors Dr. Martin Luther King, Jr.'s belief in valuing individuals for their commitment to creating a better life for all through service; and

**WHEREAS**, Dr. King's legacy of peace, justice, equality, and service inspires us to build a world free from prejudice and injustice; and

**WHEREAS**, his dream of unity and social justice encourages us to strengthen our community through acts of service, such as volunteering, aiding those in need, or environmental stewardship; and

**WHEREAS**, the Town of Oakland joins communities nationwide in honoring Dr. King's ideals;

**NOW, THEREFORE**, I, Shane Taylor, Mayor of the Town of Oakland, proclaim January 19, 2026, as Martin Luther King, Jr. Day in Oakland. I urge all citizens to reflect on Dr. King's principles of equality and justice and celebrate this day by embracing his mission of service through projects benefiting our community — a "day on, not a day off."

**IN WITNESS WHEREOF**, I hereunto have set my hand and caused the Seal of the Town of Oakland to be affixed this 13<sup>th</sup> day of January 2026.

**TOWN OF OAKLAND:**

\_\_\_\_\_  
**Shane Taylor, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kathy Heard, CMC, Town Clerk**

*TOWN OF OAKLAND  
SCHOOL CHOICE WEEK*

**WHEREAS**, all children in the Town of Oakland should have access to the highest-quality education possible; and,

**WHEREAS**, the Town of Oakland recognizes the important role that an effective education plays in preparing all students in the Town of Oakland to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of the Town of Oakland; and,

**WHEREAS**, Orange County is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, the Town of Oakland has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE**, I, Shane Taylor, on behalf of the Town of Oakland Commission, do hereby recognize **January 25 – 31, 2026, as School Choice Week**, and I call this observance to the attention of all of our citizens.

**IN WITNESS WHEREOF**, I hereunto have set my hand and caused the Seal of the Town of Oakland to be affixed on January 13, 2026.

**TOWN OF OAKLAND:**

\_\_\_\_\_  
**Shane Taylor, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kathy Heard, CMC, Town Clerk**

**TOWN COMMISSION REGULAR MEETING MINUTES  
TUESDAY, DECEMBER 9, 2025  
7:00 P.M.  
OAKLAND MEETING HALL**

**CALL TO ORDER:**

This meeting was held in-person and livestreamed as a Zoom webinar. Mayor Taylor called the regular meeting to order at 7:00 p.m. This was followed by the Pledge of Allegiance and Invocation by Kevin Cox.

**ROLL CALL:**

COMMISSIONERS PRESENT:       Commissioner Keller  
  Commissioner McMullen  
  Commissioner Ramos  
  Vice Mayor Satterfield  
  Mayor Taylor

COMMISSIONERS ABSENT:       None

**PRESENTATION(S):**

**Orange County Transportation Funding Update**

Town Manager Hui gave a brief presentation on Orange County's efforts to establish a new surtax for transportation improvements. She outlined the history of the referendum, noting that it appeared on the 2022 ballot but failed 58% to 42%. The initiative was revived in 2024, but the Orange County Mayor later suspended those efforts. It was restarted again in January 2025 and has held four sessions to date. She further reviewed various transportation revenue options and presented a comparison of sales tax rates across counties. She concluded by outlining a potential timeline for the surtax, which could appear on the November 2026 ballot. *(See attached PowerPoint)*

Mayor Taylor noted that the timing of this referendum is not ideal given the upcoming proposal to eliminate property taxes.

**CONSENT AGENDA:**

- a. Approval of 11-10-2025 Town Commission Regular Meeting Minutes
- b. Approval of 2025/2026 Election Contract with the Orange County Supervisor of Elections Office
- c. Approval of First Amendment to Interlocal Agreement with Orange County for Fire Prevention and Rescue Services
- d. Approval of Out-of-Field Teacher Assignments
- e. Approval to Dispose of Town-Owned Assets
- f. Approval of Landscaping Proposal *(pulled)*

Mayor Taylor announced the items on the Consent Agenda; and further, Item F was pulled. He asked if any commissioners had any questions and/or comments. No questions or comments were received and the Mayor asked for a motion.

**MOTION** was made by Commissioner Keller, seconded by Vice Mayor Satterfield to approve the Consent Agenda Items A – E with Item F being pulled to be brought back at a later date.

AYE: Keller, McMullen, Ramos, Satterfield, Taylor

NAY: None

**MOTION PASSED** with 5 Ayes, 0 Nays.

## **RESOLUTIONS:**

### **RESOLUTION 2025-14 – Live Local Act Property Tax Exemption**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OAKLAND, ORANGE COUNTY, FLORIDA, PURSUANT TO SECTION 196.1978(3)(O), FLA. STAT., ELECTING TO NOT EXEMPT PROPERTY FROM AD VALOREM PROPERTY TAX UNDER SECTION 196.1978(3)(D)1.A., FLA. STAT., COMMONLY KNOWN AS THE "LIVE LOCAL ACT PROPERTY TAX EXEMPTION"; PROVIDING FOR INCORPORATION OF RECITALS, REQUIRED FINDINGS, DIRECTION TO THE MAYOR, DIRECTION TO THE TOWN MANAGER, APPLICABILITY, SEVERABILITY, AND A CONDITIONAL EFFECTIVE DATE.

(Public Notice was published on December 4, 2025.)

Mayor Taylor stated this proposed resolution is for the Live Local Act Property Tax Exemption, and Town Clerk Heard read the resolution title for the record.

Town Attorney Olsen explained this proposed resolution allows the Town to "opt-out" of providing the Live Local Act Property Tax Exemption for units in multifamily projects used to house families whose annual household income is between 80% to 120% of the median annual adjusted gross income for households within the county in which the family resides if the taxing authority finds that the Shimberg Annual Report is greater than the number of rental households in the region for families who meet the income criteria. Staff recommends the Commission approve Resolution 2025-14, which requires a two-thirds majority vote.

Mayor Taylor asked the Commission if they had any questions and/or comments.

Commissioner Keller asked for further clarification about the process, and Town Attorney Olsen explained that the opt-out must be submitted to the Property Appraiser before January 1st and renewed each year.

With no further comments from the Commission, the Mayor asked for a motion.

**MOTION** was made by Commissioner Ramos, seconded by Vice Mayor Satterfield to approve Resolution No. 2025-14.

AYE: Keller, McMullen, Ramos, Satterfield, Taylor

NAY: None

**MOTION PASSED** with 5 Ayes, 0 Nays.

**OTHER POLICY MATTERS:**

**RFP 2025-01A Security Camera Replacement with Cloud-Based Storage and Maintenance**

Deputy Chief Bryant presented a PowerPoint outlining RFP 2025-01A Security Camera Replacement with Cloud-Based Storage and Maintenance. Due to the outdated security cameras within the Town, RFP 2025-01A was publicized and a public committee meeting took place on November 13, 2025, at 4:00 pm where the committee recommended awarding the contract to CJS Communications.

The new security cameras will be a cloud-based system with 72 cameras which will be installed with existing cables, have AI search capabilities, and have a 30-day retention period stored in the cloud. This system is designed to provide safety and security for the Oakland Avenue Charter School students and staff, town employees, critical town infrastructure as well as Oakland's public parks. The locations include the Police Department, OACS, Town Hall, Meeting Hall, Public Works, Heritage Museum, Speer Park, Pollard Park, Oakland Nature Preserve (ONP) and all lift stations.

The entire project will be funded through Police Impact Fees. Ongoing annual costs will be incorporated into each department's budget beginning in FY 2026/2027. Staff recommends approval of the contract; however, the contract will be signed at a later date as it is currently under review.

Mayor Taylor asked the Commission if they had any questions.

Commissioner Ramos noted that the proposals are actually closer in costs once the price of the cameras are considered. Deputy Chief Bryant added that there are additional expenses included in the overall estimate and that line only depicts the costs of the cameras.

Commissioner Keller said she is pleased to see the Town moving forward with this project and that the impact fees are being put to good use for something so essential, and further discussion ensued on the timeline of installing the cameras.

Mayor Taylor asked if there were any further questions. With no further questions, he asked for a motion.

**MOTION** was made by Commissioner Keller, seconded by Commissioner Ramos to approve RFP 2025-01A Security Camera Replacement with Cloud-Based Storage and Maintenance.

AYE: Keller, McMullen, Ramos, Satterfield, Taylor

NAY: None

**MOTION PASSED** with 5 Ayes, 0 Nays.

## **PUBLIC FORUM:**

Mayor Taylor opened the floor for public comment.

Jill Cox, 301 Walker Street, announced that the Golf Cart Parade will take place on Saturday. Participants will line up at Speer Park at 5:00 p.m. The parade will run for about 50 minutes and will conclude at Petris Avenue where prizes will be awarded.

With no further public coming forward, the floor was closed.

## **TOWN MANAGER/DEPARTMENT HEAD REPORTS:**

### Town Manager Report

Town Manager Hui reported that Santa's Lane was a great event with approximately 1,000 in attendance. She thanked the community outreach, public works, and police department staff with a big shout-out to Santa and Mrs. Claus for attending.

She announced the following events:

- The Trees of the Season runs through January 3<sup>rd</sup>
- The Sky Remembers by Orlando Camera Club runs through January 9<sup>th</sup>
- Christmas Markets & Jingle Bike Parade – December 13<sup>th</sup> Christmas Market & December 23<sup>rd</sup> Christmas Market with Decorating Station (9:00 am) for the kids to decorate their bikes with a Jingle Bike Parade through the Market at 11:00 am.
- A Call for Art for Black History Tribute 2026 has begun with a deadline of January 3<sup>rd</sup>.
- Birdwatching Adventure by ONP – January 3<sup>rd</sup>

She stated the Town's new HR manager, Ashly Woosypiti, is present. She started November 24<sup>th</sup>, and the Town is very happy to have her as part of the team.

She announced the Town's upcoming holiday closures on the following dates:

- Wednesday, December 24, beginning at noon
- Thursday, December 25
- Friday, December 26
- Wednesday, December 31, beginning at noon
- Thursday, January 1
- Friday, January 2

### Department Head Reports

HR Manager Woosypiti introduced herself and said she looks forward to contributing to the Town's strategic vision. She also announced the current job openings: (1) Utility Billing Clerk and (2) Administrative Coordinator for Public Works.

Public Works Assistant Director Kemp stated he had no report.

Deputy Police Chief Bryant thanked Lieutenant Castro for his management of Santa's Lane and noted that while the department is fully staffed, they are bringing on additional reserve officers who are currently in testing and training.

Town Manager Hui announced the Town recently received notification of a \$2 million award from the Florida Department of Environmental Protection for the Briley Avenue septic-to-sewer project, which will greatly aid in the conversion.

Town Clerk Heard announced the qualified candidates as stated below; and further, there will be six (6) proposed Charter Amendments on the ballot as well.

- Kris Keller qualified for Seat 1 for a 4-year term and was unopposed
- Yumeko L. Motley qualified for Seat 3 for a 2-year term and was unopposed

The unopposed candidates will not appear on the ballot.

Seat 4 will be on the ballot with the following qualified candidates:

- Anne Fulton
- Joseph P. McMullen

### **COMMISSION REPORTS:**

Commissioner McMullen stated UCF was awarded the Veterans Legacy Program Grant to memorialize veterans interred in national cemeteries by creating biographies of veterans as well as creating lesson plans for students, and they want to partner with Oakland Avenue Charter School; and further, this may be something that can be added to the Memorial Day tribute. He attended last week's Florida League of Cities Legislative Session, which addressed key issues such as property tax elimination, affordable housing, sovereign immunity, and enterprise fund transfers, and shared the information with the Town Manager. He reported that the legislative session begins next month in January, marking Governor DeSantis' final session, and expressed curiosity about the legacy he will leave behind. He expressed his dissatisfaction that Congressman Webster has not provided federal funds to the local level and stated that he will urge Lobbyist James Harris, Jr., to request that Congressman Webster secure federal funding for the Town.

Commissioner Ramos reported that Oakland was mentioned a lot at the last MetroPlan Orlando Advisory Committee (MPO) meeting due to a safety improvement initiative on pedestrian crossing with Best Foot Forward where the Town was in the Top 5 of improvement, and they may have a grant for the Town to apply for. He congratulated Commissioner Keller and Candidate Motley and stated he is not going anywhere and will be around town. He thanked staff for all their work in 2025 and wished everyone a Merry Christmas.

Commissioner Keller expressed her excitement about serving the Town for the next four years. She enjoys representing the community and looks forward to doing her best in serving the residents. She expressed her gratitude to Town staff for their hard work over the past year. She enjoyed attending the Winter Garden parade, appreciated that the Town was included, and extended her best wishes for the holidays.

Vice Mayor Satterfield thanked the staff for their hard work, expressed his pride and pleasure in working with everyone at the Town, and wished everyone a Merry Christmas.

Mayor Taylor thanked Winter Garden for including the Town in their parade. He reported that quarterly meetings are held with Orange County Commissioner Wilson and other agencies to discuss ways to improve District 1, and he will share any updates as they become available. He noted that Orange County Mayor Demings' term is ending and that Orange County mayoral candidates are visiting towns across Orange County as part of their campaigns. The Town is focused on informing residents about the proposed property tax elimination, should it appear on the 2026 ballot. Legislative action days begin in January where he will attend with the Town Manager on January 27<sup>th</sup>. He wished everyone a Merry Christmas and Happy Holidays.

**ADJOURNMENT:**

With no further business, Commissioner McMullen adjourned the meeting at 7:56 p.m.

**TOWN OF OAKLAND:**

---

SHANE TAYLOR, MAYOR

**ATTEST:**

---

KATHY HEARD, CMC, TOWN CLERK



**STAFF MEMO  
ITEM 4b**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Nicole O'Brien, ONP Managing Director  
**RE:** Approval to serve alcoholic beverages at Oakland Nature Preserve's Pours at the Preserve

**BACKGROUND:**

The Town Code of Ordinances states that, "It shall be unlawful to consume alcoholic beverages or to display alcoholic beverages that are opened or unsealed and capable of being consumed in any public place within the town limits, except the town meeting hall complex when booked for wedding receptions, civic club affairs, holiday parties, etc. The town commission shall have the authority to extend this exception to specific town-sanctioned events such as wine and cheese tastings, or other such events that occur at the complex or on other public property."

The Oakland Nature Preserve is holding a "Pours at the Preserve" fundraiser event on Saturday, March 7th from 5:30pm – 8:30pm. Guests will be enjoying the Education Center and Healthy West Orange Boardwalk.

**RECOMMENDATIONS:**

Staff recommends the Town Commission approve the exception to the Code of Ordinances to allow for the serving of alcoholic beverages for the March 7, 2026, Pours at the Preserve event hosted by the Oakland Nature Preserve.

**FINANCIAL IMPACTS:**

None

**ATTACHMENTS:**

Flyer



POURS  
AT THE PRESERVE

March 7  
5:30 - 8:30PM  
\$50/person



OAKLAND NATURE  
PRESERVE



Join us at the log cabin for a delightful evening of food, beer, and wine. Enjoy the company of fellow nature enthusiasts while listening to music and engaging in great conversations.

After grabbing dessert, take a leisurely stroll down the Healthy West Orange Boardwalk, guided by luminaries. Listen to the owls, the frogs, maybe the whippoorwill, and keep your eyes open for fireflies.

Share a love-note, a remembrance, or honor someone on one of the luminaries, to be arranged when you register for this special event.

Limited to 125 guests, ages 21 and over only please.

Register at [www.OaklandNaturePreserve.org/pours](http://www.OaklandNaturePreserve.org/pours)

Sponsored by:



**STAFF MEMO  
ITEM 4c**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Kathy Heard, Town Clerk  
**RE:** Approval to allow the office of the Supervisor of Elections to open and run all vote-by-mail ballots through the tabulator on Election Day

**BACKGROUND:**

Town staff is requesting approval to allow the Supervisor of Elections to open and run all vote-by-mail ballots through the tabulator on Election Day (March 10<sup>th</sup> after 9:00 a.m.) that are not questionable. This will save the Canvassing Board a lot of time as that portion will be completed upon their arrival. The Canvassing Board will then only need to accept or reject any vote-by-mail ballots that have issues with them (no signature, signatures do not match, etc.) utilizing the Orange County Canvassing Board Criteria.

**RECOMMENDATIONS:**

Staff recommends the Mayor and Town Commissioners approve the office of the Supervisor of Elections to open and run all vote-by-mail ballots through the tabulator on Election Day (March 10<sup>th</sup> after 9:00 a.m.) that are not questionable utilizing the Orange County Canvassing Board Criteria.

**FINANCIAL IMPACTS:**

None.

