



LAKE MARY CITY COMMISSION

**Lake Mary City Hall
100 N. Country Club Road**

**Regular Meeting
AGENDA
THURSDAY, NOVEMBER 15, 2012 7:00 PM**

- 1. Call to Order**
- 2. Moment Of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes: November 1, 2012**
- 6. Special Presentations**
- 7. Unfinished Business**
 - A. Ordinance No. 1474 - Amending Section 30.81 of the Code of Ordinances reducing the membership of the Historical Commission from 9 members to 7 - Second Reading (Public Hearing) (Bryan Nipe, Parks & Recreation Director)**
- 8. New Business**

- A. Developers Agreement for Shaw Construction and Management Services (Steve Noto, Planner)**
- B. Resolution No. 908 - Naming City buildings, facilities, etc. (Bryan Nipe, Parks and Recreation Director)**
- C. Resolution No. 909 - Adoption of Neighborhood Beautification Grant Program (John Omana, Community Development Director/Steve Noto, Planner)**
- D. Resolution No. 910 - Amend Fiscal year 2012 Budget (Dianne Holloway, Finance Director)**

9. Other Items for Commission Action

10. Citizen Participation

11. City Manager's Report

A. Items for Approval

- a. None.**

B. Items for Information

- a. Monthly Department Reports.**

12. Mayor and Commissioners Report

13. City Attorney's Report

14. Adjournment

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY ADA COORDINATOR AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (407) 585-1424.

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim

record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.

NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.

UPCOMING MEETINGS: December 6, 2012



MEMORANDUM

DATE: November 15, 2012

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Bryan Nipe, Parks & Recreation Director

SUBJECT: Ordinance No. 1474 - Amending Section 30.81 of the Code of Ordinances reducing the membership of the Historical Commission from 9 members to 7 - Second Reading (Public Hearing) (Bryan Nipe, Parks & Recreation Director)

At their October 9, 2012, meeting, the Historical Commission voted to recommend that the City Commission amend the Code of Ordinances to reduce the membership of their board from 9 members to 7. Currently, they have two vacancies and by reducing the membership, they would have a full board.

RECOMMENDATION: The Commission adopt Ordinance No. 1474 reducing the membership of the Historical Commission to 7 members.

ORDINANCE NO. 1474

AN ORDINANCE OF THE CITY OF LAKE MARY, FLORIDA, AMENDING SECTION 30.81 OF THE CODE OF ORDINANCES, DECREASING THE NUMBER OF MEMBERS ON THE HISTORICAL COMMISSION FROM 9 TO 7; PROVIDING FOR CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Lake Mary Historical Commission currently consists of 9 members, 7 of whom shall be appointed by the City Commission and 2 of whom shall be appointed by the Historical Commission; and

WHEREAS, at their meeting held on October 9, 2012, the Historical Commission voted to recommend that the City Commission adopt an Ordinance decreasing the number of members from 9 to 7 members.

IT IS HEREBY ENACTED BY THE CITY OF LAKE MARY, FLORIDA, AS FOLLOWS:

Section 1. Section 30.81 of the Code of Ordinances is amended as follows:

30.81 MEMBERSHIP.

The Historical Commission shall consist of 9 7 members, ~~7~~ 5 of whom shall be appointed by and serve at the pleasure of the Mayor and City Commission. Two members shall be appointed by the Historical Commission and ratified by the Mayor and City Commission. All appointments/reappointments shall be for a three year term.

- (A) - no change
- (B) - no change
- (C) - no change
- (D) - no change
- (E) - no change

Section 2. Conflicts. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of any conflict.

Section 3. Severability: If any section, sentence, phrase, word or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination

shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 4. This Ordinance shall be effective immediately upon passage and adoption.

FIRST READING: November 1, 2012

SECOND READING: November 15, 2012

CITY OF LAKE MARY, FLORIDA

MAYOR, DAVID J. MEALOR

ATTEST:

CITY CLERK, CAROL A. FOSTER

For the use and reliance of the City of Lake Mary only. Approved as to form and legality.

CITY ATTORNEY, CATHERINE D. REISCHMANN



MEMORANDUM

DATE: November 15, 2012

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Steve Noto

SUBJECT: Developers Agreement for Shaw Construction and Management Services
(Steve Noto, Planner)

DISCUSSION: As part of the City's improvements to the Seminole Avenue Drainage area, Mr. Terry Shaw is requesting approval of the attached Developer's Agreement that further clarifies that his properties in Downtown can drain into that area. This approval has been granted previously by virtue of site plan approvals; however he has requested an additional instrument be approved, by way of this Developer's Agreement, to satisfy lending requirements.

RECOMMENDATION: Staff recommends approval of the Developer's Agreement.

ATTACHMENTS:
Developer's Agreement

Z:\commdev\staff reports\Miscellaneous\Shaw Drainage DA.doc

This instrument prepared by

and to be returned to:

Stephen H. Coover

Hutchison, Mamele & Coover, P.A.

230 North Park Avenue

Sanford, FL 32771

(407) 322-4051

DEVELOPER'S AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2012, by and between the City of Lake Mary, a Florida municipal corporation, whose address is 100 North Country Club Road, Lake Mary, FL 32746, hereinafter referred to as the "City" and Shaw Construction and Management Services, Inc., a Florida corporation, and Central Park Place of Lake Mary, LLC, a Florida limited liability company, whose addresses are 386 Pine Tree Road, Lake Mary, FL 32746, hereinafter referred to as "Owners".

WITNESSETH:

WHEREAS, the City has approved and the Owners have constructed improvements on some of the real property described in Exhibit "A" (the "Subject Properties") and shown in Exhibit "B", attached hereto and made a part hereof; and

WHEREAS, the Owners have permitted and constructed drainage facilities and related improvements on the Subject Properties for the existing improvements pursuant to a permit or permits issued by the St. John's River Water Management District ("SJRWMD"); and

WHEREAS, with the assistance of the City, the Owners have obtained a modified SJRWMD Permit #40-117-86365-5 which would allow the Subject Properties to drain stormwater into the City's new drainage facility located on Seminole Avenue, being a part of the Downtown Infrastructure Improvements Project (4th Street and Seminole Avenue) (the "Seminole Avenue Drainage Facilities"); and

WHEREAS, the parties desire to evidence the City's agreement to allow the Subject Properties to utilize the Seminole Avenue Drainage Facilities to handle all storm water from the Subject Properties; and

WHEREAS, the Owners represent that the signatories to this Agreement have full authority to bind Owners.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledge, it is hereto agreed as follows:

1. STORMWATER

The City has designed and constructed the Seminole Avenue Drainage Facilities pursuant to SJRWMD Permit #40-117-86365-5. The City grants the Owners the non-exclusive right to connect to and to drain their storm water from the Subject Properties into the Seminole Avenue Drainage Facilities.

2. COMPLIANCE WITH OTHER LAWS. ORDINANCES. RESOLUTIONS AND REGULATIONS

This Agreement shall not operate as a limitation upon the City to require the Owners of the Subject Properties to comply with all laws, ordinances, resolutions and regulations of the State of Florida, Seminole County, and/or the City of Lake Mary, regulating the development of the Subject Properties in accordance with this Agreement to the extent that same are not specifically addressed or referenced herein, nor shall this Agreement in any way act to relieve the Owner from complying with any permitting requirement, condition, term or restriction.

3. AMENDMENT

This Agreement may be amended by the consent of all of the parties to this Agreement or by their successors in interest.

4. COOPERATION IN THE EVENT OF LEGAL CHALLENGE

In the event of any legal action instituted by a third part or other government entity or official challenging the validity of any provisions of this Agreement, the parties hereby agree to cooperate in defending such action. The Owners shall reimburse the City for any legal expenses and costs incurred in defense of this Agreement.

5. BINDING COVENANTS

This Agreement shall run with the title to the property and the benefits and burdens hereof shall bind and inure to the benefits of all successors in interest to the parties hereto; provided, however, the provisions of this paragraph are not intended to imply or require the City's consent or joinder in mortgages encumbering the restrictions, execution of easements or any other instruments executed in connection with the development or sale of the Subject Properties.

6. RECORDING

This Agreement shall be recorded by the City, at the Owners' expense, in the public records of Seminole County, Florida within fourteen (14) days after the Agreement is approved by the City Commission of the City of Lake Mary, Florida, and signed by all parties hereto.

7. EFFECTIVE DATE

This Agreement shall not be effective and binding on all parties until the Agreement is approved by the City Commission of the City of Lake Mary, Florida and signed by all parties hereto.

8. THIRD PARTY BENEFICIARIES

The provisions of this Agreement are for the exclusive benefit of the parties hereto and not for the benefit of any third party, nor shall this Agreement be deemed to have conferred any rights, express or implied, upon any third party unless expressly provided for herein.

IN WITNESS WHEREOF, the parties have hereunto executed this document as of the day and year first above written.

WITNESSES:

OWNER:
Shaw Construction and Management Services, Inc., a Florida corporation

Sign: _____
Print:

BY: _____
Linda K. Shaw, President

Sign: _____
Print:

STATE OF FLORIDA
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Linda K. Shaw as President of Shaw Construction and Management Services, Inc., who is [] personally known to me or [] not personally known to me and has produced _____ as identification.

