


ORANGE COUNTY MAYOR

**Jerry L. Demings**

P.O. BOX 1393, 201 SOUTH ROSALIND AVENUE, ORLANDO, FL 32802-1393  
PHONE: 407-836-7370 • FAX: 407-836-7360 • EMAIL: MAYOR@OCFL.NET

April 22, 2020

TO: Board of County Commissioners

FROM: Mayor Jerry L. Demings 

SUBJECT: Managerial Appointment  
**CONSENT AGENDA ITEM MAY 5, 2020**

I am pleased to announce the appointment of Lindy Wolfe, P.E. as the manager of the Utilities Engineering Division. This position includes managing the Utilities Capital Improvement Program as well as all development plans review and most interactions between the development community and the Utilities Department.

Ms. Wolfe has 18 years of experience in the civil engineering field, including land development design experience and water and wastewater utility experience. She started her employment with Orange County in 2012 as a development review engineer and was promoted to chief engineer in 2014. In 2017, Ms. Wolfe was promoted to assistant manager of the Utilities Engineering Division. Ms. Wolfe also represents the Utilities Department on the Development Review Committee (DRC).

Ms. Wolfe holds a bachelor's degree in Civil Engineering from the University of Central Florida and holds a Professional Engineer certification. She is also a LEED Accredited Professional, and has professional affiliations with the American Society of Civil Engineers and the U.S. Green Building Council. Ms. Wolfe's appointment will be effective the first full pay period after Board approval at an annual salary of \$130,000. Her resume is attached for your reference.

**Action Requested:** Confirmation of the Mayor's managerial appointment of Lindy Wolfe, P.E., as Manager, Orange County Utilities Engineering Division.

Attachment

c: Byron W. Brooks, AICP, County Administrator  
Chris Testerman, AICP, Deputy County Administrator  
Raymond E. Hanson, P.E., Director, Utilities Department

**LINDY WOLFE, P.E., LEED AP**

407-680-9978

[lindy.wolfe@gmail.com](mailto:lindy.wolfe@gmail.com)

---

**SUMMARY**

Civil Engineer with 18 years of progressively responsible experience, including over seven years of water and wastewater utility experience at Orange County Utilities (OCU) with increasingly responsible roles, and over ten years of engineering design experience with increasingly responsible roles in a variety of development projects throughout Central Florida, including single and multi-family residential, commercial, and mixed-use land development, master utility plans, master stormwater plans, and roadway and drainage.

- **Professional Engineer, Florida, 68341, 2008**
- **LEED Accredited Professional, U.S. Green Building Council, 2009**
- **Orange County Visionary Leadership Series Graduate, 2017**

**AREAS OF EXPERTISE**

- Hydraulic Analysis
- Master Utility Plans
- Legal Agreements
- Development Review Committee
- Construction Plans/Permitting
- Construction Closeout
- Land Development
- Real Estate Acquisition
- Master Stormwater Plans

**TECHNICAL SKILLS**

- LDMS/DMIS
- ArcGIS Explorer
- Planfile/DM
- WaterCAD
- TRAK
- Microsoft Office Suite
- GEOPAK Drainage
- ICPR/PONDS
- AutoCAD/MicroStation

**PROFESSIONAL EXPERIENCE**

**Orange County Utilities, Engineering Division, Orlando, Florida 8/2012-Current**

***Assistant Manager, Development Engineering & Engineering Business Systems Sections (7/2017 -Current)***

- Responsible for managing and coordinating the day-to-day activities of the Development Engineering and Engineering Business Systems Sections, which consist of 53 team members within eight groups: Development Review Committee (DRC)/Master Utility Plans (MUP), Subdivisions, Commercial Development, Major Economic Development Projects, Agreements/Closeouts/Real Estate, Document Management, Geographic Information Systems (GIS), and Hydraulic Modeling.
- Provides and supervises the final review and approval of MUPs and Hydraulic Grade Line (HGL) request letters, construction plans, and utility agreements associated with new development for compliance with County standards.
- Coordinates the DRC process and represents Utilities at DRC meetings as an alternate voting member. Prepares, coordinates, and submits Board of County Commissioners (BCC) agenda items, conditions of approval for DRC cases, and provides Comprehensive Plan Amendment reviews.
- Drafts, negotiates, and reviews agreements for utility territory, wholesale service, developer reimbursement, flow monitoring, Adequate Public Facilities (APF), utility easements, and utility relocation agreements.
- Prepares and monitors the O&M budget for the Sections and the Capital Improvements Program (CIP) budget for developer reimbursement agreements.
- Coordinates with other sections, divisions, and departments in the County to facilitate internal communications and to provide excellent customer service. Conducts meetings with customers, other utilities/jurisdictions, developers, and contractors.
- Responsible for all personnel matters within the Sections, including hiring, managing consultant contracts, training and development, annual performance appraisals and related activities.