**ATTACHMENTS:**

Orange County Canvassing Board Criteria

### Canvassing Board Criteria Chart

<b>Vote-by-Mail</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
No Signature [101.68(2)(c)1], if left uncured		* X	
No signature, with cure affidavit [101.68(4)(b)]	X		
Signature does not match** [101.68(2)(c)1] [98.077(4)(a), 101.65-must match the signature on file upon return of ballot], if left uncured or incomplete cure		* X	
Signature does not match, received completed cure affidavit 101.68(2)(c)1]	X		
Signature printed and does not match the signature on file [101.68(2)(c)1] [98.077(4)(a), 101.65], if left uncured/or incomplete cure		* X	
Signature printed does not match, with completed cure affidavit [101.68(4)(b)]	X		
Voter signed someone else's envelope, both voters had a request on file (only one envelope returned)		X	
Voters signed each other's envelope, both voters had a request on file (both envelopes returned)	X		
Certificate envelope has two signatures and both voters requested ballots, and both received the same card numbers, provided there is no violation of 101.68(1)(c)	X		
Voter sends ballot in blank envelope that does not have the oath [101.64(2)]		X	
Voted wrong ballot card (voter has moved/party change) [101.045 and 101.021]		X	
Voter deceased or canceled since ballot returned [101.68(2)(c)2] (postmarked)	X		
Late return of vote-by-mail ballot (Except UOCAVA voters) [101.67(2)]		X	
Voted early or at the polls [101.69]		X	
Two or more vote-by-mail ballots for the same election are returned in one mailing envelope [101.68(1)(c)]		X	
<b>Vote-by-Mail - Cure Affidavit</b>			
Cure Affidavit received with Tier 1 Identification [101.68(2)(c)]	X		
Cure Affidavit received with Tier 2 Identification and the cure signature matches a signature on record. [101.68(2)(c)]	X		
Cure Affidavit received with Tier 2 Identification and the signature on the cure does not match** a signature on record.		* X	
Cure not received prior to 5PM on the 2nd day after the election [101.68(4)]		X	
<b>First time voters who registered by mail - Special Vote-by-mail</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
Voter provides proper identification or indicates exemption [101.6923]	X		
Voter does not provide proper identification or indicate an exemption by 7 pm [101.6923]		X	

<b>Provisional Ballots [F.S. 101.048]</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
Voter is eligible, signature matches, correct precinct	X		
Voter is eligible but did not have proper ID - Signature matches that on file	X		
Voter given the provisional in error--should have voted a regular ballot	X		
Voter's application was not verified by State, voter furnished additional information prior to 5 p.m. of second day. Voter deemed eligible	X		
Ballot cast in wrong precinct		X	
Voter name not found - not registered to vote		X	
Voter moved into county- Eligible, signature matches, correct precinct [101.045]	X		
Voter moved out of county		X	
Voter was canceled as a Felon or for other reasons		X	
Voter registered after the books closed		X	
Voter's application was not verified by State, voter did not furnish additional identification by 5 p.m. of the second day		X	
Voter's application was incomplete so not eligible to vote		X	
Voter's signature does not match** and voter does not sign "Signature Differs" Affidavit; but signature on Provisional matches that on file in the SOE office	X		
Voter's signature does not match and voter does not sign "Signature Differs" Affidavit; but voter completes the cure affidavit	X		
Voter's signature does not match and does not sign "Signature Differs" Affidavit; but left uncured/incomplete		X	
Voter had been sent a vote-by-mail ballot, did not surrender it, but vote-by-mail ballot not received by SOE	X		
Voter's right to vote has been challenged			X
[PPP or Primary Only] Voter has disputed party affiliation; provisional ballot is the wrong party according to SOE research		X	
Voter has already voted by vote-by-mail or at an early voting center		X	
Voting hours extended - voter is eligible and in the correct precinct [101.049]	X		
Voting hours extended - voter is eligible and NOT in the correct precinct		X	
<b>Absentees from Overseas Voters (10 days after the election – PPP and General Election only)</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
No Postmark or date [101.6952 and 1S-2.030]		X	
Dated or postmarked on or by election day [101.6952 and 1S-2.030]	X		
Dated on or before election day but postmarked later or no postmark	X		
Dated and postmarked after election or dated after election with no postmark		X	

### Canvassing Board Criteria Chart

State Write-In Ballot 101.6951	Accept	Reject	Case by Case
Wait to see if we have requests - never had one			X
<b>Special Instances</b>			
Voter submitted a voted sample ballot with clear voter intent, inside of their Certificate Envelope that has a valid signature. Duplicated ballot created.	X		
Voter's ballot delayed due to staff error.			X
Voter changed address, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.045]	X		
[PPP or Primary only] Voter changed political affiliation, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.021]	X		
Segregated vote-by-mail received from voter pending felony final determination. Voter contact attempted. [101.67(1)(b)]			X
Voter leaves unscanned ballot: - Voter does not want to vote their ballot  - EBB Ballot not accepted by tabulator***  - Fleeing Voter ****	X	X	X
<b>Federal Write-In Absentee Ballot [F.S. 101.6952, 102.166]</b>			
Not a registered voter in the county		X	
Signed the FWAB and the signature verified, no other issues	X		
No date and no postmark - received after election day		X	
Dated or postmarked on election day or earlier	X		
No request received, FWAB returned		X	
Challenge of overseas voter based on not meeting definition of [97.021(25)]			X
Not registered by deadline - all voters		X	
Signature Issue - Refer to vote-by-mail Section			

**10-Day Extension for Overseas Voters:** A federal write-in absentee ballot may not be canvassed until 7 p.m. on the day of the election. 101.6952(3)(b). A federal write-in absentee ballot from an overseas voter in a presidential preference primary or general election may not be canvassed until the conclusion of the 10-day period specified in 101.6952(5). 101.6952(3)(b). Each federal write-in absentee ballot received by 7 p.m. on the day of the election shall be canvassed pursuant to ss. 101.5614(4) and 101.68, unless the elector's official absentee ballot is received by 7 p.m. on election day. 101.6952(3)(b). An absent uniformed services voter or an overseas voter who makes timely application for but does not receive an official absentee ballot may use the federal write-in absentee ballot to vote in any federal, state, or local election. 101.6952(2)(a).

**\*Provisional Rejection:** Per F.S. 101.68(4) until 5pm on the 2nd day after the election, the supervisor shall allow an elector who has returned a vote-by-mail ballot that does not include the elector's signature or whose signature does not match to submit an affidavit with copy of identification to cure.

**\*\*Beyond reasonable doubt;** a finding by the Canvassing Board that an elector's signatures do not match must be by majority vote and beyond a reasonable doubt. [101.68 (2)(c)]

\*\*\* any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

\*\*\*\* if the ballot is counted, any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

<b>Date Adopted: August 29, 2024</b>		<b>County Canvassing Board</b>
	<b>County Judge</b>	
	<b>County Commissioner</b>	
	<b>Supervisor of Elections</b>	



**STAFF MEMO  
ITEM 4d**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Darron Esan, Chief of Police  
**Re:** Approve the Independent Contractor's Agreement with CJS Communications for RFP 2025-01A Security Camera Replacement with Cloud-Based Storage and Maintenance

**BACKGROUND:**

At the December 9, 2025, Town Commission meeting, staff presented RFP 2025-01A, Security Camera Replacement with Cloud-Based Storage and Maintenance, along with a detailed PowerPoint presentation. The Town Commission approved the award of the contract to CJS Communications. Since that approval, staff has finalized the contract, which is attached for the Mayor and Commissioners review.

**RECOMMENDATION:**

Staff recommends the Mayor and Town Commission approve the Independent Contractor's Agreement with CJS Communications and authorize the Mayor to sign the contract.

**FINANCIAL IMPACTS:**

The total cost of the project is \$145,051.20 for the first year. Camera/Software License Fees are covered in this price for FY2025-2026. The initial cost will be paid through Police Department Impact Fees for all departments. Moving forward, each department will be required to include the Software/Licensing Fees within their individual budgets each year. There will be no revenue earned for the Town within this project.

**ATTACHMENTS:**

Independent Contractor's Agreement

## INDEPENDENT CONTRACTOR'S AGREEMENT

**THIS INDEPENDENT CONTRACTOR'S AGREEMENT** (hereinafter this "Agreement") is made and entered into this 13th day of January 2026, by and between the **TOWN OF OAKLAND**, a Florida municipal corporation (hereinafter the "TOWN") and **CJS COMMUNICATIONS**, a Florida for-profit corporation (hereinafter "CONTRACTOR").

### WITNESSETH

**WHEREAS**, the TOWN is a Florida municipal corporation, having a responsibility to provide certain services to benefit the citizens of the TOWN; and

**WHEREAS**, the TOWN has the full power and authority to enter into the transactions contemplated by this Agreement; and

**WHEREAS**, CONTRACTOR is competent and has sufficient manpower, training, and technical expertise to perform the services contemplated by this Agreement in a timely and professional manner consistent with the standards of the industry in which CONTRACTOR operates.

**NOW THEREFORE** in consideration of the premises, and in consideration of the mutual conditions, covenants, and obligations hereafter expressed, the parties agree as follows:

**1. Recitals.** The foregoing recitals are true and correct, constitute a material inducement to the parties to enter into this Agreement, and are hereby ratified and made a part of this Agreement.

**2. Agreement Overview.**

a. Project Title and Description: Security Camera Replacement; Cloud Storage and Maintenance.

b. Procurement Method: Public solicitation for bids: RFP 2025-01A.

c. Funding Source(s):

Locally funded (no external funding)

State funding (specify): [e.g. FDEP Agreement No. \_\_\_\_\_]

Federal funding (specify): [e.g. FEMA Agreement No. \_\_\_\_\_]

d. Agreement Type:

Defined Scope Agreement (specified recurrent services, subscriptions, single projects, and specific deliverables)

Continuing Services Agreement

e. Term, Time, and Delivery:

This Agreement has a term of five (5) years beginning on January 14, 2026, and ending on January 13, 2031, and may be renewed for up to three (3) additional 5 year renewal terms upon agreement of the parties in writing.

CONTRACTOR shall commence work under this Agreement immediately upon receipt by CONTRACTOR of the Notice to Proceed and must complete the work according to the schedule set forth in Exhibit "C". Liquidated damages, if any, will be assessed against CONTRACTOR for late completion as set forth in Exhibit "C".

f. Project Management:

TOWN's Project Manager	CONTRACTOR's Project Manager
Name: <u>Darron T. Esan</u>	Name: <u>Bryan Goddard</u>
Title: <u>Police Chief</u>	Title: <u>Project Manager</u>
Phone: <u>407-656-9797 x5</u>	Phone: <u>407-291-1020</u>
Email: <u>Desan@oaklandpd.com</u>	Email: <u>bgoddard@cjscomm.com</u>

g. Notice Addresses:

TOWN: Elise Hui, Town Manager, 230 North Tubb Street, Oakland, Florida 34760

With copy to:  
Vose Law Firm, LLP  
Attn: Garrett M. Olsen, Esq.  
324 W. Morse Boulevard  
Winter Park, Florida 32789

CONTRACTOR: Kathy Slaven, President, CJS Communications, 125 West Ohio Avenue, Orange City, FL 32763

h. Exhibits: The Parties shall comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated herein by reference:

<input checked="" type="checkbox"/>	Exhibit "A"	Scope of Work
<input checked="" type="checkbox"/>	Exhibit "B"	Pricing and Payment
<input checked="" type="checkbox"/>	Exhibit "C"	Work Schedule
<input checked="" type="checkbox"/>	Exhibit "D"	Work Authorization Form

<input checked="" type="checkbox"/>	Exhibit "E"	Florida Statutory Requirements
<input type="checkbox"/>	Exhibit "F"	Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/>	Exhibit "G"	Additional Terms for State-Funded Agreements (insert state entity)
<input type="checkbox"/>	Exhibit "H"	Plans/Specifications/Shop Drawings
<input type="checkbox"/>	Exhibit "I"	Other (Specify):
<input type="checkbox"/>	Exhibit "J"	Other (Specify):
<input type="checkbox"/>	Exhibit "K"	Other (Specify):
<input type="checkbox"/>	Exhibit "L"	Other (Specify):

i. Order of Precedence. The following documents shall represent the Base Terms of the Agreement:

- The body of this Agreement (including signed amendments thereto), not including Exhibits, work authorizations, and change orders.
- Exhibit E (Florida Statutory Requirements).
- Exhibit F (Federal Regulations and Terms, if applicable).
- Exhibit G (Additional Terms for State-Funded Agreements).
- Other: [e.g. grant-required terms]

The Base Terms shall prevail over all other Exhibits, work authorizations, and change orders to the extent of any conflict. Conflicts among Base Terms shall be resolved in this order: (1) any provision required by applicable federal law, regulation, or federal award terms to maintain eligibility for federal funds; (2) any provision required by applicable state law or state funding instrument to maintain eligibility for state funds; (3) Exhibit E (Florida Statutory Requirements); (4) the body of this Agreement.

j. Additional Provisions: None.

### 3. Description of Work.

- a. The TOWN hereby retains CONTRACTOR to furnish goods and/or services as described in the Scope of Work, which is attached hereto as Exhibit "A" and incorporated herein by reference. Any conflict between the terms and conditions in the body of this Agreement and the terms and conditions set forth in Exhibit "A" will be resolved in favor of the body of this Agreement.
- b. CONTRACTOR must provide all permits, labor, materials, equipment, and supervision necessary for the completion of the Scope of Work, unless specifically excluded.

- c. CONTRACTOR must also comply with, and abide by, all requirements as contained in any invitation to bid (ITB), request for proposals (RFP), request for qualifications (RFQ), bid specifications, engineering plans, shop drawings, material lists, or other similar documents issued for this project by the TOWN, together with any addenda, hereinafter the “Bid Documents, as applicable.” The Bid Documents, if applicable, are hereby incorporated into this Agreement by reference and are declared to be material part of this Agreement.

**4. Work Authorizations (only for Agreements for Continuing Services).** The provisions of this paragraph only apply if “Continuing Services Agreement” is checked in paragraph 2(d) (“Agreement Type”) above.

- a. This Agreement anticipates a variety of projects being requested by the TOWN to be provided by the CONTRACTOR as determined necessary by the TOWN.
- b. All work to be performed by CONTRACTOR under this Agreement shall be authorized in writing by the TOWN. Such authorization will be referred to as a “Work Authorization” and shall reference this Agreement as the “Master Agreement”. Work Authorizations shall be in a form substantially similar to the form attached hereto as Exhibit “D” (if selected above in paragraph 2(k)).
- c. Work Authorizations shall contain a description of the work to be undertaken, a budget amount of the fee to be paid, and a time schedule.
- d. Work Authorizations may contain additional provisions specific to the authorized work for the purpose of expanding upon certain aspects of this Agreement pertinent to the work to be undertaken. Such supplemental instruction or provision shall not be construed as a modification to this Agreement.
- e. When CONTRACTOR and the TOWN enter into a Work Authorization wherein the term of the Work Authorization expires on a date that is later than the date that this Agreement expires, the CONTRACTOR and the TOWN agree that the terms of this Agreement are automatically extended until the expiration or full completion of the requirements of the Work Authorization has been performed. Cancellations by the TOWN of any remaining work prior to the full completion of the requirements of the Work Authorization shall cause the terms of this Agreement to terminate at the same time. This provision shall only apply when the expiration of the Work Authorization extends beyond the expiration of this Agreement. It does not apply when a Work Authorization expires or is canceled prior to the expiration of this Agreement.

## **5. Pricing and Payment.**

- a. As designated in the Exhibits checklist above (paragraph 2(h)), the “Compensation Exhibit” is the Exhibit selected for pricing and payment terms (Exhibit “A” or Exhibit “B”). If both Exhibit “A” and Exhibit “B” are selected, Exhibit “B” is the “Compensation

Exhibit” and controls as to pricing and payment. If Exhibit “B” is not selected, Exhibit “A” is the “Compensation Exhibit” and controls as to pricing and payment.

- b. The TOWN agrees to compensate CONTRACTOR, for work actually authorized and performed under this Agreement, at the rate or basis described in the Compensation Exhibit which is attached hereto and incorporated herein by reference. CONTRACTOR must perform all work required by the Scope of Work, but in no event will CONTRACTOR be paid more than the negotiated amount set forth in the Compensation Exhibit.
- c. Payments shall be made in accordance with the Florida Local Government Prompt Payment Act in accordance with the payment schedule provided in the Compensation Exhibit.
- d. Progress payments, if any, will be made as set forth in the Compensation Exhibit.
- e. The TOWN reserves the right to ratably withhold amounts in the event of the nonperformance of all or part of CONTRACTOR’s obligations. CONTRACTOR must, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from the error or omission or negligent act of CONTRACTOR.
- f. CONTRACTOR shall not be entitled to any compensation for services, studies, analyses, deliverables, or expenses outside the Scope of Work or not expressly requested by the TOWN (collectively, “Additional Services”) unless the TOWN provides prior written authorization. Any Additional Services performed without such prior written authorization are at CONTRACTOR’s sole cost and risk. If CONTRACTOR believes Additional Services are necessary, it must promptly notify the TOWN in writing and shall not commence any Additional Services unless and until such written authorization is issued.