[S E A L]

Notary Public, State of Florida
My Commission Expires:

WITNESSES:

Sign: _____
Print:

Sign: _____
Print:

OWNER:

**Central Park Place of Lake Mary, LLC
a limited liability company
By: Shaw Construction and Management
Services, Inc., it's Managing Member**

BY: _____
Linda K. Shaw, President

STATE OF FLORIDA
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by Linda K. Shaw as President of Shaw Construction and Management Services, Inc. as Managing Member of Central Park Place of Lake Mary, LLC, who is [] personally known to me or [] not personally known to me and has produced _____ as identification.

[S E A L]

Notary Public, State of Florida
My Commission Expires:

IN WITNESS WHEREOF, the parties have hereunto executed this document as of the day and year first above written.

WITNESSES:

**CITY
CITY OF LAKE MARY, FLORIDA,
a Florida municipal corporation**

Sign: _____
Print: _____

BY: _____
David J. Mealor, Mayor

Sign: _____
Print: _____

STATE OF FLORIDA
COUNTY OF SEMINOLE

The foregoing instrument was acknowledged before me this ____ day of _____, 2012, by David C. Mealor as Mayor for the City of Lake Mary, who is [] personally known to me or [] not personally known to me and has produced _____ as identification.

[S E A L]

Notary Public, State of Florida
My Commission Expires:

EXHIBIT "A"

Lots 19 and 20, Block 37, PLAT OF CRYSTAL LAKE WINTER HOMES SUBDIVISION, according to the plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida

Lots 21 and 22, Block 37, AMEND PLAT OF CRYSTAL LAKE SHORES, according to the plat thereof as recorded in Plat Book 6, Page 18, Public Records of Seminole County, Florida.

Lots 23, 24, 25 and 26, Block 26, CRYSTAL LAKE - WINTER HOMES SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida.

Lots 17 and 18, Block 36, CRYSTAL LAKE - WINTER HOMES SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida.

Lots 1 and 2, Block 26, CRYSTAL LAKE - WINTER HOMES SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida.

Together with that portion of vacated alley per resolutions recorded in O.R. Book 6999, Page 326, O.R. Book 7108, Page 845 and O.R. Book 7603, Page 1220, Public Records of Seminole County, Florida.

Lots 35 and 36, Block 36, CRYSTAL LAKE - WINTER HOMES SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida.

Lot H, (less the West 17 feet) Block 36, AMENDED PLAT OF CRYSTAL LAKE SHORES, according to the map or plat thereof as recorded in Plat Book 6, Page 18, Public Records of Seminole County, Florida.

Lot L, the East 40 feet of Lot K, the North 1/2 of vacated alley on South and a portion of vacated Seminole Avenue, all in Block 51, AMENDED PLAT OF CRYSTAL LAKE SHORES, according to the plat thereof as recorded in Plat Book 6, Page 18, Public Records of Seminole County, Florida, being more particularly described as follows:

Begin at the intersection of the West line of Fourth Street, said Amended Plat of Crystal Lake Shores, and the South line of the North 1/2 of vacated alley, lying South of Lot L, Block 51, said Amended Plat of Crystal Lake Shores; thence run North 89°41'41" West, along said South line of the North 1/2 of vacated alley, a distance of 90.00 feet; thence North 00°12'17" East, 145.25 feet; thence South 89°41'41" East, a distance of 2.25 feet; thence North 00°12'17" East, a distance of 12.00 feet; thence South 89°41'41" East, a distance of 87.75 feet; thence South 00°12'17" West, a distance of 157.25 feet to the Point of Beginning.

Lots 15, 16, 17 and 18, Block 45, CRYSTAL LAKE - WINTER HOMES, according to the map or plat thereof as recorded in Plat Book 2, Page 114, Public Records of Seminole County, Florida, and that portion of vacated alley granted in resolutions recorded in O.R. Book 6999, Page 326 and O.R. Book 7108, Page 845.

AND

Lot O and the East 37.5 feet of Lot N, Block 45, AMENDED PLAT OF CRYSTAL LAKE SHORES, according to the map or plat thereof as recorded in Plat Book 6, Page 18, Public Records of Seminole County, Florida and that portion of vacated alley granted in resolution recorded in O.R. Book 7603, Page 1227.



MEMORANDUM

DATE: November 15, 2012

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Bryan Nipe, Parks and Recreation Director

SUBJECT: Resolution No. 908 - Naming City buildings, facilities, etc. (Bryan Nipe, Parks and Recreation Director)

Resolution 908 has been created to update guidelines for naming of City owned buildings, facilities and other properties. The Resolution states that there will generally be no consideration for the naming of parks, facilities, streets, and other city owned property after any individual, entity or organization. If an individual, entity or organization is desirous of having a property named, a majority vote by the Mayor and Commission is required.

Recommendation: The Mayor and Commission approve Resolution 908

Attached: Resolution 908

RESOLUTION NO. 908

A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA, REPEALING RESOLUTION NO. 451 WHICH ESTABLISHED GUIDELINES FOR NAMING OF CITY PARKS, BALLFIELDS AND OTHER FACILITIES; PROVIDING NEW GUIDELINES FOR NAMING OF PARKS, FACILITIES, STREETS, AND OTHER CITY OWNED PROPERTY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Resolution 451 was approved in 1993 by the City Commission to create guidelines for the naming of City parks, ballfields and other facilities; and WHEREAS, the City has since built a number of facilities and has plans for future development.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION:

SECTION I. Resolution No. 451 is hereby repealed.

SECTION II. The following guidelines for naming of any parks, facilities, streets, and other city owned properties are hereby established:

There will generally be no consideration for the naming of parks, facilities, streets, and other city owned property after any individual, entity or organization. If an individual, entity or organization is desirous of having a property named, a majority vote by the Mayor and Commission is required.

SECTION III. Effective Date – This Resolution shall take effect upon adoption.

Passed and adopted this 15th day of November, 2012.

CITY OF LAKE MARY, FLORIDA

DAVID J. MEALOR, MAYOR

ATTEST:

CAROL A. FOSTER, CITY CLERK



MEMORANDUM

DATE: November 15, 2012

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Steve Noto

SUBJECT: Resolution No. 909 - Adoption of Neighborhood Beautification Grant Program (John Omana, Community Development Director/Steve Noto, Planner)

DISCUSSION: Through the direction of the City Commission and City Manager, staff has created the attached Neighborhood Beautification Grant Program. The attached document has not been altered since the City Commission last reviewed it at the November 1, 2012 workshop.

RECOMMENDATION: Staff recommends approval of Resolution No. 909.

ATTACHMENTS:

Resolution No. 909
Neighborhood Beautification Grant Program (As "Attachment 'A'")

RESOLUTION NO. 909

**A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA,
ADOPTING THE DOCUMENT ENTITLED “CITY OF LAKE MARY
NEIGHBORHOOD BEAUTIFICATION GRANTS”; PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, The City of Lake Mary, Florida, desires to promote neighborhood beautification; and

WHEREAS, The City of Lake Mary, Florida, has determined that neighborhood beautification is best accomplished when done as a partnership; and

WHEREAS, The City of Lake Mary, Florida, has developed the “City of Lake Mary Neighborhood Beautification Grants” Program; and

WHEREAS, The “City of Lake Mary Neighborhood Beautification Grants” Program will allow for funding partnerships between City neighborhoods and the City of Lake Mary; and

WHEREAS, The City Commission of the City of Lake Mary, Florida, has determined that the “City of Lake Mary Neighborhood Beautification Grants” Program is in the best interest of the City and the public.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and City Commission of the City of Lake Mary, Florida:

1. Adopt the document entitled, “City of Lake Mary Neighborhood Beautification Grants”, included as Attachment “A”.
2. EFFECTIVE DATE: This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 15th day of November 2012.

CITY OF LAKE MARY, FLORIDA

MAYOR, DAVID J. MEALOR

ATTEST:

CITY CLERK, CAROL A. FOSTER

Approved as to form and legality for use
and reliance upon by the City of Lake
Mary, Florida.

CATHERINE REISCHMANN, CITY ATTORNEY



2012-2013

NEIGHBORHOOD BEAUTIFICATION
GRANTS



APPLICATION PACKAGE

CITY OF LAKE MARY
COMMUNITY DEVELOPMENT DEPARTMENT
2012-2013
NEIGHBORHOOD BEAUTIFICATION GRANT
PACKAGE

TABLE OF CONTENTS

Program Description	3
Grant Match and Programs	3
Neighborhood Entry Beautification Grant	5
Community Beautification Mini-Grant	5
Application Process	6
Staff Contact	6



PURPOSE

The purpose of the Neighborhood Beautification Grant (NBG) Program is to promote the undertaking of activities by City neighborhoods to beautify their developments, and to avoid blighted areas. The City Commission has approved project funding in the amount of \$25,000 per fiscal year, which would allow for organized neighborhood associations to apply to the City for monies to be used in executing a neighborhood beautification program. Promotion of high quality neighborhoods shows commitment by the City and its citizens in the areas of economic stability, exceptional quality of life, and community security.

WHO CAN APPLY?

Neighborhood Beautification Grants are available to homeowners' associations and organized neighborhood organizations; this includes condominium associations and resident associations. These organizations must be registered with the City prior to submitting an application. Individual homeowners or unregistered organizations are not eligible.