***Chief Engineer, Development Engineering Section (5/2014-7/2017)***

- Responsible for managing and coordinating the day-to-day activities of the Development Engineering Section, which consisted of 28 team members within four groups: Subdivisions, Commercial, DRC/MUPs, and Agreements/Closeouts/Real Estate.
- Provided and supervised the final review and approval of MUPs, construction plans, and utility agreements associated with new development.
- Coordinated the DRC process and represented Utilities at DRC meetings.
- Conducted meetings with customers, citizens, developers, and contractors.
- Managed the Capital Improvements Program (CIP) budget for developer reimbursement agreements.

Continued

**Senior Engineer, Development Engineering Section, Subdivision Group (4/2013-5/2014)**

- Responsible for supervising the review of construction plans and hydraulic calculations for Subdivisions, E-Projects, and Utilities-Only Projects, and for performing MUP reviews for complex sites.
- Conducted meetings with developers and engineers, and performed analysis and decision making related to site-specific issues.
- Coordinated developer agreements with County staff, developers, and engineers.
- Participated in Technical Review Group (TRG) meetings and attended DRC meetings.

**Engineer III, Development Engineering Section, Commercial Group (8/2012-4/2013)**

- Responsible for utilities commercial plans review, including site work, vertical construction, and interior alterations.
- Reviewed the conditions of MUPs, DRC projects, and construction plans with permit reviews.
- Coordinated with engineers and developers, and prepared agreements for UCCAB appeals.

**Inwood Consulting Engineers, LLC, Oviedo, Florida – Project Engineer 5/2011-8/2012**

- Responsible for roadway drainage design and permitting for the Florida Department of Transportation (FDOT) and local municipalities.
- Prepared Pond Siting Reports, Location Hydraulics Reports, pond design, culvert analysis, floodplain compensation, ditch analysis, construction plans, drainage design documentation, and utility adjustment coordination.
- Delegated tasks to engineers and technicians.

**DSE, Inc., Orlando, Florida - Senior Engineer 2/2011-5/2011**

- Responsible for preparing drainage calculations and FEMA LOMR applications for various projects.

**MSCW, Inc. / VHB MillerSellen, Orlando, Florida 1/2004-10/2010**

**Senior Project Engineer (2008-2010) / Project Engineer (2006-2008) / Staff Engineer (2004-2006)**

- Responsible for the master utility and master stormwater design for a variety of development projects.
- Prepared signed and sealed plans and design calculations, and compiled permit applications/packages.
- Coordinated with clients, other consultants, regulatory agencies, and contractors.

**Horizon West Villages F & H Master Utility Plan (MUP), Orange County, Florida**

- Designed location and sizes of transmission mains for potable water, reclaimed water, wastewater gravity mains, pump stations, and force mains to serve interim and build-out conditions for the study area of 2,400 +/- acre Village F and 2,800 +/- acre Village H Specific Area Plans (SAP).
- Scheduled meetings with Orange County Utilities and Water Conserv II to determine the design methodology and criteria applicable to the scale of study, which served as the basis for future engineering design of developments within Horizon West.

**URS, Orlando, Florida – Civil Engineering Intern 5/2002-12/2003**

- Assisted with roadway and drainage design per FDOT Standards and Manuals.

**University of Central Florida, Orlando, Florida – Civil Engineering Department Assistant 2002**

- Assisted Dr. M. Abdel-Aty, P.E on Transportation Research Projects.

**EDUCATION**

**B.S., Civil Engineering (cum laude), University of Central Florida, Orlando, Florida (3.75/4.00) 2003**

- Chi Epsilon Civil Engineering Honor Society, Tau Beta Pi Engineering Honor Society

**AFFILIATIONS**

**U.S. Green Building Council (USGBC) 2008-Current**

**American Society of Civil Engineers, East Central Branch (ASCE ECB) 2002-Current**

- Younger Member Forum (YMF)
  - Vice President (2008-2009) / Secretary and Webmaster (2007-2008)
  - Engineer for a Day Chair (2006-2007) / Service Chair (2004-2006)
- Education Committee - Member (2007-2008)
- Water Resources Technical Group (WRTG) – Co-Treasurer (2005-2006)