**6. Project management.** The Project Managers for this project are set forth above in paragraph 2 (“Agreement Overview”). Any subsequent changes to the Project Manager for either party may be provided by notice as described in paragraph 7 (“Notices”) below and does not require an amendment to this Agreement.

**7. Notices.** All notices to the parties under this Agreement must be in writing and sent certified mail to the addresses set forth above in paragraph 2 (“Agreement Overview”).

**8. Termination.**

- a. Termination at Will: This Agreement may be terminated by the TOWN in whole or in part at any time without cause by the TOWN giving written notice to CONTRACTOR not less than 30 days prior to the date of termination; provided, however, that in such event, neither party will be relieved from its rights or obligations of this Agreement through the date of the actual termination. Notice must be delivered by certified mail, return receipt requested, or in person with proof of delivery.

- b. Termination for Cause: This Agreement may be terminated by either party for cause by the TOWN or CONTRACTOR giving written notice to the other party not less than 10 days prior to the date of termination; provided, however, that in such event, neither party will be relieved from its rights or obligations of this Agreement through the date of the actual termination. Notice must be delivered by certified mail, return receipt requested, or in person with proof of delivery.

**9. General Provisions.** CONTRACTOR must comply with the following general provisions:

- a. **Warranty.** CONTRACTOR guarantees to repair, replace or otherwise make good to the satisfaction of the TOWN any defect in workmanship or material appearing in the work; and further guarantees the successful performance of the work for the service intended. Neither inspection nor payment, including final payment, by the TOWN will relieve CONTRACTOR from its obligations to do and complete the work in accordance with this Agreement. If the TOWN deems it inexpedient to require CONTRACTOR to correct deficient or defective work, the TOWN may make an equitable deduction from the contract price, or, in the alternative, the TOWN may seek damages. CONTRACTOR warrants that the data utilized by CONTRACTOR (other than as provided by the TOWN) is from a source, and collected using methodologies, which are generally recognized in CONTRACTOR's industry or profession to be a reliable basis and foundation for CONTRACTOR's work product. CONTRACTOR must notify the TOWN in writing if it appears, in CONTRACTOR's professional judgement that the data or information provided by the TOWN for use in CONTRACTOR's work product is incomplete, defective, or unreliable. CONTRACTOR guarantees to amend, revise, or correct to the satisfaction of the TOWN any error appearing in the work as a result of CONTRACTOR's failure to comply with the warranties and representations contained herein. CONTRACTOR will provide a 25 year warranty on all cabling infrastructure parts and 1 year warranty on all labor.
- b. **Bond.** If a surety bond has been required by the Bid Documents for CONTRACTOR's faithful performance and payment, and if at any time the surety is no longer acceptable to the TOWN, CONTRACTOR must, at its expense, within five (5) days after the receipt of notice from the TOWN to do so, furnish an additional bond or bonds in such form and with such Surety or Sureties as are satisfactory to the TOWN. The TOWN will not make any further payment to CONTRACTOR, nor will any further payment be deemed to be due to CONTRACTOR, until such new or additional security for the faithful performance of the work is furnished in a manner and form satisfactory to the TOWN.
- c. **Insurance.**
  - 1. CONTRACTOR must maintain such insurance as will fully protect both CONTRACTOR and the TOWN from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature to the damage or property, or for personal injury, including death, made by anyone whomsoever, that may arise from operations

carried on under this Agreement, either by CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.

2. The insurance coverage required by this Agreement must not be less than the amounts described in the Bid Documents. If the Bid Documents do not state an insurance requirement or the amount of insurance, then the amount of insurance required by this Agreement must not be less than:
  - i. Workers' Compensation (unless exempt) with Employers' Liability with a limit of \$500,000.00 each accident, \$500,000.00 each employee, \$500,000.00 policy limit for disease;
  - ii. Commercial General Liability (CGL) insurance with a limit of not less than \$500,000.00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location, project, and work in the amount of \$1,000,000.00. Products and completed operations aggregate shall be \$1,000,000.00. CGL insurance shall be written on an occurrence form and include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury, and advertising injury. Damage to rented premises shall be included at \$100,000.00;
  - iii. Commercial Automobile Liability Insurance with a limit of not less than \$1,000,000.00 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos) and such policy shall be endorsed to provide contractual liability coverage; and
  - iv. Fire damage liability shall be included at \$500,000.00.
3. CONTRACTOR must furnish the TOWN with Certificates of Insurance, which are to be signed by a person authorized by that insurer to bind coverage on its behalf. The TOWN is to be specifically included as an additional insured and loss payee on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate must be issued 30 days prior to the expiration date. The policy must provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the TOWN before commencement of any work activities.
4. The insurance coverages procured by CONTRACTOR as required herein will be considered as primary insurance over and above any other insurance, or self-insurance, available to CONTRACTOR, and any other insurance, or self-insurance

available to CONTRACTOR will be considered secondary to, or in excess of, the insurance coverage(s) procured by CONTRACTOR as required herein.

**d. Compliance with Federal, State, and Local Laws.** CONTRACTOR and CONTRACTOR's agents shall comply with all federal, state and local regulations, including those now in effect and hereafter adopted, and including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements.

**e. Personal nature of Agreement; Assignment.**

1. The parties acknowledge that the TOWN places great reliance and emphasis upon the knowledge, expertise, training, and personal abilities of CONTRACTOR. Accordingly, this Agreement is personal and CONTRACTOR is prohibited from assigning or delegating any rights or duties hereunder without the specific written consent of the TOWN.
2. If CONTRACTOR requires the services of any subcontractor or professional associate in connection with the work to be performed under this Agreement, CONTRACTOR must obtain the written approval of the TOWN Project Manager prior to engaging such subcontractor or professional associate. CONTRACTOR will remain fully responsible for the services of any subcontractors or professional associates.

**f. Independent contractor.**

1. CONTRACTOR is, and will be deemed to be, an independent contractor and not a servant, employee, joint adventurer, or partner of the TOWN. None of CONTRACTOR's agents, employees, or servants are, or will be deemed to be, the agent, employee, or servant of the TOWN. None of the benefits, if any, provided by the TOWN to its employees, including but not limited to, compensation insurance and unemployment insurance, are available from the TOWN to the employees, agents, or servants of CONTRACTOR. CONTRACTOR will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, and subcontractors during the performance of this Agreement. Although CONTRACTOR is an independent contractor, the work contemplated herein must meet the approval of the TOWN and is subject to the TOWN's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR must comply with all Federal, State and municipal laws, rules and regulations that are now or may in the future become applicable to CONTRACTOR, or to CONTRACTOR's business, equipment, or personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations. The TOWN will not be held responsible for the collection of or the payment of taxes or contributions of any nature on behalf of CONTRACTOR.

2. CONTRACTOR will bear all losses resulting to it on account of the amount or character of the work, or because of bad weather, or because of errors or omissions in its contract price.
3. CONTRACTOR must utilize, and must expressly require all subcontractors to utilize, the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by CONTRACTOR and any subcontractors during the Term of this Agreement.

**g. Indemnification.**

1. CONTRACTOR must indemnify and hold the TOWN harmless against and from any and all claims, losses, penalties, interest, demands, judgments, costs, damages, or expenses, including attorney's fees and court costs, incurred by the TOWN, or its agents, officers, or employees, arising directly or indirectly from CONTRACTOR's performance under this Agreement or by any person on CONTRACTOR's behalf, including but not limited to those claims, losses, penalties, interest, demands, judgments, costs, damages, or expenses arising out of any accident, casualty, or other occurrence causing injury to any person or property. This includes persons employed or utilized by CONTRACTOR (including CONTRACTOR's agents, employees, and subcontractors). CONTRACTOR must further indemnify the TOWN against any claim that any product purchased or licensed by the TOWN from CONTRACTOR under this Agreement infringes a United States patent, trademark, or copyright. CONTRACTOR acknowledges that CONTRACTOR has received consideration for this indemnification, and any other indemnification of the TOWN by CONTRACTOR provided for within the Bid Documents, the sufficiency of such consideration being acknowledged by CONTRACTOR, by CONTRACTOR's execution of this Agreement. CONTRACTOR's obligation will not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance, whether such insurance is in connection with this Agreement or otherwise. Such indemnification is in addition to any and all other legal remedies available to the TOWN and not considered to be the TOWN's exclusive remedy.
2. In the event that any claim in writing is asserted by a third party which may entitle the TOWN to indemnification, the TOWN must give notice thereof to CONTRACTOR, which notice must be accompanied by a copy of statement of the claim. Following the notice, CONTRACTOR has the right, but not the obligation, to participate at its sole expense, in the defense, compromise or settlement of such claim with counsel of its choice. If CONTRACTOR does not timely defend, contest, or otherwise protect against any suit, action or other proceeding arising from such claim, or in the event the TOWN decides to participate in the proceeding or defense, the TOWN will have the right to defend, contest, or otherwise protect itself against same and be reimbursed for expenses and reasonable attorney's fees and, upon not less than ten (10) days notice to CONTRACTOR, to make any reasonable compromise or settlement thereof. In connection with any claim as

aforesaid, the parties hereto must cooperate fully with each other and make available all pertinent information necessary or advisable for the defense, compromise or settlement of such claim.

3. The indemnification provisions of this paragraph will survive the termination of this Agreement.

**h. Sovereign Immunity.** Nothing in this Agreement extends, or will be construed to extend, the TOWN's liability beyond that provided in section 768.28, Florida Statutes. Nothing in this Agreement is a consent, or will be construed as consent, by the TOWN to be sued by third parties in any matter arising out of this Agreement.

**10. Miscellaneous Provisions.** The following miscellaneous provisions apply to this Agreement:

- a. **Binding Nature of Agreement.** This Agreement is binding upon the successors and assigns of the parties hereto.
- b. **Entire Agreement.** This Agreement states the entire understanding between the parties and supersedes any written or oral representations, statements, negotiations, or agreements to the contrary. CONTRACTOR recognizes that any representations, statements, or negotiations made by the TOWN staff do not suffice to legally bind the TOWN in a contractual relationship unless they have been reduced to writing, authorized, and signed by the authorized TOWN representatives.
- c. **Amendment.** No modification, amendment, or alteration in the terms or conditions of this Agreement will be effective unless contained in a written document executed with the same formality as this Agreement.
- d. **Non-appropriation.** TOWN's performance and obligation to pay under this Agreement is contingent upon an appropriation during the TOWN's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the TOWN Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year-end shall be without penalty or expense to the TOWN subject to the TOWN paying all invoices for services rendered during the period the Agreement was funded by appropriations.
- e. **Taxes.** The TOWN shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the TOWN is exempt from same by Florida law, including but not limited to any sales or use tax.
- f. **Severability.** If any term or provision of this Agreement is held, to any extent, invalid or unenforceable, as against any person, entity, or circumstance during the Term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity will not affect any other term or provision of this Agreement, to the extent that the

Agreement will remain operable, enforceable, and in full force and effect to the extent permitted by law.

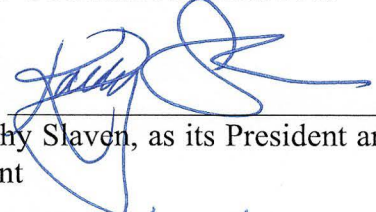
- g. **Construction.** If any provision of this Agreement becomes subject to judicial interpretation, the court interpreting or considering such provision should not apply the presumption or rule of construction that the terms of this Agreement be more strictly construed against the party which itself or through its counsel or other agent prepared it. All parties hereto have participated in the preparation of the final form of this Agreement through review by their respective counsel, if any, or the negotiation of specific language, or both, and, therefore, the application of such presumption or rule of construction would be inappropriate and contrary to the intent of the parties.
- h. **Headings.** All headings in this Agreement are for convenience only and are not to be used in any judicial construction or interpretation of this Agreement or any paragraph.
- i. **Waiver.** The indulgence of either party with regard to any breach or failure to perform any provision of this Agreement does not constitute a waiver of the provision or any portion of this Agreement, either at the time the breach or failure occurs or at any time throughout the term of this Agreement. The review of, approval of, or payment for any of CONTRACTOR's work product, services, or materials does not operate as a waiver, and should not be construed as a waiver, of any of the TOWN's rights under this Agreement, or of any cause of action the TOWN may have arising out of the performance of this Agreement.
- j. **Force Majeure.** Notwithstanding any provisions of this Agreement to the contrary, the parties will not be held liable if failure or delay in the performance of this Agreement arises from fires, floods, strikes, embargos, acts of the public enemy, unusually severe weather, out break of war, restraint of government, riots, civil commotion, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the parties. This provision does not apply if the "Scope of Work" of this Agreement specifies that performance by CONTRACTOR is specifically required during the occurrence of any of the events herein mentioned.
- k. **Law; Venue.** This Agreement is being executed in Orange County, Florida and is governed in accordance with the laws of the State of Florida. Venue of any action hereunder will be in Orange County, Florida.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the parties hereto have signed and sealed this Agreement effective the date first written above.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the section of Exhibit "E" (Florida Statutory Requirements) entitled "No Coercion for Labor or Services" and that the facts stated in it are true.

**CJS COMMUNICATIONS**

By:   
Kathy Slaven, as its President and authorized agent

Date: 12/22/2025

**TOWN OF OAKLAND, FLORIDA**  
By: Town of Oakland Town Commission

By: \_\_\_\_\_  
Shane Taylor, Mayor

*(Complete if signed by Mayor:)*  
ATTEST:

\_\_\_\_\_  
Kathy Heard, Town Clerk

Date signed by TOWN: \_\_\_\_\_

## EXHIBIT "A"

### SCOPE OF WORK

The scope of work required under this agreement includes the replacement of the current security cameras and associated mounting brackets, design, installation, implementation, configuration, testing and training. CJS Communications will be responsible for installing cloud-based security camera solution and providing other hardware and software associated with the new cloud-based security camera solution. CJS Communications must ensure it has adequate resources to provide these services to meet the needs of the Town.

The security video camera management system recommended by CJS Communications for these facilities will have the following features:

- Provide video security, access control and flexible cloud management under one centralized and scalable solution.
- Cameras should have the ability to be viewed from a computer via a web browser or cell phone.
- Camera management solution should have logging and notification capabilities for Town staff to view events such as power loss, video recording errors and loss of signal.
- Camera management solution Can be utilized with our current access control system in the future.
- Provide advanced video analytics i.e.: motion, object and facial recognition.
- Recommended cameras need to have onboard storage (SD Card) and provide an RTSP stream simultaneously.
- Cameras need to be capable of viewing historical video while recording and hold historical data for a minimum of 30, 60 or 90 days depending on suggested pricing.
- Record on motion, adjust to daylight and nighttime vision automatically.
- Monitor the entire identified area at each location and have the ability to mask out items that do not need to be archived.
- Allow future growth of the system to accommodate additional cameras and locations.
- Minimum of 4K resolution High-Definition cameras capable of viewing fine details.
- Include an optional maintenance contract for term not less than five (5) years, nor more than ten (10) years.
- Cameras suggested should be a standardized model throughout the Town unless another model is needed for a specific purpose ie: License plate camera or a low profile is being replaced.
- System should provide secured access for authorized staff only, with the internal ability to set access permissions and varied selection of camera access to users.
- Non-proprietary system to ensure secured access during and beyond the life of the contract.
- Unlimited cloud archiving with a minimum 30-day retention on site. The Town will consider any additional updated features suggested by Contractor.
- A solution provided for audio recording in customer-facing areas in Town Hall.

CJS Communications will provide a spreadsheet with serial numbers, item name/description

of all purchased hardware by location as part of the project closeout document.

### **INSTALLATION LOCATIONS**

See attached Exhibit “B” for product and pricing specifications for each defined location.

## **EXHIBIT “B”**

### **PRICING AND PAYMENT**

#### **LUMP SUM PAYMENT:**

Payment for all cameras, cables, and accessories will be made through a lump sum payment to the CONTRACTOR. A 50% deposit will be required by the TOWN to the CONTRACTOR to place the order for all equipment needed. The remainder of the outstanding balance will be paid upon satisfactory completion of the project with all cameras functioning properly. The payment will be in accordance with the proposal provided by the CONTRACTOR during the RFP process (RFP 2025-01A).

\*See attached quote for specific equipment pricing.

#### **CONTINUING SERVICES:**

Ongoing Maintenance fees will be paid each year after the initial year of the contract. The maintenance fees will cover the subscription for cloud storage (30-day retention) as well as real-time video analytics. The subscription cost will be **\$179 per camera annually**. This fee will remain the same for the entirety of this contract. The total recurring cost is **\$13,962.00** for the current number of cameras requested by the TOWN.

Total compensation under this Agreement shall not exceed **\$145,051.20** (inclusive of all fees, costs, expenses, and reimbursables) for the first year of this Agreement.