A neighborhood association's Board of Directors (BOD) must vote on and approve the grant application prior to submitting to the City. Minutes from the meeting must be notarized, show the vote process, as well as:

- The name of the project
- Motion, Vote, and Action to submit project to the City
- Design specifications for landscaping, signage, and the like shall be provided as an exhibit to the minutes as stated and approved by the BOD
- A Project Action Team (PAT) shall be identified for the record, including the main Project Manager
- Minutes shall be notarized and attached to the application

The last Friday of every month, the PAT shall provide a detailed progress report to City staff. The reports shall outline all activity that has occurred over the previous month. Failure to submit a Progress Report may result in a loss of funding.

All NBG projects shall be completed within six (6) months of receiving funding. Projects shall be properly maintained after the process is completed, per the NBG Maintenance Agreement.

GRANT MATCH

All grants require either a Cash or In-kind Goods and Services match. An 'In-Kind Good and Service' is defined as: Equipment, Professional Services by legitimate providers valued at "fair market value", and Supplies.



In the event an 'In-Kind Good and Service' is identified for the match, details shall be attached to the application describing the services and their cost. The total match required shall vary on the total grant amount awarded, but in no event shall the match be required to exceed 25% of the total award.

GRANT PROGRAMS

The City offers two types of grants: Neighborhood Entry Beautification and Community Beautification Mini-Grant. Each grant type is subject to its own criteria, eligibility, and funding. An applicant may only apply for one grant at a time, and may not apply for the same grant in consecutive years. The City Commission reserves the right to expend all available funding on one project.

ELIGIBILITY

All projects must meet the following eligibility criteria:

- Serve a public purpose;
- The project must be approved by the applying organizations Board of Directors (*BOD*; *notarized meeting minutes must be submitted with the application, see page 3*);
- BOD must outline a need for the project (*physical disrepair, financial hardship, unique legal standing*);
- Have a Project Action Team (PAT) of 5 or more residents;
- Have a Grant Action Plan (GAP) outlining how the project will be completed within six (6) months or less. A maintenance plan of at least five (5) years is required to be attached to the GAP;
- Project shall occur on land(s) owned by the neighborhood association.

GRANT ACTION PLAN (GAP)

The GAP shall provide a detailed budget and timeline showing how the project will meet the six (6) month project timeline. The GAP may be modified after grant funds are awarded to more accurately show dates and times.

MAINTENANCE PLAN

The Maintenance Plan that is submitted with the GAP shall cover a five (5) year period. The Plan shall have a detailed budget and action plan on how the applicant will maintain all improved areas.

In no event shall project funds be used for:

- A neighborhood organization's regular budget
- Gifts of appreciation
- Expenses without receipts
- Food
- Reimbursement for purchases made prior to receiving funding



NEIGHBORHOOD ENTRY BEAUTIFICATION (NEB) GRANTS

In the event a neighborhood has a tract of land that is recorded as an entry feature, or has identified lands that could function as an entry feature, funding is available to improve/acquire those areas. Lands that are identified as an entry feature must be adjacent to the neighborhood and have past recordation as being planned as an entry feature. If a community is gated, the entry feature must be outside of the gates of the community and visible to all City residents.

The following is a list of projects that **may** be eligible for NEB Grant funding:

- Fence/Wall Construction
- Landscaping
- New Irrigation
- Land Acquisition
- Decorative Fountains
- Decorative Lighting
- Signage

The following is a list of projects that are **not** eligible for NEB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated landscape improvements
- Imp. to private property not owned by the neighborhood org.

NEB Grant awards shall not exceed a total of \$5,000. In the event land acquisition is requested, the City Commission may award additional monies. A minimum 5% community contribution in the form of cash or in-kind services is required.

COMMUNITY BEAUTIFICATION (COB) MINI-GRANT

In the event a neighborhood has a tract of land that is recorded as common area or if there is landscaping in a City right-of-way, funding is available to improve those areas. Communities that are gated may not apply for COB grants unless all improvements occur outside the gates of the community.

The following is a list of projects that may be eligible for COB Grant funding:

- Cosmetic repairs
- Landscaping
- Gazebos, Picnic Tables
- Decorative Fountains
- Decorative Lighting
- Playground Equipment



The following is a list of projects that are **not** eligible for COB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- New fences/walls
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated landscape improvements
- Maintenance of drainage areas
- Irrigation repairs
- Imp. to private property not owned by the neighborhood org.

COB Mini-Grant awards shall not exceed a total of \$1,500. A minimum 5% community contribution in the form of cash or in-kind services is required.

APPLICATION PROCESS

The following items shall be attached to the Grant application:

1. Project narrative;
2. 3 quotes of all proposed work;
3. A complete budget showing total cost of project;
4. Photos of existing site conditions;
5. A clean site plan showing the location of all improvements;
6. Notarized minutes as previously described on page 3 of this package;
7. Project Action Team (PAT) contact information;
8. A completed GAP with Maintenance Agreement;
9. First Step Meeting synopsis;
10. Other documentation specifically requested by staff.

A First-Step Meeting with staff is required prior to submitting the grant application. After staff has reviewed the application, it will be presented to the Parks & Recreation Advisory Board who will make a recommendation on the application to the City Commission. The City Commission will make the final determination on the Grant application.

NOTE: All vendors/contractors are required to submit applicable permits needed to perform work. Failure to do so may result in loss of funding.

STAFF CONTACT

For additional information on the NBG programs, or to schedule a First Step Meeting, you may contact Stephen Noto, Planner, at 407-585-1440 or snoto@lakemaryfl.com.



CITY OF LAKE MARY NEIGHBORHOOD BEAUTIFICATION GRANT APPLICATION

Applicant Org. Name: _____ Project Team Leader: _____ Address: _____ City/State/Zip: _____ E-Mail: _____ Phone: _____ Alt. Phone: _____	Alt. Contact: _____ Address: _____ City/State/Zip: _____ E-Mail: _____ Phone: _____ Alt. Phone: _____
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Grant Requested: Neighborhood Entry Beautification Community Beautification

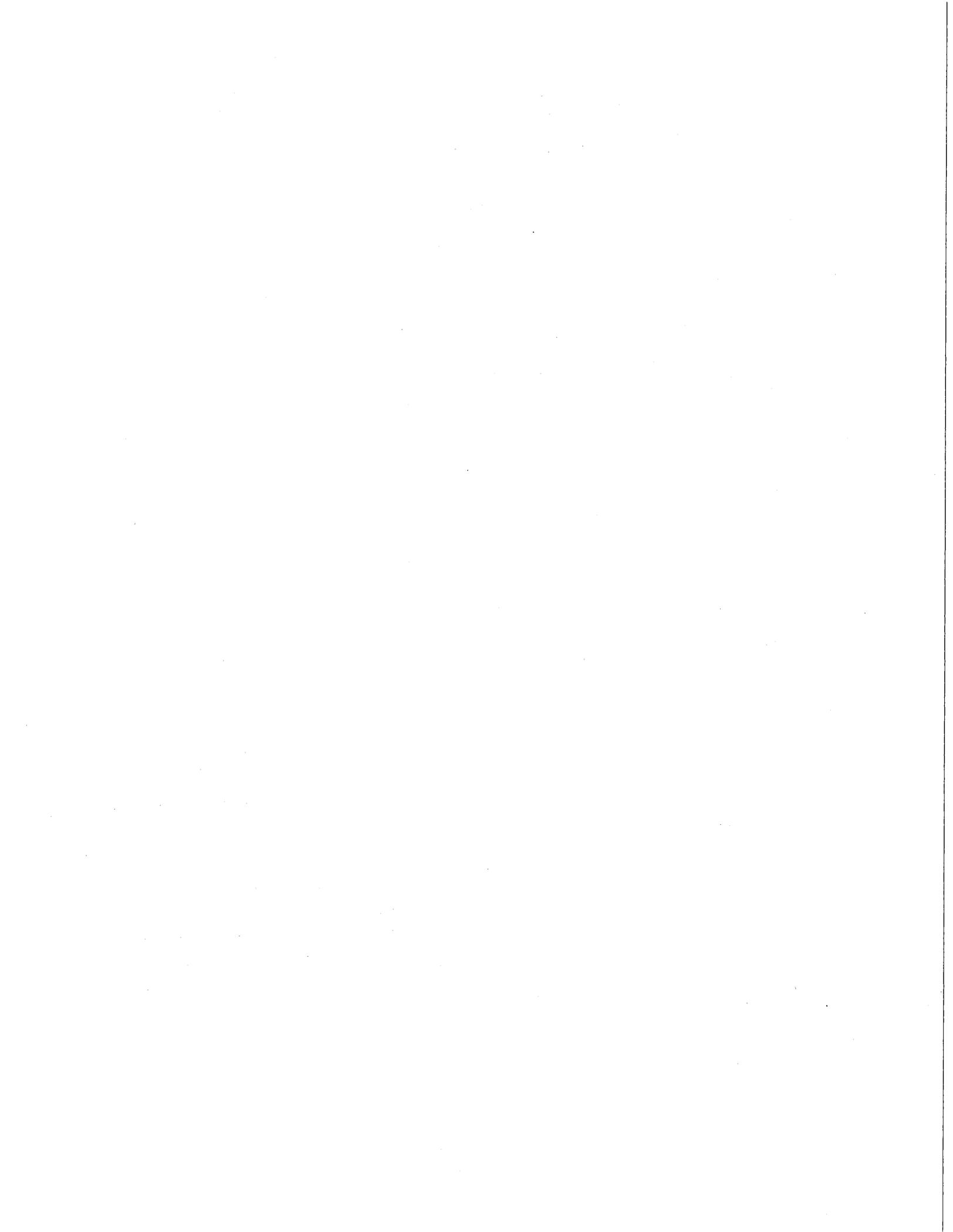
Name of Neighborhood: _____ Location of Neighborhood (Roadway Boundaries): _____ Project Location (Address Required for Permitting): _____ Has the Neighborhood Won Grant Funding in the Past? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, When and How Much? _____