**Number** 103Q5076-02  
**Date** Oct 13, 2025

Sold To	Ship To	Your Sales Rep
<b>Town of Oakland</b> Stacie Quinn 540 Oakland Ave Oakland, FL 34760 United States <b>Phone</b> (407) 656-9797 <b>Email</b> squinn@oaklandpd.com	<b>Town of Oakland</b> Stacie Quinn 540 Oakland Ave Oakland, FL 34760 United States <b>Phone</b> (407) 656-9797 <b>Email</b> squinn@oaklandpd.com	<b>Alex Fackler</b> 407-291-1020 afackler@cjscomm.com

**125 West Ohio Ave**  
**Orange City, FL 32763**

Qty	Manufacturer	Description	Unit Price	Ext. Price
<b>Town of Oakland - Avigilon Camera System</b>				
<b>Police Department</b>				
2	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$5,056.20
2	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$376.64
2	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$274.06
2	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$376.64
2	Avigilon	Wall Mount for large pendant camera	\$137.03	\$274.06
2	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$735.96
2	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$334.54
6	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active Alta Video license	\$539.10	\$3,234.60
1	Avigilon	5MP H6M IR Outdoor Minidome, Alta 30 days	\$719.10	\$719.10
9	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$1,611.00
<b>Cabling and Labor to Install</b>				
9	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$1,575.00
9	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$765.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				<b>\$15,832.80</b>

**VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware**

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
<b>Oakland Avenue Charter School</b>				
5	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$12,640.50
5	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$941.60
5	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$685.15
5	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$941.60
5	Avigilon	Wall Mount for large pendant camera	\$137.03	\$685.15
5	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$1,839.90
5	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$836.35
3	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active Alta Video license	\$539.10	\$1,617.30
8	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$8,560.80
8	Avigilon	Pendant mounting cap white	\$39.60	\$316.80
8	Avigilon	Mounting arm white	\$59.40	\$475.20
16	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$2,864.00
<b>Cabling and Labor to Install</b>				
16	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$2,800.00
16	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$1,360.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				\$37,064.35
<b>Public Works</b>				
6	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$6,420.60
6	Avigilon	Pendant mounting cap white	\$39.60	\$237.60
6	Avigilon	Mounting arm white	\$59.40	\$356.40
6	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$1,074.00
<b>Cabling and Labor to Install</b>				
6	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$1,050.00
6	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$510.00

VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$250.00	\$250.00
<b>SubTotal</b>				\$9,898.60
<b>Meeting Hall</b>				
4	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$4,280.40
4	Avigilon	Pendant mounting cap white	\$39.60	\$158.40
4	Avigilon	Mounting arm white	\$59.40	\$237.60
1	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active Alta Video license	\$539.10	\$539.10
5	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$895.00
<b>Cabling and Labor to Install</b>				
5	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$875.00
5	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$425.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				\$7,910.50
<b>Heritage Museum</b>				
1	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$2,528.10
1	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$137.03
1	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Wall Mount for large pendant camera	\$137.03	\$137.03
1	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$367.98
1	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$167.27
2	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active Alta Video license	\$539.10	\$1,078.20
3	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$3,210.30
3	Avigilon	Pendant mounting cap white	\$39.60	\$118.80
3	Avigilon	Mounting arm white	\$59.40	\$178.20
6	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$1,074.00

VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
<b>Cabling and Labor to Install</b>				
6	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$1,050.00
6	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$510.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				\$11,433.55
<b>Speer Park</b>				
1	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$2,528.10
1	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$137.03
1	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Wall Mount for large pendant camera	\$137.03	\$137.03
1	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$367.98
1	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$167.27
1	Avigilon	One Year Subscription to Avigilon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$179.00
<b>Cabling and Labor to Install</b>				
1	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$175.00
1	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$85.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$200.00	\$200.00
<b>SubTotal</b>				\$4,353.05
<b>Pollard Park</b>				
1	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$2,528.10
1	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$137.03
1	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Wall Mount for large pendant camera	\$137.03	\$137.03

VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
1	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$367.98
1	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$167.27
1	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$179.00
<b>Cabling and Labor to Install</b>				
1	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$175.00
1	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$85.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$200.00	\$200.00
<b>SubTotal</b>				\$4,353.05
<b>Oakland Nature Preserve</b>				
14	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$14,981.40
6	Avigilon	Pendant mounting cap white	\$39.60	\$237.60
6	Avigilon	Mounting arm white	\$59.40	\$356.40
2	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active Alta Video license	\$539.10	\$1,078.20
16	Avigilon	One Year Subscription to Aviglon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$2,864.00
<b>Cabling and Labor to Install</b>				
1	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$175.00
16	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$1,360.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				\$21,552.60
<b>Longleaf/Oakland Ave</b>				
1	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$2,528.10
1	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$137.03
1	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Wall Mount for large pendant camera	\$137.03	\$137.03
1	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$367.98

VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
1	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$167.27
1	Avigilon	One Year Subscription to Avigilon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$179.00
<b>Cabling and Labor to Install</b>				
1	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$175.00
1	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$85.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$200.00	\$200.00
<b>SubTotal</b>				<b>\$4,353.05</b>
<b>ABC Water Tank</b>				
1	Avigilon	5MP 4 head H5A Multisensor Camera; Alta 30 Day	\$2,528.10	\$2,528.10
1	Avigilon	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Corner Mount Bracket for Large Camera	\$137.03	\$137.03
1	Avigilon	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$188.32	\$188.32
1	Avigilon	Wall Mount for large pendant camera	\$137.03	\$137.03
1	Avigilon	Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1	\$367.98	\$367.98
1	Avigilon	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	\$167.27	\$167.27
1	Avigilon	One Year Subscription to Avigilon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$179.00
<b>Cabling and Labor to Install</b>				
1	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$175.00
1	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$85.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				<b>\$4,653.05</b>
<b>Town Hall</b>				
13	Avigilon	5MP H6SL Outdoor IR Dome Camera with 3.4-10.5mm lens, Alta 30 Day.	\$1,070.10	\$13,911.30
6	Avigilon	Pendant mounting cap white	\$39.60	\$237.60
6	Avigilon	Mounting arm white	\$59.40	\$356.40
3	Avigilon	5MP; 30 Day; Alta; WDR; Day/Night Indoor Minidome; 2.95mm f/2.0; integrated IR; up to 10 year warranty with an active	\$539.10	\$1,617.30

VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Qty	Manufacturer	Description	Unit Price	Ext. Price
		Alta Video license		
16	Avigilon	One Year Subscription to Avigilon Alta Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$179.00	\$2,864.00
<b>Cabling and Labor to Install</b>				
16	CJS Communications	Single Cat6 Cable Run. (Includes labor and materials for running one Cat6 cable).	\$175.00	\$2,800.00
16	CJS Communications	Labor for technician to install, aim and configure new Cameras	\$85.00	\$1,360.00
1	CJS Communications	Miscellaneous install materials (zip ties, surface molding, tie wraps etc)	\$500.00	\$500.00
<b>SubTotal</b>				\$23,646.60

**50% Deposit: \$72,525.60**  
**Yearly Recurring: \$13,962.00**

**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

<b>SubTotal</b>	\$145,051.20
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$145,051.20</b>

50% deposit required to order equipment. Remaining balance due upon project completion.

Unless noted otherwise; Terms and Conditions:

- All conduit raceway systems and pull strings provided by others, including outside, underground, pullboxes, and boring.
- All MDF Backboards & Systems ground bus provided by others.
- Cable is to be Plenum rated in accordance with the Customer's Specifications.
- Communications systems installed will be installed according to ANSI/EIA/TIA specifications and BICSI standards, as well as common electrical codes.
- All outlets will be labeled according to the specifications requirements.
- All Cat6 cables will be certified with a Fluke DSX 5000 Cable Analyzer.
- All metal within communications closets will be grounded and bonded according to BICSI standards and NEC codes.
- CAD AS-Builts and Fluke Test results can be submitted to the owner at the time of project completion.
- CJS Communications will provide a 25 year warranty on all cabling infrastructure parts and 1 year warranty on labor.
- Proposal assumes all cables will be up to the footage limit from the manufacturer, where if they are over, there will be an additional IDF(s) needed. This is assumed there are none over that according to the bid material provided to CJS.
- Proposal quantities are based on what was presented to us from customer during bidding process.
- Pricing is valid for 30 days and is based on acceptance of entire proposal.
- No lift rental included in proposal unless otherwise indicated
- Patch cables to be provided by customer unless otherwise indicated
- Proposal does not include local municipality permit fees

**VoIP Phone Systems | Voice/Data/Fiber Cable | Security Solutions | Audio/Video Solutions | Network Hardware**

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - IF A CREDITCARD IS USED TO PURCHASE ANY EQUIPMENT OR SERVICES A 4% FEE WILL BE APPLIED TO THE TOTAL BILL. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

**EXHIBIT "C"**

**ANTICIPATED WORK SCHEDULE**

Site	Days to Complete
Oakland Police Department	9 cameras – 2.5 days
Oakland Avenue Charter School	16 cameras – 8 days
Public Works	6 cameras – 2 days
Meeting Hall	5 cameras – 1.5 days
Heritage Museum	6 cameras – 2 days
Speer Park	1 camera – 1 day
Pollard Park	1 camera – 1 day
Oakland Nature Preserve	16 cameras – 7 days
Longleaf/Oakland Ave	1 camera – 1 day
ABC Water Tank	1 camera – 1 day
Oakland Town Hall	16 cameras – 7 days

**EXHIBIT "D"**  
**WORK AUTHORIZATION FORM**

**WORK AUTHORIZATION**

Pursuant to that certain Independent Contractor's Agreement with an effective date of January 14, 2026, (hereinafter the "Master Agreement") by and between the **TOWN OF OAKLAND**, a Florida municipal corporation (hereinafter the "TOWN") and **CJS COMMUNICATIONS**, a Florida Corporation (hereinafter "CONTRACTOR"), the parties agree as follows:

1. Scope of Services: CONTRACTOR shall be responsible for providing and shall provide the services described in the Scope of Services, which is set forth in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. Any conflict between the terms and conditions set forth in Exhibit "A" to this WORK AUTHORIZATION shall be resolved in favor of the body of the Master Agreement.
  
2. Payment: In consideration of the performance of the Scope of Services, the TOWN agrees to pay CONTRACTOR for all work actually performed, at the rate or basis described in the Compensation Exhibit attached as Exhibit "B" to the Master Agreement, but in no event shall the Payment exceed the lump sum amounts for each task of the work, as set forth in Exhibit "B" to this WORK AUTHORIZATION, which is attached hereto and incorporated herein by reference. The TOWN reserves the right to ratably withhold amounts in the event of the nonperformance of all or part of CONTRACTOR's obligations. The CONTRACTOR shall, without additional compensation, correct and revise any errors, omissions or other deficiencies in its work product, services, or materials arising from the error or omission or negligent act of CONTRACTOR.
  
3. Time for Completion: CONTRACTOR will supply and complete the Scope of Services within:  
  
 \_\_\_\_\_ days/months from receipt of this WORK AUTHORIZATION.  
  
 by [date certain].  
  
 within the time set forth in Exhibit "C" to this WORK AUTHORIZATION, which is attached hereto and incorporated herein by reference.
  
4. Project Managers:

TOWN's Project Manager  
Name: Darron T. Esan  
Phone: 407-656-9797 x5

CONTRACTOR's Project Manager  
Name: Bryan Goddard  
Phone: 407-291-1020

Email: [desan@oaklandpd.com](mailto:desan@oaklandpd.com)

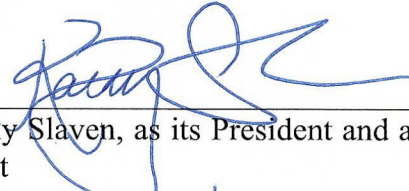
Email: [bgoddard@cjscomm.com](mailto:bgoddard@cjscomm.com)

5. Master Agreement: This WORK AUTHORIZATION shall be subject to the terms, conditions, and provisions of the Master Agreement.

6. Additional Terms: Not Applicable

**IN WITNESS WHEREOF**, the parties hereto have signed and sealed this Work Authorization effective the date first written above.

**CJS COMMUNICATIONS**

By:   
Kathy Slaven, as its President and authorized agent

Date: 12/22/2025

**TOWN OF OAKLAND, FLORIDA**

By: Town of Oakland Town Commission

By: \_\_\_\_\_  
Shane Taylor, Mayor

*(Complete if signed by Mayor:)*

ATTEST:

\_\_\_\_\_  
Kathy Heard, Town Clerk

Date signed by TOWN: \_\_\_\_\_

**EXHIBIT "E"**  
**FLORIDA STATUTORY REQUIREMENTS**

**1. E-Verify Compliance.** Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

**2. Public records.**

- a. CONTRACTOR is a "Contractor" as defined by Section 119.0701(1)(a), Florida Statutes, and must comply with the public records provisions of Chapter 119, Florida Statutes, including the following:
1. Keep and maintain public records required by the TOWN to perform the service.
  2. Upon request from the TOWN's custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
  3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of the Agreement if CONTRACTOR does not transfer the records to the TOWN.
  4. Upon completion of this Agreement, transfer, at no cost, to the TOWN all public records in possession of CONTRACTOR or keep and maintain public records required by the TOWN to perform the service. If CONTRACTOR transfers all public records to the TOWN upon completion of this Agreement, CONTRACTOR must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of this Agreement, CONTRACTOR must meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TOWN, upon request from the TOWN's custodian of public records, in a format that is compatible with the information technology systems of the TOWN.
- b. "Public records" is defined in Section 119.011(12), Florida Statutes, as may, from time to time, be amended.
- c. If CONTRACTOR asserts any exemptions to the requirements of Chapter 119 and related law, CONTRACTOR will have the burden of establishing such exemption, by way of injunctive or other relief as provided by law.
- d. CONTRACTOR consents to the TOWN's enforcement of CONTRACTOR's Chapter 119 requirements, by all legal means, including, but not limited to, a

mandatory injunction, whereupon CONTRACTOR must pay all court costs and reasonable attorney's fees incurred by TOWN.

- e. CONTRACTOR's failure to provide public records within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Further, such failure by CONTRACTOR will be grounds for immediate unilateral cancellation of this Agreement by the TOWN.
- f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, Kathy Heard, TOWN CLERK, AT (407)-656-1117, kheard@oaklandfl.gov; MAILING ADDRESS: P.O. BOX 98 OAKLAND, FL 34760**

**3. Public Records Compliance Indemnification.** Contractor agrees to indemnify and hold the TOWN harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.0701(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Orange County Circuit Court on an expedited basis to enforce the requirements of this section.

**4. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. CONTRACTOR hereby certifies that CONTRACTOR is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. CONTRACTOR further hereby certifies that CONTRACTOR is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. CONTRACTOR understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject CONTRACTOR to civil penalties, attorney's fees, and/or costs. CONTRACTOR further understands that any contract with TOWN for goods or services of any amount may be terminated at the option of TOWN if CONTRACTOR (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a

boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of TOWN if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

**5. Disclosure Requirements for “Foreign Countries of Concern”.** CONTRACTOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires “Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a “foreign country of concern” if such interest, contract, grant or gift received from a “foreign country of concern” if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable “foreign country of concern” and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any contract, such entity must provide a copy of such disclosure to the Department of Financial Services”. Pursuant to section 268.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

**6. Public Entities Crime or Convicted Vendor List.** CONTRACTOR agrees and assumes a continuous duty to disclose to the TOWN if the CONTRACTOR or any of its affiliates as defined by Section 287.133(1)(a), Florida Statutes are placed on the Convicted Vendor List or the Antitrust Violator Vendor List maintained by the Florida Department of Management Services.

**7. Data Management; Notice of Breach.** CONTRACTOR shall cooperate with the TOWN and provide timely incident reporting, response activities/fact gathering, public and agency notification, severity level assessment, after-action reports, etc., which the TOWN must report in accordance with Sections 282.3185(5) & (6), Florida Statutes in the event of a data breach.

**8. Environmental and Social Government and Corporate Activism.** The TOWN has not given preference or requested documentation from the CONTRACTOR based on CONTRACTOR’s social, political or ideological interest. CONTRACTOR agrees to similarly not request documentation or give preference to any subcontractor based on the subcontractor’s social, political or ideological interests.

**9. No Coercion for Labor or Services.** CONTRACTOR swears under penalty of perjury that CONTRACTOR does not use coercion for labor or services as defined as follows:

“Coercion” means:

- i. Using or threatening to use physical force against any person;
- ii. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
- iii. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- iv. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- v. Causing or threatening to cause financial harm to any person;
- vi. Enticing or luring any person by fraud or deceit; or
- vii. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

**10. Conflicts.** By entering into this agreement, the Contractor represents that it currently is not providing professional services to any third party person or entity on any project or development for which project or development approval is currently pending or proposed or for which an application is being prepared for submittal to the TOWN of OAKLAND for review or approval and further agrees that during the term of this agreement, the Contractor will not provide professional services to any third party person or entity as to any project or development for which development or project approval is pending or proposed or for which an application is being prepared for submittal to the TOWN of OAKLAND for review or approval.

**11. Breach of Agreement for Goods or Services Related to Emergency Response for Natural Disaster Pursuant to Section 252.505, Florida Statutes.** Pursuant to Sec. 252.505, Fla. Stat., if Contractor breaches this agreement during an emergency recovery period (1-year period beginning upon Governor's initial declaration of a natural emergency) Contractor shall pay a \$5,000 penalty and damages, which may be either actual and consequential damages or liquidated damages in addition to any other consequential damages or liquidated damages that may otherwise be due under the terms of the agreement.



**STAFF MEMO  
ITEM 4e**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Johnnell Kemp, Assistant Public Works Director  
**RE:** Approval of Proposal for Common Grounds Maintenance Services and Standard Contract Addendum for Landscaping Services

**BACKGROUND:**

For several years now the Town has contracted with multiple vendors to accomplish landscaping and mowing needs. Prior to this, the mowing of town parks and right-of-way areas was performed by in-house staff and was done on an as needed and somewhat irregular basis. Over the years as the town grew and expectations in level of service increased, staff decided to supplement this work by contracting with a couple of vendors to assist. This has proven to be an acceptable method.

As the areas being mowed increased, **so did the costs**. Last fiscal year, the town spent approximately **\$130,000.00** on overall town-wide mowing and landscaping activities. Seeing these costs increasing each year, staff initiated an internal task to try to drive them down. Staff also identified and quantified the areas needing to be mowed. When it's actually on paper (see attached map), it makes it easier to see just how much is being mowed. Subsequently, staff reached out to six (6) individual landscape companies, several of which already work for the town and are listed below, to give written proposals for the work. It should be noted that town staff will continue to handle mowing in certain areas.

Of the six (6) companies contacted, only three (3) submitted proposals. All three are known to staff, and two are currently providing services for the Town. Top Notch Landscaping came in at the lowest price, \$74,400.00 annually, which equates to about 42 cuts per year. Since they already perform work in some of these areas, staff is comfortable recommending their proposal to provide these services.

<b>Contractor</b>	<b>Address</b>	<b>Worked with Town Before Y/N</b>	<b>Proposed Cost</b>
<b>TopNotch Landscaping, Inc.</b>	<b>Clermont, FL</b>	<b>Yes</b>	<b>\$74,400.00</b>
<b>JLC Outdoors, Inc.</b>	<b>Lockhart, FL</b>	<b>Yes</b>	<b>\$148,200.00</b>
<b>Yellowstone Landscape</b>	<b>Winter Park, FL</b>	<b>No</b>	<b>\$95,748.00</b>
<b>Jacinto Navarro</b>	<b>Winter Haven, FL</b>	<b>Yes</b>	<b>No Quote</b>
<b>Paradise Landscaping</b>	<b>Clermont, FL</b>	<b>Yes</b>	<b>No Quote</b>
<b>West Landscaping</b>	<b>Inverness, FL</b>	<b>Yes</b>	<b>No Quote</b>

**RECOMMENDATION:**

Staff recommends the Mayor and Town Commissioners approve the proposal for landscaping services from Top Notch Landscaping, Inc., and authorize the Mayor to execute the necessary documents.

**FINANCIAL IMPACTS:**

With one vendor handling these services, staff anticipates noticeable savings in mowing and landscaping expenses going forward. In addition, this will simplify billing for the Finance Department by reducing multiple monthly payments to a single invoice.

**ATTACHMENTS:**

Proposals received

Mowing map

Proposal for Common Grounds Maintenance Services and Standard Contract Addendum



***Proposal for Common Grounds Maintenance Services***

***Top Notch Landscaping, Inc.***

***For:***

***Town of Oakland  
Attn: Scott Townsend  
Oakland, FL 34760***

***Submitted by: Rodney L. Yawn, President***

# ***SPECIFICATIONS FOR GROUNDS MAINTENANCE SERVICES***

## **Scope of Services:**

Top Notch Landscaping, Inc. (herein "Top Notch") agrees to provide grounds maintenance services for all existing landscaped areas of your common ground property as described in the categories below. A ground maintenance crew(s) will visit the job site approx. 42 weeks per year. (For quick reference, a Frequency of Services chart is included at the end of this document.)

The areas covered begin at the property line, or the landscaped edge of the property, and, continue throughout the property to the furthest extremity of the landscaped areas. In all cases, unless otherwise stated in the contract specifications, maintenance services extend only to the point of existing landscaping. Maintenance of all other areas will be considered extra work.

## **Services:**

### **Mowing**

- All common areas will be mowed at least once each week during the growing season. During the dormant season, the sodded areas will be mowed every other week. Various mowing patterns will be used to ensure even distribution of clippings and rut prevention.
- Lake and retention area banks will be mowed/trimmed to the water's edge as needed.
- Mowing height, typically 3.0" to 5.0" will be dependent on the season and type of turf.
- Areas too wet for proper mowing will be maintained once the ground is firm and dry enough to allow safe service.
- Lake, retention or pond areas will be mowed as needed in the dormant and growing season to maintain a neat appearance.

### **Edging / String Trimming**

- Edging / string trimming of all defined areas will be performed during each scheduled visit.
- All common areas adjacent to structured surfaces will be maintained to provide clean, crisp, consistent edge lines.
- Bed edges will be kept well defined to prevent encroachment of sod and other lawn materials.
- Chemical Edging may be used from time to time in some areas to prevent the encroachment of weeds (i.e. fence lines, landscape barriers, retaining walls, bedding areas, etc.)

### **Weeding**

- Weeding of all beds, walk, deck, curb, and drive joints will be performed as necessary to maintain a neat appearance.

### **Pruning / Trimming**

- Plants, shrubs and hedges will be pruned as needed during regularly scheduled visits. Pruning will be done according to plant characteristics and spacing requirements.
- One time per year Crape Myrtle branches will be trimmed back individually before the emergence of spring growth.
- Removal of trees will be considered "extra work."
- Trees and Shrubs in excess of 10 feet in height will be trimmed / shaped on an as requested basis (see Extra Work section.)

### **Clean Up / Blowing**

- All common areas will be cleared of litter prior to mowing.
- All beds will be cleared of litter.
- All debris generated during the contracted grounds maintenance operation will be blown from the sidewalks, curbs, and street.
- Excess debris, including fallen leaves, will be removed on an as requested basis (see Extra Work section.)

### **Mulch / Pine Bark/ Pine Straw**

- As requested, all tree, shrub, and plant beds will receive mulch / pine bark/ pine straw one time per contract year. This charge will be billed on a separate invoice and is not included in the yearly fee. (Please see "Extra Work").

### **Annuals**

- Annuals can be installed on an as requested basis for an additional charge.

## ***Fertilizer Program***

- Lawn fertilizer will be applied following industry guidelines.
- Turf will be fertilized **six (6)** times per year. Insects & Disease will be treated on every visit.
- We will proactively treat for weeds in the turf grass throughout the year.
- Please note we cannot be responsible for resistant strands of chinch bugs. An Arena ® application will be applied during the month of June.

Please note these treatments do not cover mole crickets or non-turf and non-ornamental insects such as: snakes, moles, armadillos, rats, fleas, carpenter ants and termites.

### **Special Services**

- Top Notch will supervise and direct the work of its employees to the best of its ability. The company will be responsible for all procedures, coordination of services, and actions of its employees during grounds maintenance operations.
- Top Notch personnel shall maintain a neat appearance in company uniform.

### **Extra Work**

Work performed under this category will be done on a time and materials basis and is not included in the contract maintenance price. Estimates for proposed work, when requested, will be submitted for approval and authorization prior to the start of the extra work.

- Mowing of vacant lots or areas not covered under the standard agreement.
- Edging / string trimming of utility boxes or other structured surfaces on vacant lots or in areas not covered by the standard contract.
- Tree removal and trimming not covered by the standard contract.
- Staking, guying, or tying of trees and shrubs. (Or the undoing of same from original installation(s) not performed by Top Notch). This will be billed on a per man hour basis.
- Replenishing mulch / pine bark beyond the requirements of the standard contract.
- General clean up of areas not covered by the standard contract.
- Maintenance of areas not covered by the standard contract.
- Repairs to the irrigation system not caused during standard grounds maintenance.
- Major clean-up due to storms, hurricanes, tornadoes, or other acts of God.
- Any other special requests.

### **Sub-Contractor Disclosure**

Top Notch shall reserve the right from time to time or as needed to sub-contract certain services required to maintain your property. Top Notch **does not** intend to sub-contract general maintenance services, only those services that may require special equipment, or expertise. Top Notch will not accept a “kick back” or any compensation other than any reasonable administration fees from using such sub-contractors. Top Notch is simply providing this service as a convenience to our customers.



Town of Oakland

**CHARGE SPECIFICATIONS**

**Common Ground Areas**

Site #1 - Landscape Maintenance Services	\$ 26,800.00
Site #2 - Landscape Maintenance Services	\$ 23,800.00
Site #3 - Landscape Maintenance Services	\$ 23,800.00
Fertilization	Included
Annual Total	\$ 74,400.00
<b>Monthly Installment:</b>	<b>\$ 6,200.00</b>

**Additional Services as requested**

Replacement of mulch / pine bark	\$ 70/cubic yard – installed
Additional Work Services	\$ 50.00 / per man hour
Irrigation Repair	\$ 85.00/per man hour+materials

Submitted by:

Rodney L. Yawn	12-1-25
Top Notch Landscaping, Inc.	Date

The Proposal for Grounds Maintenance Services has been read, understood, and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025. Acceptance constitutes a contractual agreement for the period of one year to commence on \_\_\_\_\_, 2025. This agreement will be for a period of one (1) year with annual automatic renewals at an increase of 4% per year. The automatic renewal of this agreement is subject to the party’s renegotiation of the scope of services provided by Top Notch Landscaping, Inc. and compensation paid by owner. Termination of this contract for non performance shall require a minimum of 60 days written notice. Payments are due on or before the 1<sup>st</sup> of each month for Services performed during the preceding month.

\_\_\_\_\_  
Owner or Owner’s Representative

\_\_\_\_\_  
Top Notch Landscaping, Inc.

**Top Notch Landscaping, Inc.**  
**FREQUENCY OF SERVICES (approx. 42 CUTS / YEAR)**

<b>Function</b>	<b>Frequency</b>	<b>Total</b>
Mowing	weekly April through October, biweekly November through March	42
Mowing Ponds	bi-weekly April through October, monthly November through March	21
Edging / String Trimming	weekly April through October, biweekly November through March	42
Weeding	weekly April through October, biweekly November through March	42
Pruning / Trimming	bi-weekly April through October, monthly November through March	21
Clean Up - Blowing	weekly April through October, biweekly November through March	42
Mulch/Pine Straw Replenishment	As Requested	
Annual Replacement	As Requested	
Irrigation Inspection	As Requested	
Plant Material Inspection	During Service	42
Additional Services	As requested	

**References:**

- |   |   |
|---|---|
| <p>1) Mike Parker – Public Works Director<br/> Town of Oakland<br/> Oakland, FL 34760<br/> 407-427-8835</p>           | <p>4) Lisa Thomas - Lake Crescent Hills HOA<br/> Sentry Management, Inc.<br/> Clermont, FL 34711<br/> 352-243-4595 Ext. 59007</p> |
| <p>2) Paul Rountree – Regional President<br/> Mainstreet Community Bank<br/> Clermont, FL 34711<br/> 407-467-0685</p> | <p>5) Richard Drake - Louisa Pointe HOA<br/> Sentry Management, Inc.<br/> Clermont, FL<br/> 352-243-4595 Ext. 59008</p>           |
| <p>3) Chris Light – Arrowhead HOA<br/> HOA President<br/> Clermont, FL 34711<br/> 407-470-9621</p>                    | <p>6) Don Bonnette<br/> Bonnette Commercial Properties<br/> Groveland, FL 34736<br/> 407-491-4008</p>                             |



**Lawn & Landscape Services**  
*Serving Central Florida since 1993*

**LANDSCAPE MAINTENANCE PROPOSAL**

For

Town of Oakland

Prepared: December 1<sup>st</sup>, 2025  
By: Jason Adams



December 1, 2025

TO: Town of Oakland  
ATTN: Scott Townsend

RE: Landscape Maintenance Proposal

Thank you for the opportunity to continue providing landscape services for your community.

As requested, please find following landscape maintenance proposal for Site #2 to include Oakland Charter School and Oakland Fire Department / Oakland Police Department.

Once again, thank you for your consideration of our proposal, and please feel free to contact me directly at (407) 312-1282 should you have any questions regarding our proposal.

Attentively,

Jason Adams, President  
JLC Outdoors, Inc.  
(407)595-5818  
[Jason@jlcoutdoors.com](mailto:Jason@jlcoutdoors.com)  
[www.jlcoutdoors.com](http://www.jlcoutdoors.com)



## **Town of Oakland Site #2**

**Oakland Charter School  
Oakland Fire Department  
Oakland Police Department**

**\*Map included**

## **Landscape Maintenance**

### **Mowing**

1. JLC Outdoors will remove all trash and debris before mowing to prevent dispersal and equipment damage. Turf shall be maintained at horticulturally accepted heights appropriate to the grass species and seasonal conditions (typically 4" for bahia and 4 ½" for saint augustine).
2. Mowing shall be performed weekly during the growing season and as determined by the JLC Outdoors and Town during remainder of year. The growing season may vary annually. JLC Outdoors shall remain available year-round, excluding recognized major holidays.
3. JLC Outdoors shall clean up any debris or clippings displaced onto adjacent properties or roadways.
4. Any damage to buildings, trees, utilities, or other structures shall be reported to the Town within twenty-four (24) hours.
5. Immediately following mowing, JLC Outdoors shall remove all grass clippings, litter, and debris from mowed areas and adjacent surfaces, including walkways, curbs, drives, roadways, landscaped beds, buildings, and fences, to meet Town standards.
6. Mowing shall be performed in a manner that prevents debris from being propelled toward buildings, plant beds, storm drains, or mulched areas.

## **Equipment**

1. JLC Outdoors shall provide all labor, tools, and equipment necessary to perform the work described herein. Should any equipment be non-operational, JLC Outdoors shall obtain replacement or rental equipment at its own expense to complete the required services.

2. All costs associated with equipment replacement or rental shall be borne solely by JLC Outdoors; no additional charges shall be assessed to the Town.

## **Edging**

1. JLC Outdoors shall edge all drives, curbs, parking areas, sidewalks, walkways, fences, and other areas suitable for edging during each site visit using mechanical edgers.
2. When edging along mulched plant beds, care shall be taken to prevent disturbance. Any negligently displaced or damaged mulch shall be smoothed or replaced at JLC Outdoors expense.

## **Line Trimming**

1. Line trimming shall be performed along fence lines, around trees, structures, light pole bollards, car stops, and in areas inaccessible to mowing equipment.
2. Line trimming shall only be performed around trees with a maintained mulched bed of at least twenty-four (24") in diameter. Care shall be taken to prevent girdling or damage. Trees without properly maintained mulch beds shall not be line trimmed.

## **Removal, Hauling, and Disposal; Pavement Cleaning**

1. JLC Outdoors shall remove all debris from walkways, drives, parking areas, roadways, and curbs, including grass clippings, fallen fronds, branches, and litter (bottles, cans, broken glass, paper, etc.). Any debris displaced onto adjacent properties or roadways shall be cleaned.
2. All collected debris shall be removed from Town property and disposed of in compliance with applicable federal, state, and local regulations. JLC Outdoors shall provide all necessary containers, vehicles, and labor, and shall ensure debris is removed immediately rather than stored on-site.
3. Drives, parking areas, and walkways shall be cleaned during each visit using leaf blowers or appropriate equipment, and all conspicuous litter shall be removed.

## **Weeding, Weed Control, and Bed Maintenance**

1. Landscaped beds and mulched areas shall be always maintained weed-free.
2. Weeding shall include all plant beds, shrubs, trees, signposts, utility poles, benches, fences, curbing, bull noses, and gutters. Weeding may be performed by hand or with selective herbicides. Spot treatments shall be applied as necessary and weed debris must be removed and disposed of off-site.
- 3.

## Pruning

1. All trimming and pruning shall follow International Society of Arboriculture (ISA) guidelines.
2. Hedges, shrubs, ornamental trees, and ground cover shall be maintained to present a neat, well-kept appearance. All sucker growth shall be removed during each visit.
3. Diseased or damaged wood and shrubs shall be removed as needed.
4. Crape myrtles will be pruned one (1) time per year and all debris hauled from site.

## Replacement Plants

1. JLC Outdoors shall replace any trees, palms, shrubs, or other plants damaged or destroyed due to Vendor negligence or failure to comply with this agreement. Replacement and restoration shall be at no additional cost to the Town.
2. The Town reserves the right to purchase replacement plants directly or request JLC Outdoors to provide pricing for replacements on an as-needed basis.