Brief Description of Project: _____ _____ _____	
Grant Amount Requested: \$ _____	Neighborhood Match Amount: \$ _____ <i>(min. 5% of Grant Amount)</i>

REQUIRED ATTACHMENTS

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Three (3) quotes of all proposed work A complete budget showing total cost of project Photos of existing site conditions A clean site plan showing the location of all improvements | <ul style="list-style-type: none"> Notarized meeting minutes Project Action Team (PAT) contact information A completed GAP with Maintenance Agreement Other documentation specifically requested by staff First Step Meeting Synopsis |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<p>THE ABOVE INFORMATION IS SOLELY PROVIDED FOR PURPOSES OF APPLYING FOR THE NEIGHBORHOOD BEAUTIFICATION GRANT (NBG) AND UNDERSTAND IT DOES NOT IMPLY APPROVAL. I CERTIFY THE ABOVE INFORMATION TRUE. I HAVE RECEIVED, READ, AND AGREE WITH THE NBG PACKAGE.</p>	Signed: _____ Print Name: _____ Title: _____ Date: _____
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MEMORANDUM

DATE: November 15, 2012

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Dianne Holloway, Finance Director

SUBJECT: Resolution No. 910 - Amend Fiscal year 2012 Budget (Dianne Holloway, Finance Director)

Resolution No. 910 summarizes budget amendment activity for FY2012.

In the General Fund, there is an increase of \$18,220 in miscellaneous revenue, repair & maintenance/buildings and capital outlay to account for insurance proceeds received for equipment damaged by lightning strikes on June 13, 2012 and July 23, 2012.

In the Police Impact Fee Fund, there is an increase in capital outlay and impact fees to purchase capital equipment required for the new officer authorized in June of 2012.

In the Fire Impact Fee Fund, there is an increase in capital outlay, impact fees collected and carry forward funds in the amount of \$175,000 to account for the new rescue purchased in June of this fiscal year.

In the Lake Mary Cemetery Fund, a transfer to the General Fund in the amount of \$125,000 returns a portion of the funds advanced from the General Fund in FY 2010.

A new internal service fund has been established to account for Health Insurance and the Employee Health Clinic. There is an increase in charges for services and interest revenues as well as an increase in service fees, stop loss premiums, medical claims and capital outlay for the improvements to the health clinic building.

Recommendation:

The City Commission adopt Resolution No. 910 amending the FY12 budget.

RESOLUTION NO. 910

A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA,
AMENDING THE FISCAL YEAR 2011-2012; PROVIDING AN
EFFECTIVE DATE.

WHEREAS, the City Commission of Lake Mary, Florida, finds it desirable, in order to properly reflect new information and changes made during the year, to amend the Budget for the City of Lake Mary for the Fiscal Year 2012, beginning October 1, 2011 as provided herein; and

WHEREAS, Ordinance No. 1433 adopting the City's budget for Fiscal Year 2012, provides for amendment by Resolution.

NOW, THEREFORE BE IT RESOLVED by the City Commission of the City of Lake Mary, Florida:

1. The following funds are revised as specified herein:

General Fund

REVENUES:

001-0000-369-00-00	Miscellaneous Revenues	\$ 18,220
001-0000-381-00-00	Transfers In	\$ 125,000

EXPENDITURES:

001-0519-419-46-20	Repair & Maintenance/Buildings	\$ 6,591
001-0119-419-64-50	Capital Outlay	\$ 11,629

Police Impact Fees

REVENUES:

110-0000-363-20-00	Impact Fees	\$ 1,000
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EXPENDITURES:

110-0321-421-65-10	Capital Outlay	\$1,000
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Fire Impact Fees

REVENUES:

111-0000-363-20-00	Impact Fees	\$ 55,000
111-0000-399-01-00	Cash Balance Carryforward	\$ 120,000

EXPENDITURES:

111-0322-422-65-10	Capital Outlay	\$ 175,000
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Lake Mary Cemetery Fund

EXPENDITURES:

118-0572-452-91-00	Transfers Out	\$ 125,000
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Health Insurance Fund

REVENUES:

510-0000-341-20-20	Employer/Employee Contributions	\$ 375,000
510-0000-361-10-00	Interest	\$ 6,000

EXPENDITURES:

510-0562-462-31-80	Health Insurance Service Fees	\$ 28,000
510-0562-462-45-60	Stop Loss Premiums	\$ 39,500
510-0562-462-45-70	Medical Claims	\$ 298,000
510-0562-462-65-40	Capital Outlay	\$ 15,000

2. That Ordinance No. 1433 adopting the City's budget for Fiscal Year 2012 is hereby amended as provided above.

3. That all ordinances or resolutions or parts of ordinances or resolutions in conflict herewith shall be and the same are hereby repealed.

4. This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 15th day of November, 2012.

CITY OF LAKE MARY, FLORIDA

MAYOR, DAVID J. MEALOR

ATTEST:

CITY CLERK, CAROL A. FOSTER

City of Lake Mary, Florida
Fiscal Year 2012 Budget Amendment
General Fund

Description	2012 Current Budget	Current Amendment	2012 Amended Budget
Revenue:			
Ad valorem taxes	\$ 5,989,181	\$	\$ 5,989,181
Franchise and utility taxes	6,311,200		6,311,200
Licenses and permits	864,500		864,500
Fines and forfeitures	75,700		75,700
Intergovernmental	1,314,097		1,314,097
Charges for services	1,046,900		1,046,900
Other	329,635	18,220	347,855
Operating transfers in	850,000	125,000	975,000
Total Revenues:	<u>16,781,213</u>	<u>143,220</u>	<u>16,924,433</u>
Operating Expenditures:			
General Government	\$ 2,293,640	\$ 18,220	\$ 2,311,860
Finance	588,066		588,066
Building	549,913		549,913
Police	5,470,354		5,470,354
Fire	4,705,313		4,705,313
Public Works	649,894		649,894
Parks & Recreation and Facilities			-
Maintenance	2,489,755		2,489,755
Transfers out	681,876		681,876
Total Expenditures	<u>17,428,811</u>	<u>18,220</u>	<u>17,447,031</u>
Increase (Decrease) in Fund Balance	<u>\$ (647,598)</u>	<u>\$ 125,000</u>	<u>\$ (522,598)</u>
Use of Carryforward Fund Balance			-
Fund Balance Beginning of Year	<u>15,066,183</u>		<u>15,066,183</u>
Fund Balance End of Year	<u>\$ 14,418,585</u>		<u>\$ 14,543,585</u>

Purpose of Amendment:

To account for insurance proceeds received for equipment damaged in lightning strikes.
To return funds advanced to the Lake Mary Cemetery Fund in Fiscal Year 2010.

City of Lake Mary, Florida
Fiscal Year 2012 Budget Amendment
Police Impact Fees

Description	2012 Current Budget	Current Amendment	2012 Amended Budget
Revenue:			
Impact Fees	\$ 24,750	\$ 1,000	\$ 25,750
Interest	<u>1,250</u>		<u>1,250</u>
Total Revenues:	<u>26,000</u>	<u>1,000</u>	<u>27,000</u>
Operating Expenditures:			
Equipment	\$ 61,285	\$ 1,000	\$ 62,285
Total Expenditures	<u>61,285</u>	<u>1,000</u>	<u>62,285</u>
Increase (Decrease) in Fund Balance	\$ (35,285)	\$ -	\$ (35,285)
Use of Carryforward Fund Balance		-	
Fund Balance Beginning of Year	<u>397,256</u>		<u>397,256</u>
Fund Balance End of Year	<u>\$ 361,971</u>		<u>\$ 361,971</u>

Purpose of Amendment:

Additional funds needed to purchase capital equipment required for the new officer authorized in July 2012.

**City of Lake Mary, Florida
Fiscal Year 2012 Budget Amendment
Fire Impact Fees**

Description	2012 Current Budget	Current Amendment	2012 Amended Budget
Revenue:			
Impact Fees	\$ 62,591	\$ 55,000	\$ 117,591
Interest	<u>750</u>		<u>750</u>
Total Revenues:	<u>63,341</u>	<u>55,000</u>	<u>118,341</u>
Operating Expenditures:			
Equipment	\$ <u>37,306</u>	\$ <u>175,000</u>	\$ <u>212,306</u>
Total Expenditures	<u>37,306</u>	<u>175,000</u>	<u>212,306</u>
Increase (Decrease) in Fund Balance	\$ <u>26,035</u>	\$ <u>(120,000)</u>	\$ <u>(93,965)</u>
Use of Carryforward Fund Balance		120,000	
Fund Balance Beginning of Year	<u>186,982</u>		<u>186,982</u>
Fund Balance End of Year	<u>\$ <u>213,017</u></u>		<u>\$ <u>93,017</u></u>

Purpose of Amendment:

To provide funding for the new rescue purchased in FY12.

**City of Lake Mary, Florida
Fiscal Year 2012 Budget Amendment
Lake Mary Cemetery Fund**

Description	2012 Current Budget	Current Amendment	2012 Amended Budget
Revenue:			
Cemetery Sales	\$ 4,000	\$	\$ 4,000
Interest	25		25
Total Revenues:	<u>4,025</u>	<u>-</u>	<u>4,025</u>
Operating Expenditures:			
Postage & Freight	\$ 100	\$	\$ 100
Water	3,000		3,000
Grounds Maintenance	500		500
General Operating Supplies	400		400
Capital Outlay	35,119		35,119
Total Expenditures	<u>39,119</u>	<u>-</u>	<u>39,119</u>
Other Financing Sources (Uses):			
Transfers out	-	(125,000)	(125,000)
Increase (Decrease) in Fund Balance	<u>\$ (35,094)</u>	<u>\$ (125,000)</u>	<u>\$ (160,094)</u>
Use of Carryforward Fund Balance		125,000	
Fund Balance Beginning of Year	<u>183,842</u>		<u>186,982</u>
Fund Balance End of Year	<u>\$ 148,748</u>		<u>\$ 26,888</u>

Purpose of Amendment:

To return funds advanced from the General Fund in Fiscal Year 2010.

**City of Lake Mary, Florida
Fiscal Year 2012 Budget Amendment
Health Insurance Fund**

Description	2012 Current Budget	Current Amendment	2012 Amended Budget
Revenue:			
Charges for Service	\$	\$ 375,000	\$ 375,000
Interest		6,000	6,000
Total Revenues:	-	381,000	381,000
Operating Expenditures:			
Administration Fees	\$	\$ 28,000	\$ 28,000
Stop Loss Premiums		39,500	39,500
Claims		298,500	298,500
Health Clinic		15,000	15,000
Total Expenditures	-	381,000	381,000
Increase (Decrease) in Fund Balance	\$ -	\$ -	\$ -
Use of Carryforward Fund Balance		-	
Fund Balance Beginning of Year	-		-
Fund Balance End of Year	\$ -		\$ -

Purpose of Amendment:

To account for health insurance and Employee Health Clinic.



CITY MANAGER'S REPORT

DATE: November 15, 2012
TO: City Commission
FROM: Jackie Sova, City Manager
SUBJECT: City Manager's Report

ITEMS FOR COMMISSION INFORMATION:

1. Monthly Department Reports.

Building Division Monthly Report –October 2012

Community Development Department

TO: City Commission

FROM: Joe Lancaster, Building Official
Bobbie Jo Keel, Permit/Zoning Coordinator

VIA: Jackie Sova, City Manager

DATE: November 8, 2012



FY2012-2013 WORKLOAD DATA

BUILDING PERMITS ISSUED					BUILDING PERMIT VALUATIONS			
ACTIVITY - PERMIT TYPE	Oct-12	YTD	Oct-11	YTD	Oct-12	YTD	Oct-11	YTD
COMMERCIAL - NEW	0	0	0	0	\$ -	\$ -	\$ -	\$ -
COMMERCIAL - ALTERATION	15	15	11	11	\$ 808,376	\$ 808,376	\$ 645,420	\$ 645,420
RESIDENTIAL - NEW	16	16	9	9	\$ 3,258,500	\$ 3,258,500	\$ 1,866,200	\$ 1,866,200
RESIDENTIAL - ALTERATION	10	10	16	16	\$ 75,489	\$ 75,489	\$ 184,126	\$ 184,126
ELECTRICAL - NEW/ALTERATION	13	13	30	30	\$ 3,089,703	\$ 3,089,703	\$ 148,786	\$ 148,786
ELECTRICAL - TEMP/PREPOWER	2	2	3	3	\$ 200	\$ 200	\$ 230	\$ 230
MECHANICAL - NEW/ALTERATION	23	23	24	24	\$ 177,139	\$ 177,139	\$ 265,768	\$ 265,768
PLUMBING - NEW/ALTERATION	12	12	19	19	\$ 25,923	\$ 25,923	\$ 82,763	\$ 82,763
ROOFING - TILE, METAL & FLAT	7	7	1	1	\$ 41,090	\$ 41,090	\$ 17,600	\$ 17,600
RE-ROOFING	8	8	12	12	\$ 78,389	\$ 78,389	\$ 121,727	\$ 121,727
SWIMMING POOL	1	1	4	4	\$ 33,500	\$ 33,500	\$ 92,078	\$ 92,078
SCREEN ENCLOSURE	0	0	2	2	\$ -	\$ -	\$ 13,000	\$ 13,000
FENCE	6	6	2	2	\$ 12,503	\$ 12,503	\$ 14,500	\$ 14,500
SIGN	6	6	8	8	\$ 12,331	\$ 12,331	\$ 16,651	\$ 16,651
FOUNDATION ONLY	0	0	0	0	\$ -	\$ -	\$ -	\$ -
DEMOLITION	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TOTALS	119	119	141	141	\$ 7,613,143	\$ 7,613,143	\$ 3,468,849	\$ 3,468,849

BUILDING INSPECTIONS PERFORMED				
TYPE	Oct-12	YTD	Oct-11	YTD
BUILDING	253	253	172	172
ELECTRICAL	85	85	104	104
MECHANICAL	48	48	44	44
PLUMBING	49	49	75	75
TOTALS	435	435	395	395

FIRST STEP MEETINGS

1. Counseling Center (Minter)

MAJOR PROJECTS

1. Colonial Grand Phase 1 & 2
2. Fountain Parke
3. Enclave @ Tuscany

DOCUMENTS SCANNED				
TYPE	Oct-12	YTD	Oct-11	YTD
PERMIT PACKAGE	238	238	9803	9,803
BLUEPRINTS	0	0	5702	5,702
TOTALS	238	238	15,505	15,505

Monthly Report – OCTOBER 2012

Community Development Department

TO: City Commission

FROM: Gary Schindler, City Planner

VIA: Jackie Sova, City Manager

DATE: November 15, 2012

RE: Planning and Development Activity



FY2011-2012 WORKLOAD DATA

	FY2012		FY2013	
	OCT	Total YTD	OCT	Total YTD
Land Use Amendments	0	0	0	0
Rezoning	0	0	0	0
Conditional Use	0	0	0	0
Subdivisions/Plat	0	0	1	1
Site Plans	1	1	1	1
Variances	0	0	1	1
Vacates	0	0	0	0
Annexations	0	0	0	0
DRI Development Agreement & Amendments	0	0	0	0
PUD Development Agreement & Amendments	0	0	1	1
Development Agreements, New	0	0	0	0
DRC Reviews	0	0	1	1
Home Occupation Review	4	4	5	5
Business License Review	37	37	44	44
Arbor Permits (non-development related)	17	17	16	16
Zoning Verification Letters	4	4	2	2
Site Permits Issued	1	1	0	0
Building Permits Review	47	47	47	47
Number of Pages Scanned	0	0	0	0

Significant Meetings & Issues:

October 2 – Lisa Minter First Step Meeting, a proposed office on the NE corner of 4th Street and Crystal Lake Avenue.

October 3 – Gander Mountain Development Review Committee Meeting, related to site plan for the proposed sign and memorial.

October 4 – Crystal Lake Elementary School, to discuss proposed changes in the internal traffic circulation patterns to improve traffic and pedestrian safety.

- October 9 – Sanford Airport Noise Abatement Committee (SANAC) Meeting**
- October 10 – Meeting with Colin Morgan and Bruce Fleming to discuss proposed revisions to the City’s sign regulations.**
- October 12 – Metropolitan Regional Trails Meeting, for the purpose of discussing future pedestrian/bicycle trails in Seminole County and how they would connect to trails in surrounding counties.**
- October 15 – Meeting with Miranda Fitzgerald to discuss the DRC Committee comments for Gander Mountain project.**
- October 17 – Meeting with City Manager to discuss the proposed Neighborhood Grants Program. MetroPlan Orlando Bike Sharing Program Meeting, for the purpose of discussing the implementation of one or more bicycle sharing programs in Central Florida.**
- October 22 – Meeting with the Parks and Recreation Department to discuss the proposed Neighborhood Grants Program.**
- October 24 – MetroPlan Orlando Bicycle Pedestrian Advisory Committee (BPAC) Meeting**
- October 26 – MetroPlan Orlando Transportation Technical Advisory Committee (TTC)**
- October 29 – Public School Facilities Planning Committee (PSFPC) Meeting, to discuss school impact fees and other issues relevant to schools.**



City of Lake Mary
Fire Department
911 Wallace Court-Lake Mary, Florida 32746



Monthly Report

October 2012

Administration and Emergency Operations

Two of the three Fire Department teams have completed their tasks.

Awards team completed their mission with our first "Annual Awards Banquet" which was held at Timacuan Country Club. It was a terrific success and extremely well attended. The final DOI for the awards was completed.

SOP team submitted one new SOP for review.

Uniform team has completed their review of uniforms for new materials and designs. As a result we have ordered uniforms for this fiscal year with a new design and improved fabric.

We completed the basic firefighter assessments this month.

The new Firefighter evaluation form was completed and reviewed with all firefighters.

We responded to 355 emergency alarms, had 157 transports, and logged over 900 hours of training.

Emergency Operations personnel had an additional 56 public contacts for sharps boxes, blood pressures, P/R's, etc.

Station 33 was noted as the best during the "Ghost Walk" tours. A special thanks to the crews who had to jump between stations to handle calls and keep this event going.

Fire Prevention

Conducted 310 inspections and 66 plan reviews.

Attended the following meetings – Heathrow Arts Festival, Relay for Life, SEED, SC Fire Marshal's Group, SC Building Officials, Awards Committee, Employee of Quarter Selection, Downtown Road Closures, Santa Parade, EMOT, and Staff.