\*Written in formal, enforceable contract language

\*Clear on responsibilities, standards, and obligations

Work performed under this category will be done on a time and materials basis and is not included in the contract maintenance price. Estimates for proposed work, when requested, will be submitted for approval and authorization prior to the start of extra work. Examples include, but are not limited to:

- 1) Tree / palm removal and trimming not covered by the standard agreement.
- 2) Staking, guying, or tying of trees and shrubs, or, undoing of the same.
- 3) Landscape design and installation.
- 4) Annuals replacement.
- 5) General cleanup of areas not covered by the standard agreement.
- 6) Repairs to irrigation system not caused by negligence during property maintenance.
- 7) Excessive clean up required because of storms, hurricanes, tornadoes or other acts of nature.
- 8) Any special requests.

### Damage Waiver

JLC Outdoors, Inc. **will** be responsible for any irrigation equipment, landscape lighting and/or other personal property damaged negligently during the maintenance process at no cost to you. JLC Outdoors, Inc. shall not be responsible for damage or repairs to underground wiring, underground pipe, control valves, pumps, clocks, or timers.

JLC Outdoors, Inc. is not responsible for damage caused by same or others for improperly

installed irrigation systems or malfunctioning such as non-receding heads and heads protruding from ground level, exposed pipe, wire, etc.

JLC Outdoors, Inc. is not responsible for any damage caused to the landscape for causes beyond our control such as acts of nature, heavy rain, drought, freeze, or regressed plant material. Any required clean-up and / or replacement due to causes beyond our control will be considered billable and proposal with scope of work and costs will be presented to the Town for approval.

## Terms

J.L.C. Outdoors Inc. agrees to maintain the landscape as described herein for The Town of Oakland, in the manner prescribed for the annual amount of Seventy Six Thousand Eight Hundred Dollars (\$76,800.00) payable in twelve (12) monthly installments of Six Thousand Four Hundred Dollars (\$6,400.00). Invoices will be sent out by the 5th day of each service month and due and payable by the last day of each service month.

This agreement is effective when signed by both the Client and Contractor and continues in effect for (12) months. This agreement may be cancelled by either party at the (12) month mark with or without cause with written notice 60 days in advance.

In the event of litigation by either party, the prevailing party shall be entitled to recover court costs and reasonable attorney fees. This agreement shall be governed by the laws of Florida.

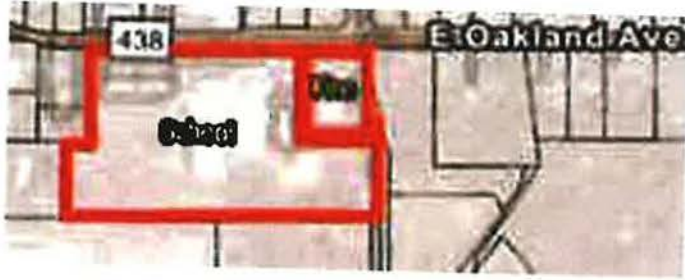
For, The Town of Oakland for, JLC OUTDOORS, INC.

by, \_\_\_\_\_ by, Jason Adams

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

We thank you for your consideration of our proposal and look forward to being of service to you. Please feel free to contact our office at (407) 595-5818 if you have any questions.



+

**Client Information Sheet**

Bill To: \_\_\_\_\_

Billing Address:

\_\_\_\_\_  
\_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Exact wording for Additional Insured:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail Certificates to:

\_\_\_\_\_  
\_\_\_\_\_

Additional Property Info:

\_\_\_\_\_  
\_\_\_\_\_



## Town of Oakland

Town Center, Arts and Heritage Museum, Events  
Building & Water Facility

### Exhibit A

## Landscape Management Service Pricing Sheet

### Core Maintenance Services

#### Mowing and Detail

\$27,380.00

*Includes Mowing, String Trimming, Edging and Cleanup. Shrub Pruning, Grape Myrtle Pruning  
Shrub Bed Weed Control and Clean Up*

**42 Visits**

#### Fertilization and Pest Control

\$6,400.00

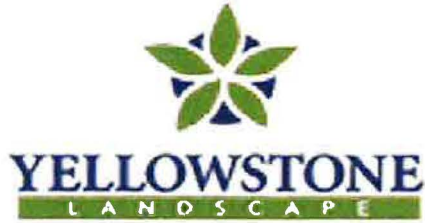
*Includes fertilization, broadleaf weed control, insect control and fungicide*

**6 Turf Applications and 2 Shrub Applications**

Grand Total Annual  
Monthly

\$33,780.00  
\$2,815.00

*Excellence*  
IN COMMERCIAL LANDSCAPING



## Town of Oakland

Oakland Fire Department/Police Department

### Exhibit A Landscape Management Service Pricing Sheet

#### Core Maintenance Services

#### Mowing and Detail

\$5,904.00

*Includes Mowing, String Trimming, Edging and Cleanup. Shrub Pruning, Crape Myrtle Pruning  
Shrub Bed Weed Control and Clean Up*

**42 Visits**

Grand Total Annual  
Monthly

\$5,904.00  
\$492.00

*Excellence*  
IN COMMERCIAL LANDSCAPING



**Town of Oakland**  
Oakland Charter School

**Exhibit A**  
**Landscape Management Service Pricing Sheet**

Core Maintenance Services

**Mowing and Detail**

\$34,464.00

*Includes Mowing, String Trimming, Edging and Cleanup. Shrub Pruning, Grape Myrtle Pruning  
Shrub Bed Weed Control and Clean Up  
42 Visits*

Grand Total Annual	\$34,464.00
Monthly	\$2,872.00

*Excellence*  
IN COMMERCIAL LANDSCAPING



**Town of Oakland**  
Site #3 Oakland Ave ROW

**Exhibit A**  
**Landscape Management Service Pricing Sheet**

Core Maintenance Services

**Mowing and Detail**

\$21,600.00

*Includes Mowing, String Trimming, Edging and Cleanup. Shrub Pruning, Crape Myrtle Pruning*

*Shrub Bed Weed Control and Clean Up*

**42 Visits**

Grand Total Annual  
Monthly

\$21,600.00

\$1,800.00

*Excellence*  
IN COMMERCIAL LANDSCAPING

# AGREEMENT

## COMPENSATION SCHEDULE:

The Client agrees to pay Yellowstone Landscape **\$95748.00** annually, in equal monthly installments billed in the amount of **\$7979.00** upon receipt of invoice.

Billing to be reflective of homes included and are part of the bulk maintenance services.

Charges will increase at the commencement of each additional automatic twelve (12) month renewal term per the Agreement Renewal section on the following page of this agreement. Charges for plant materials and ground coverings are subject to change based on market price fluctuations.

The TERMS AND CONDITIONS following and the EXHIBITS attached hereto constitute part of this agreement.  
**Presented by:** Yellowstone Landscape      **Accepted by:**

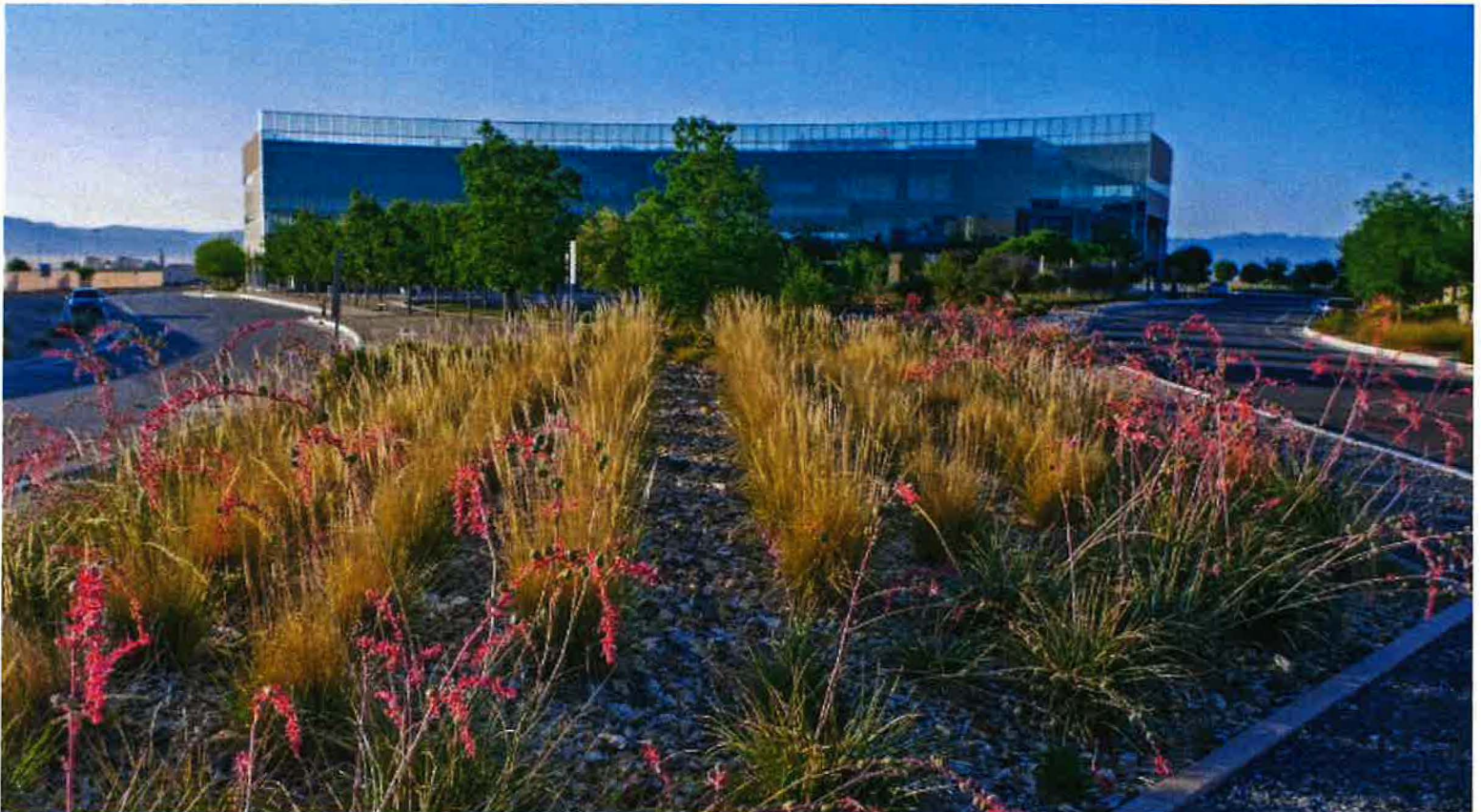
 SIGNATURE  
Scott Townsend

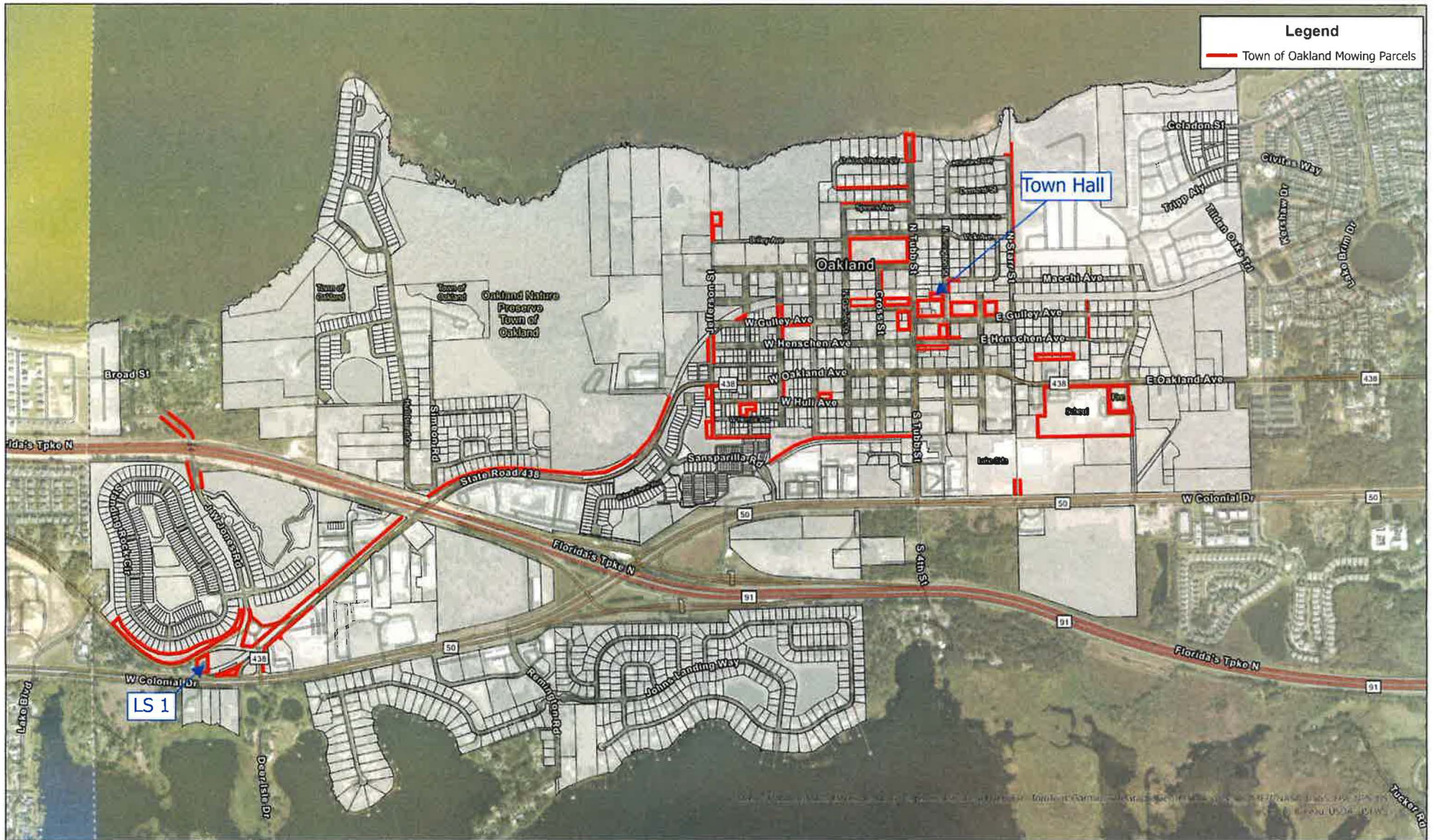
---

**Printed Name:** Christopher Adornetti, Officer  
**Date:** Not yet accepted

---

**Printed Name:**  
**Date:** Not yet accepted





**Legend**  
 — Town of Oakland Mowing Parcels

Figure  
1

**Town of Oakland  
Parcel Map**



Date September 2025





*Proposal for Common Grounds Maintenance Services*

*Top Notch Landscaping, Inc.*

*For:*

*Town of Oakland  
Attn: Scott Townsend  
Oakland, FL 34760*

*Submitted by: Rodney L. Yawn, President*

### **Clean Up / Blowing**

- All common areas will be cleared of litter prior to mowing.
- All beds will be cleared of litter.
- All debris generated during the contracted grounds maintenance operation will be blown from the sidewalks, curbs, and street.
- Excess debris, including fallen leaves, will be removed on an as requested basis (see Extra Work section.)

### **Mulch / Pine Bark/ Pine Straw**

- As requested, all tree, shrub, and plant beds will receive mulch / pine bark/ pine straw one time per contract year. This charge will be billed on a separate invoice and is not included in the yearly fee. (Please see "Extra Work").

### **Annuals**

- Annuals can be installed on an as requested basis for an additional charge.

## ***Fertilizer Program***

- Lawn fertilizer will be applied following industry guidelines.
- Turf will be fertilized **six (6)** times per year. Insects & Disease will be treated on every visit.
- We will proactively treat for weeds in the turf grass throughout the year.
- Please note we cannot be responsible for resistant strands of chinch bugs. An Arena ® application will be applied during the month of June.

Please note these treatments do not cover mole crickets or non-turf and non-ornamental insects such as: snakes, moles, armadillos, rats, fleas, carpenter ants and termites.

### **Special Services**

- Top Notch will supervise and direct the work of its employees to the best of its ability. The company will be responsible for all procedures, coordination of services, and actions of its employees during grounds maintenance operations.
- Top Notch personnel shall maintain a neat appearance in company uniform.