Coordinated the Ghost Walk through Station 33 – including prep and decorations for two Saturdays.

Assisted Temple Terrace FD with their Open House Side-By-Side Burn Demonstration.

Organized and coordinated the Annual Fire Prevention Poster Contest Award Ceremony.

Public Education Events –

Home Depot Fire Safety Day – table and engine display – about 200 people

Kids Together – Fire Safety Talk and engine display – about 60 people

Lake Mary Prep – Fire Safety Talk – 50 people

Progress Energy – Fire Safety Expo – 50 people

Lady Bird Academy – Fire Safety Talk – 115 kids

UCP School – Fire Safety Talk – 70 people

Crystal Lake Elem – Fire Safety Talk – 50 people

Station Tour – Birds and the Bees Club – 52 people

Grace United Fall Festival – Table and Engine Display – 250 people

Station Tour – NFPA/Home Depot Mom's Blog – 5 people

Progress Energy – Fire Drill – 50 people

Cambridge Prep School – 110 people

City's Spooktacular – Fire Safety Table and engine display – 450 people

Conducted 3 – 911 tests in local businesses

Miscellaneous Assists – 1 sharps container, 7 public records requests



Lake Mary Police Department

MONTHLY REPORT - OCTOBER 2012

	FY 2013 OCT	FY 2013 YTD	FY 2012 OCT	FY 2012 YTD
Monthly Call Volume	4,279	4,279	4,680	
Response Times (in minutes)				
Priority 1	4.00		4.64	
Priority 2	5.56		3.71	
Priority 3	9.46		6.68	

UCR Crimes

Murders	0	0	0	
Sex Offenses, Forcible	0	0	1	
Robbery	0	0	0	
Assault/Battery	9	9	6	
Burglary	6	6	3	
Theft, all other	22	22	26	
Motor Vehicle Theft	1	1	0	
Theft of Motor Vehicle Parts	3	3	1	
Arson	0	0	0	
D.U.I.	3	3	2	

Total Arrests

Adults	37	37	21	
Juveniles	6	6	1	

Traffic Calls

Crashes	58	58	81	
Criminal Citations	17	17	10	
Citations- non criminal	307	307	372	
Parking citations	4	4	10	
K9 Deployments	4	4	5	
Agency Assist, outside Jurisdiction	39	39	72	

Alarms

Total	104	104	NA	
Business	71	71	NA	
Residential	33	33	NA	

Total Responses to City Ordinance Violations

42	42	35	
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Lake Mary Police Department

IMPORTANT EVENTS

Patrol Division

On 10/18/12, Pfc. Kelly assisted with the capture of two bank robbery suspects from Volusia County. Lake Mary units were notified that Volusia County and Seminole County were in pursuit coming into our City limits. PFC. Kelly positioned his vehicle on I-4 and made apprehension after the subjects abandoned their vehicle.

Criminal Investigations Division

CID investigated two suicides resulting from self inflicted gunshot wounds and one accidental death by means of carbon monoxide poisoning.

Detective Umana made an arrest related to vehicles being burglarized at the Marriott on International Parkway. (Historically our highest problem area for vehicle burglaries)

Community Relations Division

CRD participated in the following community events throughout the month:

1. October 13th and 20th - Ghost Walk
2. October 26th - City Government Day
3. October 27th - Spooktacular

Human Resources

October 2012 Report

Employment	10/12	YTD	10/11	YTD
Applications received/acknowledged	133	133	94	94
Friend/Relative	25	25	17	17
Internal	0	0	9	9
Job Posting Book	1	1	3	3
Not Provided	1	1	1	1
Other	13	13	6	6
Website	93	93	58	58
New Hire Orientations	4	4	5	5
Resignations/Terminations	3	3	1	1
Current Vacancies (FT/PT Employment Opportunities)	3	3	5	5
Code Compliance Inspector	1			
Events Center Specialist	1			
Firefighter/EMT	1			
Positions filled in house	2	2	0	0
Positions filled outside	4	4	5	5
Surveys Conducted/Completed	4	4	9	9
Employee Evaluations	14	14	12	12
Employee Verifications	4	4	6	6
Personnel Actions Initiated	48	48	214	214
Grievances Filed	0	0	0	0
Employee Insurance Assistance	7	7	14	14
Current Full Time Employees	171		170	
Current Part Time Employees	18		21	
Special Projects				
Dental Enrollment Forms (Open Enrollment)	2	2	1	1
New AFLAC enrollments	0	0	0	0
Benefit Election Forms	3	3	1	1
Voluntary Life Election Forms	0	0	0	0
Time sheets scanned	551	551	607	607

Human Resources

October 2012 Report

Insurance		10/11	YTD	10/10	YTD
On the Job Injuries - Medical Attention Required *		0	0	4	4
On the Job Injuries - No Medical Attention Required **		1	1	0	0
	General Government		0		0
	Building/Fac Maint		0		0
	Police/Support Services		0	3	3
**Leg strain	Fire/Fire Prevention	1	1		0
	Public Works/Fleet		0	1	1
	Parks & Recreation		0		0
City Vehicle Accidents Reported - Under \$500. *		1	1	2	2
City Vehicle Accidents Reported - Over \$500. **		0	0	1	1
	General Government		0		0
	Building/Fac Maint		0		0
*Hit by another vehicle - ODAF	Police/Support Services	1	1	2	2
	Fire/Fire Prevention		0	1	1
	Public Works/Fleet		0		0
	Parks & Recreation		0		0
ODAF (Other Driver at Fault)					
Loss/Damage Reports - Under \$500 *		0	0	3	3
Loss/Damage Reports - Over \$500 **		0	0	0	0
	General Government		0		0
	Building/Fac Maint		0		0
	Police/Support Services		0	1	1
	Fire/Fire Prevention		0	1	1
	Public Works/Fleet		0		0
	Parks & Recreation		0	1	1
Damage to City Property by Others - Under \$500 *		0	0	0	0
Damage to City Property by Others - Over \$500 **		0	0	0	0
	General Government		0		0
	Building/Fac Maint		0		0
	Police/Support Services		0		0
	Fire/Fire Prevention		0		0
	Public Works/Fleet		0		0
	Parks & Recreation		0		0
Liability/Claimant Incident Reports - Under \$500		0	0	0	0
Liability/Claimant Incident Reports - Over \$500		0	0	0	0
Special Hearings/Mediations		0	0	0	0

PUBLIC WORKS DEPARTMENT
MONTHLY REPORT
October 2012

	Oct-12	FYTD	Oct-11	FYTD
Work Orders Completed	37	37	42	42
Sidewalks Repaired (Feet)	45	45	0	0
Street Signs Installed	11	11	13	13
Streets Paved (Miles)	0	0	0	0
Millions Gallons Treated	93	93	98	98
New Water Meters Installed	1	1	1	1
Waterlines Installed (Feet)	0	0	0	0
Water Meter Relocations	0	0	0	0
Meters Exchanged	38	38	8	8
Turn-On/Turn-Off (Customer Request)	140	140	124	124
Turn-Offs/Non-Payment	20	20	27	27
Water System Dist. Valves Exercised	10	10	45	45
Vehicle Preventative Maint. Inspections	46	46	42	42
Vehicles/Equipment Serviced	114	114	80	80

PUBLIC WORKS UPDATE

November 2012

Streets/Sidewalks – 432

1. 4th Street and Seminole Ave Improvements– Notice to Proceed issued to The Briar Team 7/9/12. Substantial Completion expected 11/21/12, Final Completion due 12/4/12. Includes 108 new parking spaces.

Water Treatment – 434

1. Well #2 rehabilitation: new well pump and new valves on discharge piping expected to be complete by 11/9/12. 10 days of sampling to begin 11/12/12.
2. 12-month average daily water demand 3.17 million gallons (1.4% less than previous 12 months). CUP allowance 4.94 MGD. 12-month maximum day demand 5.25, plant capacity 9.99 MGD.

Water Distribution/Wastewater Collection – 435

1. Meter Change-out Program – Goal for calendar year 2012 is to change out 488 meters, this is to keep track with a 12-year change out program. 452 meters have been changed out through 11/2/12.
2. Continuing decommission of galvanized water mains downtown.
3. Lift station pump maintenance program proceeding, all stations have been evaluated, 12 pumps replaced/repared in FY 2012.

**CITY CLERK'S OFFICE MONTHLY REPORT
OCTOBER 2012**

	FY 2013		FY 2012	
	OCT. 12	YTD	OCT. 11	YTD
MINUTES PREPARED (SETS)	2	2	2	2
ORDINANCES CREATED	0	0	0	0
ORDINANCES PREPARED	1	1	2	2
RESOLUTIONS CREATED	0	0	0	0
RESOLUTIONS PREPARED	0	0	2	2
PROCLAMATIONS PREPARED	1	1	1	1
PUBLIC HEARING NOTICES PUBLISHED	1	1	3	3
OCCUPATIONAL LICENSES				
NEW	66	66	40	40
RENEWALS	245	245	176	176
TRANSFERS	7	7	2	2
REVENUE GENERATED	\$17,682.00	\$17,682.00	\$11,693.00	\$11,693.00
INSPECTIONS OF BUSINESSES	0	0	0	0
BUSINESSES W/O LICENSE	0	0	0	0
REVENUE PAID BY UNLICENSED BUSINESSES	0	0	0	0
FOOD TRUCKS LICENSED (MONTHLY FOOD TRUCK CRAVE)	7	7	0	0
REVENUE GENERATED	\$350.00	\$350.00	0	0
CITY ELECTIONS HELD	0	0	0	0
DOCUMENTS RECORDED	2	2	3	3
RECORDS SCANNED (pages)	1664	1,664	1,514	1,514
RECORDS DESTROYED (CUBIC FEET)	0	0	0	0



MEMORANDUM

DATE: November 6, 2012
TO: Mayor & City Commission
FROM: Bryan Nipe, Parks and Recreation Director
THRU: Jackie Sova, City Manager
SUBJECT: October 2012 Parks and Recreation Report Summary

Events Center

- October 2012 Revenue \$43,888.61, which includes catering revenue. \$8,300.00 higher than October 2011.