Town of Oakland

**CHARGE SPECIFICATIONS**

**Common Ground Areas**

Site #1 - Landscape Maintenance Services	\$ 26,800.00
Site #2 - Landscape Maintenance Services	\$ 23,800.00
Site #3 - Landscape Maintenance Services	\$ 23,800.00
Fertilization	Included
Annual Total	\$ 74,400.00
<b>Monthly Installment:</b>	<b>\$ 6,200.00</b>

**Additional Services as requested**

Replacement of mulch / pine bark	\$ 70/cubic yard – installed
Additional Work Services	\$ 50.00 / per man hour
Irrigation Repair	\$ 85.00/per man hour+materials

Submitted by:

Rodney L. Yawn	12-1-25
Top Notch Landscaping, Inc.	Date

The Proposal for Grounds Maintenance Services has been read, understood, and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025. Acceptance constitutes a contractual agreement for the period of three years to commence on \_\_\_\_\_, 2026. This agreement will be for a period of three (3) years with annual automatic renewals at an increase of 3% per year. The automatic renewal of this agreement is subject to the party’s renegotiation of the scope of services provided by Top Notch Landscaping, Inc. and compensation paid by owner. Termination of this contract for non performance shall require a minimum of 30 days written notice. Payments are due on or before the 1<sup>st</sup> of each month for Services performed during the preceding month.

\_\_\_\_\_  
Owner or Owner’s Representative

\_\_\_\_\_  
Top Notch Landscaping, Inc.

**TOWN OF OAKLAND, FLORIDA**  
**STANDARD CONTRACT ADDENDUM**

**THIS STANDARD CONTRACT ADDENDUM** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the TOWN OF OAKLAND, a Florida municipality, hereinafter referred to as the “Town”, and TOP NOTCH LANDSCAPING, INC., A Florida for-profit corporation with its principal address located at 14146 C.R. 455 Clermont, FL 34711 hereinafter referred to as “Contractor”, concerning that Proposal for Common Grounds Maintenance Services dated the 1st day of December, 2025 (“Agreement”).

**WITNESSETH:**

**WHEREAS**, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’s compliance for Florida’s Public Records Act; and

**WHEREAS**, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

**WHEREAS**, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

**WHEREAS**, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their contractors and subcontractors; and

**WHEREAS**, Section 287.133 and 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists or convicted vendor list; and

**WHEREAS**, additional terms consistent with Sections 282.3185(5) and (6) related to data management and Section 287.05701 related to social government and corporate activism are also added by virtue of this Addendum; and

**WHEREAS**, Section 286.101, Florida Statutes contains a list of “foreign countries of concern” including, the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such “foreign country of concern”. Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those “foreign countries of concern” to the Florida Department of Financial Services; and

**WHEREAS**, Section 787.06(13), Florida Statutes provides that when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in such statute; and

**WHEREAS**, pursuant to Section 252.505, Florida Statutes, each local government contract for goods or services related to emergency response for a natural emergency entered into, renewed, or amended on or after July 1, 2025, must include a provision that requires a vendor or service provider that breaches such contract during an emergency recovery period to pay a \$5,000 penalty and damages.

**NOW, THEREFORE**, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

**1. Amendment.** This Addendum hereby amends and supplements the terms of the Agreement. In the event of a conflict between the terms of the Agreement and terms of the Addendum, the terms of the Addendum shall prevail.

**2. Public Records Compliance.** Contractor agrees that, to the extent that it may "act on behalf" of the Town within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.
- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF**

**CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**TOWN HALL  
KATHY HEARD, TOWN CLERK  
230 N TUBB STREET  
OAKLAND, FL 34760-0098  
[KHEARD@OAKLANDFL.GOV](mailto:KHEARD@OAKLANDFL.GOV)  
(407) 656-1117, EXT. 2110**

**3. Public Records Compliance Indemnification.** Contractor agrees to indemnify and hold the Town harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Orange County Circuit Court on an expedited basis to enforce the requirements of this section.

**4. Compliance/Consistency with Section 768.28, Fla. Stat.** Any indemnification or agreement to defend or hold harmless by Town specified in the Agreement shall not be construed as a waiver of Town's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by Town in the Agreement in derogation hereof shall be void and of no force or effect.

**5. Non-appropriation.** Town's performance and obligation to pay under this Agreement is contingent upon an appropriation during the Town's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the Town Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year end shall be without penalty or expense to the Town subject to the Town paying all invoices for services rendered during the period the Agreement was funded by appropriations.

**6. E-Verify Compliance.** By entering into this Agreement, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes "Employment Eligibility," as amended from time to time. This includes but is not limited to register with and use the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Contractor attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor agrees to maintain a copy of such affidavit for the duration of this Agreement. Failure to comply with this paragraph will result in the termination of this Agreement as provided in Section 448.095, Florida Statutes,

as amended and Contractor will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Contractor will also be liable for any additional costs to the Town as a result of the termination of this Agreement in accordance with this paragraph. Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Florida Statutes, Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Florida Statutes.

**7. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with Town for goods or services of any amount may be terminated at the option of Town if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of Town if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

**8. Disclosure Requirements for "Foreign Countries of Concern".** CONTRACTOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable

“foreign country of concern” and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any contract, such entity must provide a copy of such disclosure to the Department of Financial Services”. Pursuant to section 268.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

**9. Venue and Jurisdiction.** Notwithstanding any of other provision to the contrary, this Agreement and the parties’ actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally: i) consents to submit and does submit to the jurisdiction of the Circuit Court in and for Orange County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

**10. Attorneys’ Fees and Costs.** Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys’ fee and costs.

**11. Public Entities Crime or Convicted Vendor List.** Contractor agrees and assumes a continuous duty to disclose to the Town if the Contractor or any of its affiliates as defined by Section 287.133(1)(a), Florida Statutes are placed on the Convicted Vendor List or the Antitrust Violator Vendor List maintained by the Florida Department of Management Services.

**12. Data Management; Notice of Breach.** Contractor shall cooperate with the Town and provide timely incident reporting, response activities/fact gathering, public and agency notification, severity level assessment, after-action reports, etc., which the Town must report in accordance with Sections 282.3185(5) & (6), Florida Statutes in the event of a data breach.

**13. Environmental and Social Government and Corporate Activism.** The Town has not given preference or requested documentation from the Contractor based on Contractor’s social, political or ideological interest. Contractor agrees to similarly not request documentation or give preference to any subcontractor based on the subcontractor’s social, political or ideological interests.

**14. Taxes.** The Town shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the Town is exempt from same by Florida law, including but not limited to any sales or use tax.

**15. No coercion for labor or services.** The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

“Coercion” means:

1. Using or threatening to use physical force against any person;

2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;

3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;

4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

5. Causing or threatening to cause financial harm to any person;

6. Enticing or luring any person by fraud or deceit; or

7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

**16. Force Majeure.** The Town reserves the right to suspend, modify or terminate this contract in the event of an act of god or act of man beyond the control of the parties, including but not limited to a hurricane, tropical storm, tornado, or other destructive weather event, flooding, pandemic, plague, war, armed conflict, domestic or foreign terrorism, riot, labor condition, state or federal governmental action, and catastrophic Internet disturbance, making performance inadvisable, economically impracticable, illegal, or impossible.

**17. Conflicts.** By entering into this agreement, the Contractor represents that it currently is not providing professional services to any third party person or entity on any project or development for which project or development approval is currently pending or proposed or for which an application is being prepared for submittal to the Town of Oakland for review or approval and further agrees that during the term of this agreement, the Contractor will not provide professional services to any third party person or entity as to any project or development for which development or project approval is pending or proposed or for which an application is being prepared for submittal to the Town of Oakland for review or approval.

**18. Breach of Agreement for Goods or Services Related to Emergency Response for Natural Disaster Pursuant to Section 252.505, Florida Statutes.** Pursuant to Sec. 252.505, Fla. Stat., if vendor breaches this agreement during an emergency recovery period (1-year period beginning upon Governor's initial declaration of a natural emergency) Contractor shall pay a \$5,000 penalty and damages, which may be either actual and consequential damages or liquidated damages in addition to any other consequential damages or liquidated damages that may otherwise be due under the terms of the agreement.

**19. Additional Terms.** Notwithstanding any of other provision to the contrary, the parties agree as follows:

**a. Term.** The initial term of the Agreement shall be for a period of three (3) years with two automatic one (1) year renewals.

**b. Pricing.** The final cost of Services under the scope of the Agreement, as provided in the attached **Exhibit A**, shall increase annually at a fixed rate of 3% per year.

Payments are due on or before the 1st of each month for Services performed during the preceding month.

- c. **Termination.** Town may terminate the Agreement at any time by providing Contractor with thirty (30) days prior written notice. Contractor may terminate the Agreement only upon Town's non-performance or default under the terms of the Agreement and shall provide thirty (30) days written notice to the Town.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing Section 15 above and that the facts stated in it are true.

**TOP NOTCH LANDSCAPING, INC.**

By   
Rodney L. Yawn, as its President and authorized agent

Date: 12-9-2025

**TOWN OF OAKLAND, FLORIDA**  
By: Town of Oakland Town Commission

By: \_\_\_\_\_  
Shane Taylor, Mayor

*(Complete if signed by Mayor.)*

ATTEST:

\_\_\_\_\_  
Kathy Heard, Town Clerk

Date signed by TOWN: \_\_\_\_\_



**STAFF MEMO  
ITEM 4f**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Elise Hui, Town Manager  
**RE:** Approval of Waste Pro Request for CPI Adjustment

**BACKGROUND:**

On October 27th, we received a CPI adjustment letter from Waste Pro. Per Article 14.3.1. of the Solid Waste Collection Franchise Agreement, "Beginning February 1, 2026 and each February 1 for the remaining term of the Agreement, the Collection Services rate (Collection Fee) shall be adjusted. The Collection Fee shall be adjusted based on the change in the Consumer Price Index (CPI) between the average monthly CPI from October through September in the year prior, and the average monthly CPI from October through September in the most recent year. The CPI will be the Consumer Price Index for All Urban Consumers Garbage and trash collection in U.S. city average, all urban consumers, not seasonally adjusted, published by the United States Department of Labor, Department of Labor Statistics. Per the attached letter, Waste Pro has calculated this change to be 5.19%. I have also verified that this number is accurate.

**RECOMMENDATIONS:**

Staff recommends that the Mayor and Town Commission approve Waste Pro's request for a CPI adjustment in the amount of 5.19% in accordance with the Solid Waste Collection Franchise Agreement.

**FINANCIAL IMPACTS:**

The estimated cost of increase per household per month is \$1.41 or \$16.92 a year. The new base amount will be \$28.25 per month. This amount will be included in the residents' monthly utility bill.

**ATTACHMENTS:**

Letter from Waste Pro requesting a CPI adjustment increase.



October 27, 2025

Ms. Elise Hui  
Town Manager, Town of Oakland  
230 N. Tubb Street  
Oakland, FL 34760

**Re: CPI Adjustment**

Dear Ms. Hui,

In accordance with Article 14.3.1 Collection Fee, of the Solid Waste Collection Franchise Agreement, beginning February 1, 2026, and each February 1 for the remaining term of the Agreement, the Collection Services rate (“Collection Fee”) shall be adjusted. This change is based on the change in the Consumer Price Index (CPI) between the average monthly CPI from October through September in the year prior, and the average monthly CPI from October through September in the most recent year using the Consumer Price Index for All urban Consumers Garbage and trash collection in the U.S. city average, published by the U.S. Department of Labor, Department of Labor Statistics – Series ID: CUUR0000SEHG02. Waste Pro calculated this change to be 5.19% per the below:

$$5.19\% = \frac{\text{Oct. '24 - Sep. '25 Avg (640.832 - 609.239)} \text{ Oct. '23 - Sep. '24 Avg.}}{\text{(609.239) Oct. '23 - Sep. '24 Avg.}}$$

Thank you for your consideration of this matter. Please contact me with any questions or additional information.

Sincerely,

**Regina M Caronia**

Regina Caronia  
Division Manger  
Waste Pro of Florida, Inc.  
[rcaronia@wasteprousa.com](mailto:rcaronia@wasteprousa.com)  
Cell: 407-795-1264



**ITEM 7**  
**Elise Hui, Town Manager**  
**Manager and Staff Reports**

---

**MEETING DATE:** January 13, 2026  
**TO:** Town Commission  
**FROM:** Elise Hui, Town Manager  
**RE:** Town Manager and Staff Reports

**Principal Dwyer**

As we reach the halfway point of the school year, I wanted to share a few quick updates from OACS.

We are thrilled to share that we have new signage at the front of the school thanks to Empire Foam. We are so pleased with the result and are tremendously grateful for the generosity of Empire Foam.

We completed our mid-year FAST progress monitoring assessments in December and are using the data to help guide instruction as we head into the second half of the year. We are excited to kick off the new year with a busy and engaging January. Our PTO is starting us off with a School Spirit Night on January 13, followed by a PTO parent meeting on January 20. We will have a half-day on January 16 to allow time for parent-teacher conferences, and students will celebrate the 100th Day of School on January 22 with fun, teacher-planned activities. On January 29, we will host our Science Curriculum Night from 5:00–6:30 PM, along with an in-person Parent Night at the Scholastic Book Fair. We will wrap up the month with Literacy Week and the Book Fair, running January 26–30.

**What is to come from some of our Specials Team in January:**

**Media** – Students will learn how to read call numbers on books as they prepare to use the library search tool to find titles they are interested in. We will cover the basics of alphabetization and give a brief overview of the Dewey Decimal System. Students will then put their skills into practice with a fun scavenger hunt to locate books in the library.

**Learning Lab** - Students will strengthen their computational thinking and coding skills through a variety of engaging, hands-on digital activities. Using Learning.com, students will practice core thinking and coding concepts while applying their skills creatively by designing Spirit Day T-shirts and developing detailed bedroom blueprints. To further support problem-solving and logical reasoning, students will collaborate to solve Digital Breakout EDU puzzles that require sequencing, pattern recognition, and critical thinking. These interactive experiences connect creativity, design, and coding to reinforce the Learning Lab’s thinking and coding objectives in meaningful and motivating ways.

**STEM** - This month in STEM, 5th grade students will be working on designing 3D podiums to honor Dr. Martin Luther King Jr. inspired by his “I Have a Dream” speech. Third and fourth grade students will explore basic coding through our new coding program - Learning.com. K-2 grades will be learning about weather patterns through hands-on projects like creating symmetrical snowflakes and 3D snowman creations.

Town Manager and Staff Reports  
January 13, 2026

**PE** - January will focus on all things leading up to the Super Bowl! We will play corn hole, which is a fun way to work on our throwing and aiming. We are going to go over the correct ways to hold, throw, and pass a football, while brushing up on the basics of football rules. If the weather permits, we will play some no contact flag football out in the field!

**Living Well** - This month we will be learning about cooperation. We will use the cooperation acronym SLIDES to teach cooperation skills. The lessons will involve fun, hands-on activities like Balloon Frantics, Tied in Knots, and partner drawing, combined with discussions on active listening, sharing, taking turns, contributing ideas, and showing appreciation and encouragement.

**Art** – We will be working on a winter theme. Kinder and 1st grade are working on fine motor skills and craftsmanship through paper sculptures and more advanced drawing prompts that help them to understand different techniques they can use to progress in their art skills. They will have multiple ways to explore art materials and practice all the techniques we have been learning. In 2nd grade, we are beginning our curriculum night project based on Bob Ross' style of painting. They will learn about landscapes, painting techniques and creating "happy little trees." 3rd-5th grade are working on creative thinking and composition by creating large scale drawings of different winter themes. Each grade level is given multiple drawing prompts that they will use to create their winter scenes. This will challenge them on composition and problem solving as they work out how they want to combine the prompts and then expand on their ideas to create their detailed winter art.

**Important Dates:**

- January 15 – Q2 Report Cards Available Skyward Access
- January 16 – Noon Release – Parent/Teacher Conferences
- January 19 – Holiday – No School
- January 29 – Science Night 5:00-6:30



**New Entrance**



**Former Entrance**



Town Manager and Staff Reports  
January 13, 2026

**Police Chief Esan**

Please see attached letter with reports from December 2025.

**Community Outreach Manager Dattolo**

Please see attached monthly report for December and upcoming event flyer.

**Human Resources Manager Woosypiti**

Please see attached January 2026 Employee Anniversary Report.

**Town Manager Hui**

12/16 – Attended meeting with other city/town managers and Senator Truenow to discuss future of Lake Apopka, continuation of efforts to restore lake water quality.

1/7 – Mike and I went to Orange County for discussion on Lake Apopka Outfall Canal and potential Oakland Park weir rebuild.

Town Hall Offices will be closed on January 19<sup>th</sup> in observance of Martin Luther King Jr. Day.

Please visit [www.Oaklandfl.gov](http://www.Oaklandfl.gov) (Town News) for the latest news about the Town.



*Darron Esan*  
*Chief of Police*

January 6, 2026

TO: Ms. Elise Hui  
Oakland Town Manager

FROM: Darron Esan  
Chief of Police

SUBJECT: December 2025 Police & Code Enforcement Activity Report

During the month of December, Code Enforcement opened a total of nine (9) new cases with four (4) remaining open and five (5) coming into compliance with Town Code requirements. A total of 22 snipe signs were picked up from miscellaneous areas around the Town as well.