Tennis Center

- 117 members as of 11/3/12. This is up by 8 members from October 2011.
- Free Family Day event 11/10/12
- Free Kids bring a friend day 11/14/12

Recreation Programs

- Soccer Shots - 20 current participant in clinic
- Little League in partnership with the City will be offering the Little League Intermediate Division in the Spring with bases extended to 50'/70' with lead off allowed.

Grounds

- Christmas lights are being strung throughout Central Park and the Museum in preparation for the holiday season and the Holiday in the Park event.

Facilities

- Employee Clinic – Completion date met. Temporary Certificate of Occupancy issued. Regular CO anticipated on completion of Seminole Ave.
- Proposed Community Building – Building inspection and Level I Env. Assessment Complete. Awaiting Certificate of Title to apply to survey and complete due diligence.

MEMO

TO: Bryan Nipe, Director of Parks & Recreation

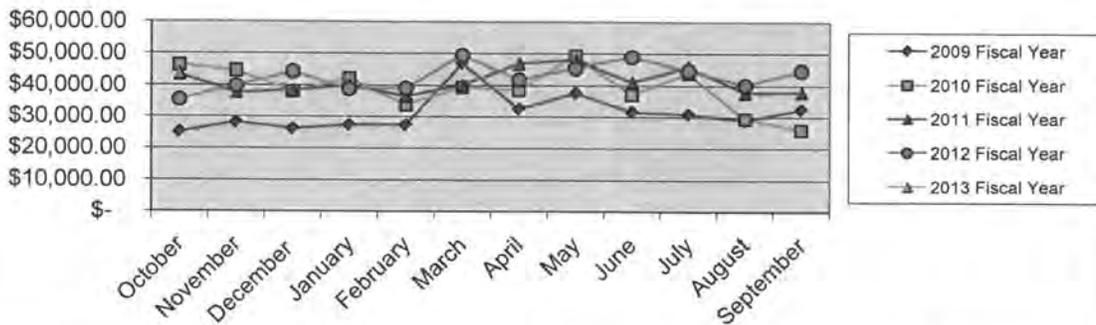
FROM: Dee Gracey, Administrative Secretary

DATE: November 1, 2012

RE: ACTIVITIES: October 2012

ACTIVITY	CURRENT MONTH	THIS MONTH LAST YEAR	CURRENT YTD	PREVIOUS YTD
EVENTS CENTER				
non-revenue uses	13	11	13	11
rentals	29	22	29	22
rental income	\$37,622.13	\$31,337.88	\$37,622.13	\$31,337.88
FARMERS MARKET				
vendor fee income		\$3,900.20		\$3,900.20
SENIOR CENTER				
non-revenue uses/hours	4/11.0	2/4.5	4/11.0	2/4.5
rentals	3	3	3	3
rental income	\$159.00	\$401.25	\$159.00	\$401.25
classes	129	126	129	126
individual participants	1904	1619	1904	1619
class donations	\$828.95	\$515.66	\$828.95	\$515.66
shred-a-thon donations	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SPORTS COMPLEX				
ball field games	105	94	105	94
softball league income	\$0.00	\$0.00	\$0.00	\$0.00
baseball/softball rentals	76	45	76	45
baseball field income	\$398.30	\$16.05	\$398.30	\$16.05
soccer activities	78	74	78	74
soccer field income	\$529.30	\$377.68	\$529.30	\$377.68
splash park income	\$0.00	\$0.00	\$0.00	\$0.00
skate park income	\$555.00	\$1,536.00	\$555.00	\$1,536.00
gazebo rental income	\$209.00	\$187.25	\$209.00	\$187.25
tennis memberships	\$4,600.00	\$2,800.00	\$4,600.00	\$2,800.00
tennis daily fees	\$785.04	\$665.42	\$785.04	\$665.42
special event fee	\$105.00	\$0.00	\$105.00	\$0.00
TOTAL INCOME	\$45,791.72	\$43,237.39	\$45,791.72	\$43,237.39

Events Center - Fiscal Year Revenue Comparisons (Includes revenue from caterers)



Month	2009 Fiscal Year	2010 Fiscal Year	2011 Fiscal Year	2012 Fiscal Year	2013 Fiscal Year
October	\$ 25,157.76	\$ 46,451.06	\$ 43,456.26	\$ 35,526.88	\$ 43,888.61
November	\$ 28,217.93	\$ 44,657.39	\$ 37,669.30	\$ 39,903.24	
December	\$ 26,158.79	\$ 38,156.75	\$ 38,456.54	\$ 44,311.12	
January	\$ 27,396.45	\$ 42,425.89	\$ 39,999.93	\$ 38,933.39	
February	\$ 27,470.28	\$ 33,901.36	\$ 36,578.62	\$ 39,164.12	
March	\$ 47,076.02	\$ 39,477.67	\$ 40,265.19	\$ 49,521.02	
April	\$ 32,589.11	\$ 38,658.45	\$ 46,969.12	\$ 41,988.10	
May	\$ 37,685.74	\$ 49,553.99	\$ 48,095.92	\$ 45,573.95	
June	\$ 31,669.67	\$ 37,216.10	\$ 41,153.90	\$ 49,036.66	
July	\$ 30,980.56	\$ 44,067.05	\$ 46,013.16	\$ 44,842.61	
August	\$ 28,976.30	\$ 29,501.98	\$ 37,795.61	\$ 40,246.08	
September	\$ 32,566.97	\$ 25,967.89	\$ 37,958.40	\$ 44,773.03	
Total Revenue	\$ 375,945.58	\$ 470,035.58	\$ 494,411.95	\$ 513,820.20	\$ 43,888.61
Operating Costs	\$ 349,517.00	\$ 344,393.00	\$ 321,200.54	\$ 342,188.62	\$ (31,837.02)
Maintenance Staff Costs*	\$ 32,430.60	\$ 32,430.60	\$ 32,430.60	\$ 32,430.60	\$ (2,932.55)
Revenue after Costs**	\$ (6,002.02)	\$ 93,211.98	\$ 140,780.81	\$ 139,200.98	\$ 9,119.04

waiting on 6 cater pmts

waiting on 1 pmt Sept'12

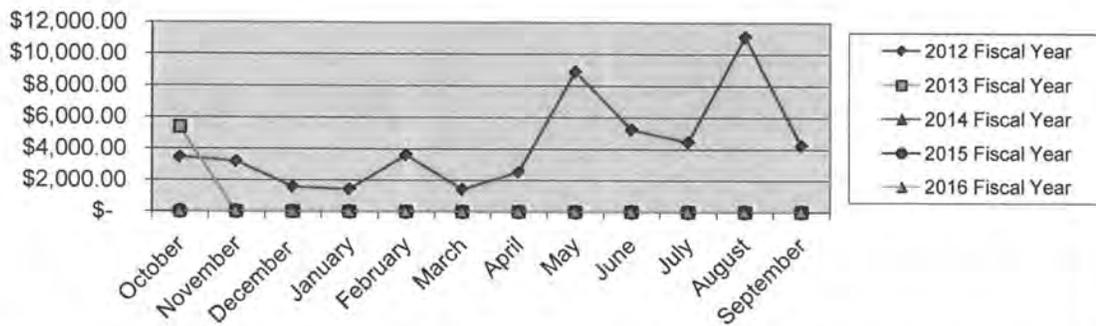
as of 10/31/12

\$2,702.55 per month

* Estimated maintenance costs for Events Center grounds.

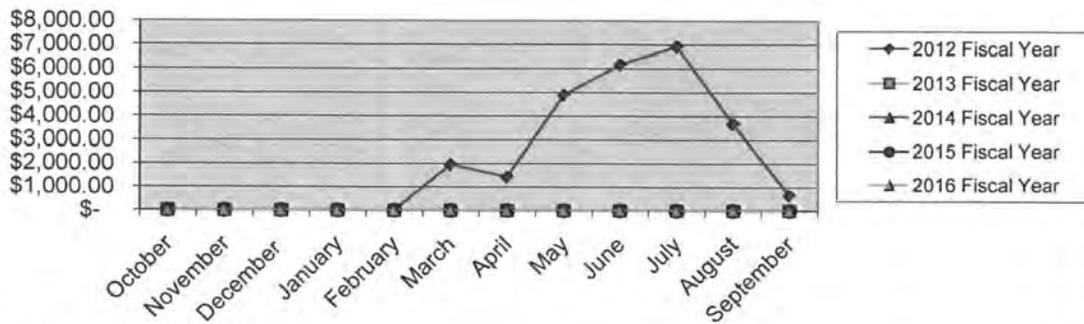
** Costs not including payment of bond.