The police department completed a total of eight (8) criminal reports, five (5) arrest reports, four (4) miscellaneous reports, three (3) Information reports, and one (1) criminal traffic citations. There were eight (8) traffic crashes with two (2) complaining of injuries. A total of two hundred twenty (220) traffic stops were completed with ninety-three (93) citations and one hundred twenty-seven (127) verbal warnings issued.

The camera project for the Town continues to progress. The contract (proposed) has been presented to CJS Communications and has been signed. The contract will be included in the Consent Agenda portion of the January 13, 2026, Town Commission meeting. If approved, we will move forward with the installation of all cameras. The first-year service fees are included in the contract and will not have any additional financial impact on each department. The future years will need to be budgeted within each department's budget moving forward.

Shop with a Cop was held on December 17, 2025, at the Wal Mart in Clermont, Florida. This event was a tremendous success with 23 children receiving \$100 gift cards to shop with. Many Oakland PD officers/employees volunteered their time to attend and participate in this event which was an excellent overall representation of Oakland PD.

We continue to screen applicants for the three open Reserve Officer positions. We hope to have these positions filled in February 2026 with an Orientation class beginning in the first week in March. We have had several applicants, but many have been disqualified during the process due to various reasons.

If you have any questions regarding the above information, please feel free to contact me. Please see the attachments in regard to the Code Enforcement and monthly crime reports.

Thank you,

*Darron Esan*

Chief of Police

Oakland Police Department

540 E. Oakland Avenue • P.O. Box 521 • Oakland, FL 34760  
phone: 407-656-9797 • www.oaklandpd.com • fax: 407-656-9515



*Darron Esan  
Chief of Police*

**Oakland Police Department**  
**Code Enforcement Division**

**Below please find a list of all the new code enforcement incidents for  
December 2025 (location and violation)**

**1. Johns Lake Mobile Park. 42-32 Clearing lot.**

- . Violation Sec. 42-32  
Courtesy notice was mailed to the location on 9/2/2025.  
Contacted the property manager about the tall grass and garbage on the property.
- . On 9/7/2025 The property was inspected and found to comply.
- . On 9/7/2025 I contacted The Florida Department of Health about complaints of no Hot Water on the property.
- . The contract from the department of Health (AMBER) stated they will inspect the location for violations.
- . This property is still in compliance as of 11/30/2025.

**2. 17211 W/Colonial. Violation Sec. 42-32 Clearing Lot**

- . I spoke with the property owner and advised him of a fire that occurred on his property and that there is a problem with people setting up a camp on the property.
- . I informed the owner that he could collaborate with the police department to get a criminal trespass set up for the property. I also advised the owner that he might want to trim the grass so we would have a better sight line of the property to discourage trespassers.
- . The owner is collaborating with the police department to better the property.
- . **This case will remain open.**

### **3. 125 S. Starr. SEC.42-32 Lot clean up Tree Down on property**

- . Code Violation letter was sent on 10/30/2025. The owner of the property was given an extension till 1/3/2026.
- . **This case is open.**

### **4. 202 Oakland Ave. Sec. 42-32 New Driveway without permit**

- . Code violation letter was sent on 12/21/2025.
- . Homeowners have till 1/6/ 2026 to comply.
- . The Homeowner has complied. The case is closed.

### **5. 91 N. Pollard St. Permit check for driveway and Right of Way New Driveway**

- . No permits could be located.
- . Code Violation letter was Mailed on 10/23/2025. The permit is being obtained by property owner. 11/30/2025
- . Complied 12/10/2025.

### **6. CITGO: Remington Road Complaint**

- . Resident complained that he observed signs on the property and a man was selling produce on the property.
- . On 10/30/2025 I checked the location for the man selling produce.
- . I Observed the individual and asked for his Town of Oakland and Orange County Business Tax Receipt he stated he did not have them. He was given directions that he would have to shut down and obtain his permits before he could reopen.
- . **Case will remain open.**

### **7. 101 N. Nixon Property Clean Up. Sec. 30-25 Nuisances**

- . Property owner complied.12/26 2025.

### **8. 519 W. Hull Ave. Abandoned Vehicle**

- . Vehicle was moved on 12/29/2025.
- . Complied

**9. 219 W. Oakland Ave. Village Lantern Coffee**

- . Permit and sign issues!
- . The investigation is ongoing.

**10. Permit Check 728 Forest - Tree removal**

- . Case will remain open. Still pending 11/30/2025

**Complaints Continually Monitored:**

- **State road 50 / Turnpike bridge - People living under the bridge.**

I spoke with Florida Highway Patrol about this issue, and they cleared out the people from under the bridge and cleaned it up on 7/3/2025.

- **UPDATE 11/30/2025 UNDER THE BRIDGE REMAINS CLEAN**

- **I removed 22-snipe signs in December.**

**Locations where I have spoken to the Homeowners about Snipe Signs and have been removed from those locations:**

- 2 E. Gulley Ave.
- N. Tubb Prairie House was granted permission to put a sign-up during hours of operation.
- 190 Oakland Ave.
- 102 N. Cross Uptown Stitch

## DAILY ACTIVITY SHEET

Dec-25	<u>M. Almodovar</u>	<u>C. Crews</u>	<u>S. Dozier</u>	<u>A. Edwards</u>	<u>B. Fernandez</u>	<u>R. Fisher</u>	<u>J. Gau</u>	<u>D. Hall</u>	<u>N. Hall</u>	<u>J. Hayes</u>	<u>A. Ricks</u>	<u>Rojas</u>	<u>FT Total</u>
<b><u>Calls and Activity</u></b>													
Event Calls	94	32	175	212	122	240	147	311	183	172	94	181	<b>1963</b>
NTA's	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
FIR's	0	0	0	1	0	0	0	0	0	0	0	1	<b>2</b>
Incident Reports	3	0	1	5	2	1	1	1	1	1	0	1	<b>17</b>
Crash Reports	0	0	0	1	1	3	0	1	0	0	0	2	<b>8</b>
Foot Patrol	0	1	14	13	1	12	6	13	22	5	56	3	<b>146</b>
Area Checks	26	1	64	108	40	135	49	210	73	69	4	85	<b>864</b>
Business Checks	11	1	16	24	9	32	24	27	22	38	14	13	<b>231</b>
Vacation House Checks	0	0	6	4	12	0	3	11	4	0	0	2	<b>42</b>
Special Detail/K9 Event	0	0	0	0	0	0	0	0	0	0	1	0	<b>1</b>
<b><u>Traffic Enforcement</u></b>													
Traffic Stops	25	6	26	58	19	17	20	3	8	6	2	20	<b>210</b>
Moving/Non-Moving Citations	16	2	5	47	3	0	8	0	1	0	1	8	<b>91</b>
Written/Verbal Warnings	14	4	22	15	14	15	12	3	7	6	0	15	<b>127</b>
Criminal Citation	0	0	0	0	0	1	0	0	0	0	0	0	<b>1</b>
<b><u>Arrests</u></b>													
Felony	0	0	0	1	0	0	0	0	0	0	0	0	<b>1</b>
Misdemeanor	3	0	0	0	0	0	0	0	1	0	0	0	<b>4</b>

Dec-25	<u>C. Horne</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>PT Total</u>
<b><u>Calls and Activity</u></b>						
Event Calls	0	0	0	0	0	<b>0</b>
NTA's	0	0	0	0	0	<b>0</b>
FIR's	0	0	0	0	0	<b>0</b>
Incident Reports	0	0	0	0	0	<b>0</b>
Crash Reports	0	0	0	0	0	<b>0</b>
Foot Patrol	0	0	0	0	0	<b>0</b>
Area Checks	0	0	0	0	0	<b>0</b>
Business Checks	0	0	0	0	0	<b>0</b>
Vacation House Checks	0	0	0	0	0	<b>0</b>
Special Detail/K9 Event	0	0	0	0	0	<b>0</b>
<b><u>Traffic Enforcement</u></b>						
Traffic Stops	0	0	0	0	0	<b>0</b>
Moving/Non-Moving Citations	0	0	0	0	0	<b>0</b>
Written/Verbal Warnings	0	0	0	0	0	<b>0</b>
Criminal Citations	0	0	0	0	0	<b>0</b>
<b><u>Arrests</u></b>						
Felony	0	0	0	0	0	<b>0</b>
Misdemeanor	0	0	0	0	0	<b>0</b>

\* Event Calls Do Not Include Self Initiated Calls and Traffic Stops

\* Moving/Non-Moving Citations Do Not Include Criminal Citation

<b>Dec-25</b>	<b><u>R. Castro</u></b>	<b><u>Edmondson</u></b>	<b><u>S. Lake</u></b>	<b><u>Total</u></b>	<b><u>FT &amp; PT</u></b>
					<b><u>TOTAL</u></b>
<b><u>Calls and Activity</u></b>					
Event Calls	8	0	70	78	2041
NTA's	0	0	0	0	0
FIR's	0	0	0	0	2
Incident Reports	0	0	3	3	20
Crash Reports	0	0	0	0	8
Foot Patrol	0	0	3	3	149
Area Checks	0	0	20	20	884
Business Checks	0	0	6	6	237
Vacation House Checks	0	0	0	0	42
Special Detail/K9 Event	0	0	0	0	1
<b><u>Traffic Enforcement</u></b>					
Traffic Stops	0	0	1	1	211
Moving/Non-Moving Citations	0	0	1	1	92
Written/Verbal Warnings	0	0	0	0	127
Criminal Citations	0	0	0	0	1
<b><u>Arrests</u></b>					
Felony	0	0	0	0	1
Misdemeanor	0	0	0	0	4

\* Event Calls Do Not Include Self Initiated Calls and Traffic Stops

\* Moving/Non-Moving Citations Do Not Include Criminal Citation

**DECEMBER 2025 CITATIONS**

<b>OFFICERS NAME</b>	<b># OF CITATIONS</b>	<b># OF WARNING</b>	<b># OF OFFENSE</b>	<b>OFFENSE</b>
ALMODOVAR	16	14		
CASTRO	0	0	14	DRIVER LICENSE
CREWS	2	4	14	REGISTRATION
DOZIER	5	22	1	TAG
EDWARDS	47	15	4	TRAFFIC DEVICE
FERNANDEZ	3	14	0	SEATBELT
FISHER	1	15	4	REDLIGHT
GAU	8	12	0	CHILD RESTRAINT
D. HALL	0	3	4	STOP SIGN
N. HALL	1	7	9	INSURANCE
HAYES	0	6	0	FAULTY EQUIP
LAKE	1	0	40	SPEED
RICKS	1	0	0	CARELESS DRIVING
OPEN	0	0	3	OTHER
EDMONDSON	0	0		
HORNE	0	0		
ROJAS	8	15		
OPEN	0	0		
OPEN	0	0		
<b>TOTAL</b>	<b>93</b>	<b>127</b>	<b>93</b>	

<b>OAKLAND POLICE ACTIVITY REPORT</b>		
<b>December-25</b>		
Criminal Reports		8
Arrest Reports		5
Miscellaneous Reports - Non Criminal		4
Information Reports		3
Criminal Traffic Citations		1
<b>Totals</b>		<b>21</b>
<b>Offenses</b>		
	<b>Reports</b>	<b>Arrests</b>
Murder and Manslaughter/Attempted	0	0
Sex Offenses	0	0
Robbery	0	0
Aggravated Assault/Stalking	0	0
Burglary Breaking & Entering - Residential	0	0
Burglary Breaking & Entering - Vehicle	2	0
Burglary Breaking & Entering - Commercial	0	0
Shoplifting	1	0
Grand Theft (\$750 & Above)	1	0
Petit Theft (\$749.99 and Below)	0	0
Motor Vehicle Theft	0	0
Kidnap/Abduction	0	0
Arson	0	0
Simple Assault	2	1
Stalking	0	0
Drugs/Equipment	0	0
Fraud	1	0
Stolen Property	0	0
DUI	0	0
Destruction/Damage/Vandalism	0	0
Weapons Violations	0	0
Miscellaneous - Criminal	1	0
Miscellaneous - Non Criminal	4	0
Informational	3	0
Traffic Offenses	0	2
Warrant/Writ/VOP/Contempt of Court	0	2
<b>Totals</b>	<b>15</b>	<b>5</b>
<b>Citations Issued</b>		
Driver License Violations		14
Registration Violations		14
Tag Violations		1
Fail to Obey Traffic Control Device		4
Seatbelt Violations		0
Ran Redlight		4
Child Restraint		0
Stop Sign		4
Insurance		9
Faulty Equipment		0
Unlawful Speeding		40
Careless Driving		0
Other Misc. Violations		3
<b>Totals</b>		<b>93</b>
<b>Warnings Issued</b>		<b>127</b>

<b>Traffic Crashes</b>	
Fatality	0
Injuries	2
Without Injuries	6
<b>Total Crashes</b>	<b>8</b>



## MONTHLY REPORT COMMUNITY OUTREACH DECEMBER 2025

An Update on The Healthy West Orange Arts & Heritage Center, Community Events, Facility Rentals, and Communications.



### Center Visitors

- Dec. '25: 2224 vs Dec. '24: 2123

### Center & Town Events

- Yoga on the Porch: 91
- Story Time on the Porch: 35
- Farmers Markets: 450
- Oakley's Trailside Treats: 614  
(transactions)
- Santa's Lane Guests at the Center: 652

### December Highlights:

#### Celebrating Three Years of Yoga on the Porch!

What began as a simple idea to offer a health & wellness program has grown into a cherished community that brings neighbors together, fostering wellness and new friendships right in the heart of Oakland.





**FACILITY  
RENTALS**

**Total Meeting Hall Rentals - 11**

**Private Event Rentals - 8**

**HOA Meeting Hall Rentals - 0**

**Internal Meetings - 3**

**Total Park Rentals - 3**



**MARKETING &  
COMMUNICATIONS**

**NEWS COVERAGE**



**DEC 4, 2025 - Oakland's Santa's Lane set for Saturday**

The Town will celebrate the season with its signature event Saturday, Dec. 6.

**DEC 8, 2025 - Oakland's Santa's Lane 2025**

Oakland residents enjoyed a fun day of festivities during Santa's Lane event.

**DEC 9, 2025 - New manager of HR and payroll at Oakland**

Ashly Woosypiti will serve as the Town's new human resources and payroll manager.

**DEC 18, 2025 - Motley appointed to spot on Oakland commission**

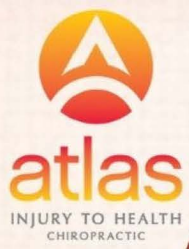
Yumeko LaTrese Motley will take the spot formerly occupied by Commissioner Sal Ramos, who is stepping down.



**Town of Oakland  
Facebook Followers  
DEC: 4,023**

Santa's Lane celebrated another successful year of traditions, memories, smiles, and fun! We chose to end the event this year with Storytime with Santa, gathering on the Arts & Heritage Center's porch. This was well received by residents, staff, and of course, Santa! We were also thrilled to welcome Mrs. Claus this year. Although the weather was not ideal, we made the best of it!





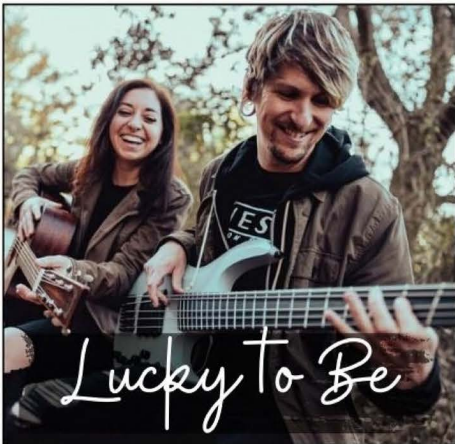
SATURDAY  
JAN. 31  
Speer Park  
331 N. Tubb St.

10 am - 2 pm



Bring your lawn chairs & enjoy live entertainment all day!

10:00 am



Lucky To Be

Local favorite singer/songwriters,  
& educators

11:30 am



Oakland Nature  
Preserve

Live interactive  
demonstration from our  
friends at ONP

12:00 pm



Sean Holcomb Duo

Nashville Recording Artist,  
Sean Holcomb Duo

Food trucks, local  
favorites, & More!

Arts & Crafts  
Vendors!

The Mechanical  
Gator is back!



HEALTHY  
WEST ORANGE

OAKLANDFL.GOV



OAKLAND NATURE  
PRESERVE

OAKTOWNUSA

# Town of Oakland

---

January 1, 2026

To: Town of Oakland Commissioners

From: Ashly Woospiti, HR & Payroll Specialist

Re: Employment Anniversaries for January

The Town of Oakland truly values our employee's contributions to the community and residents. We sincerely appreciate you and thank you for all the work you do.

We would like to recognize the following employee anniversaries for the month of January:

Name	Position	Years of Service
Stefanie Hicks	Community Outreach - Facility Rentals Coordinator	3
Shawn Dozier	Police Dept - Corporal	5
Colten Horne	Police Dept - Reserve Officer	10
Bradley Fincher	Public Works - PT Water Plant Operator	10