Tennis Center - Fiscal Year Revenue Comparisons



Month	2012 Fiscal Year	2013 Fiscal Year	2014 Fiscal Year	2015 Fiscal Year	2016 Fiscal Year
October	\$ 3,465.42	\$ 5,385.04	\$ -	\$ -	\$ -
November	\$ 3,187.34	\$ -	\$ -	\$ -	\$ -
December	\$ 1,566.13	\$ -	\$ -	\$ -	\$ -
January	\$ 1,432.73	\$ -	\$ -	\$ -	\$ -
February	\$ 3,617.64	\$ -	\$ -	\$ -	\$ -
March	\$ 1,425.55	\$ -	\$ -	\$ -	\$ -
April	\$ 2,541.04	\$ -	\$ -	\$ -	\$ -
May	\$ 8,895.92	\$ -	\$ -	\$ -	\$ -
June	\$ 5,250.55	\$ -	\$ -	\$ -	\$ -
July	\$ 4,450.84	\$ -	\$ -	\$ -	\$ -
August	\$ 11,104.59	\$ -	\$ -	\$ -	\$ -
September	\$ 4,238.12	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 51,175.87	\$ 5,385.04	\$ -	\$ -	\$ -
Operating Costs	\$ (79,584.88)	\$ (7,107.66)	\$ -	\$ -	\$ -
Revenue after Costs	\$ (28,409.01)	\$ (1,722.62)	\$ -	\$ -	\$ -

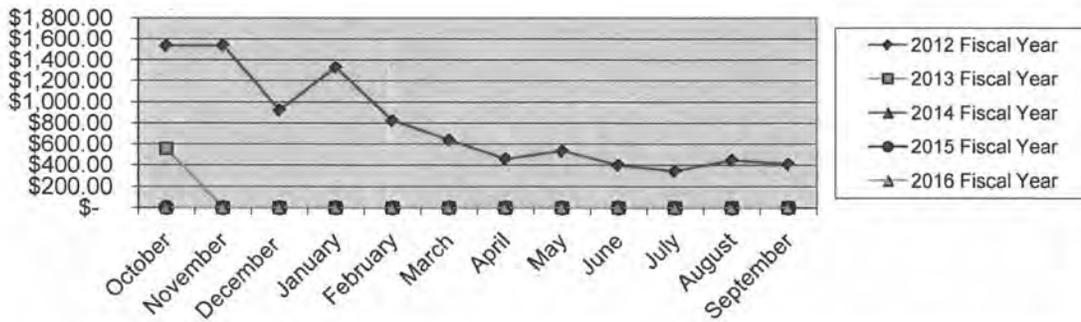
Splash Park - Fiscal Year Revenue Comparisons



Month	2012 Fiscal Year	2013 Fiscal Year	2014 Fiscal Year	2015 Fiscal Year	2016 Fiscal Year
October	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ 1,958.06	\$ -	\$ -	\$ -	\$ -
April	\$ 1,433.00	\$ -	\$ -	\$ -	\$ -
May	\$ 4,890.50	\$ -	\$ -	\$ -	\$ -
June	\$ 6,173.75	\$ -	\$ -	\$ -	\$ -
July	\$ 6,928.00	\$ -	\$ -	\$ -	\$ -
August	\$ 3,678.50	\$ -	\$ -	\$ -	\$ -
September	\$ 654.00	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 25,715.81	\$ -	\$ -	\$ -	\$ -
Operating Costs	\$ (35,447.24)	\$ (1,276.06)	\$ -	\$ -	\$ -
Revenue after Costs	\$ (9,731.43)	\$ (1,276.06)	\$ -	\$ -	\$ -

utilities through 9.30.12

Skate Park - Fiscal Year Revenue Comparisons



Month	2012 Fiscal Year	2013 Fiscal Year	2014 Fiscal Year	2015 Fiscal Year	2016 Fiscal Year
October	\$ 1,536.00	\$ 555.00	\$ -	\$ -	\$ -
November	\$ 1,540.90	\$ -	\$ -	\$ -	\$ -
December	\$ 923.00	\$ -	\$ -	\$ -	\$ -
January	\$ 1,327.45	\$ -	\$ -	\$ -	\$ -
February	\$ 824.77	\$ -	\$ -	\$ -	\$ -
March	\$ 639.00	\$ -	\$ -	\$ -	\$ -
April	\$ 456.75	\$ -	\$ -	\$ -	\$ -
May	\$ 533.39	\$ -	\$ -	\$ -	\$ -
June	\$ 398.00	\$ -	\$ -	\$ -	\$ -
July	\$ 342.00	\$ -	\$ -	\$ -	\$ -
August	\$ 445.75	\$ -	\$ -	\$ -	\$ -
September	\$ 408.00	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 9,375.01	\$ 555.00	\$ -	\$ -	\$ -
Operating Costs	\$ (27,825.71)	\$ (2,049.94)	\$ -	\$ -	\$ -
Revenue after Costs	\$ (18,450.70)	\$ (1,494.94)	\$ -	\$ -	\$ -

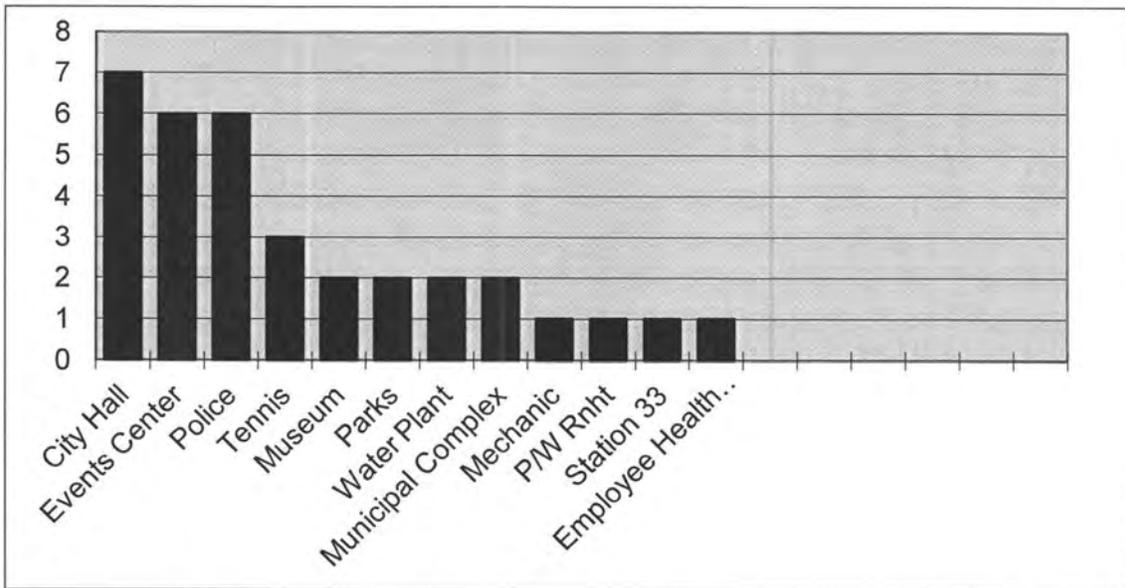
utilities through 9.30.12



City of Lake Mary
Facilities Maintenance - Monthly Report
Year-to-Date Number of Work Orders by Building

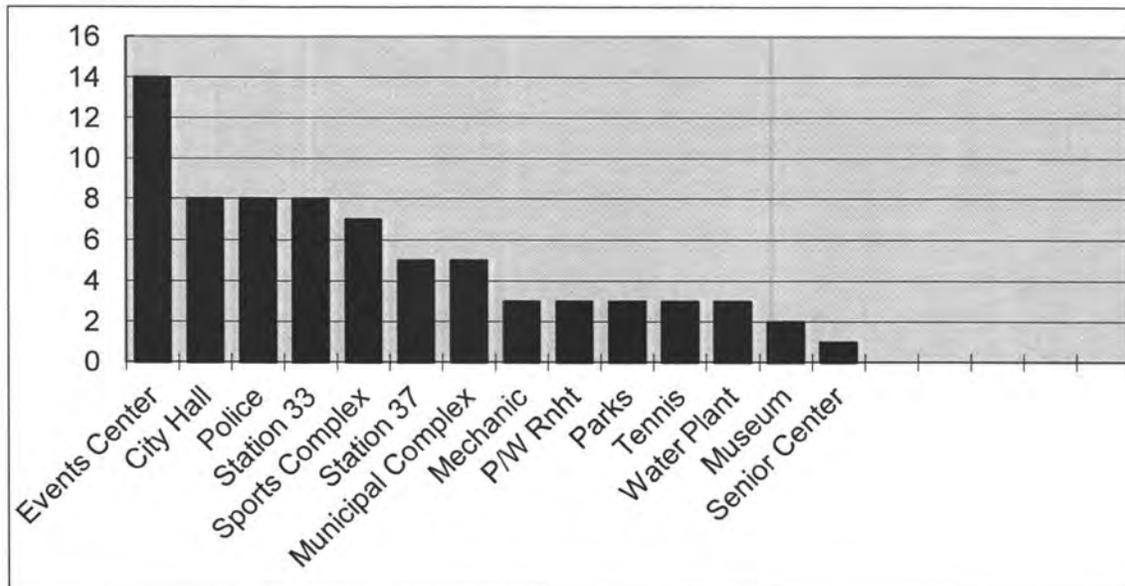
October 1, 2012 Through October 31, 2012

Total: 34



October 1, 2011 Through October 31, 2011

Total: 73



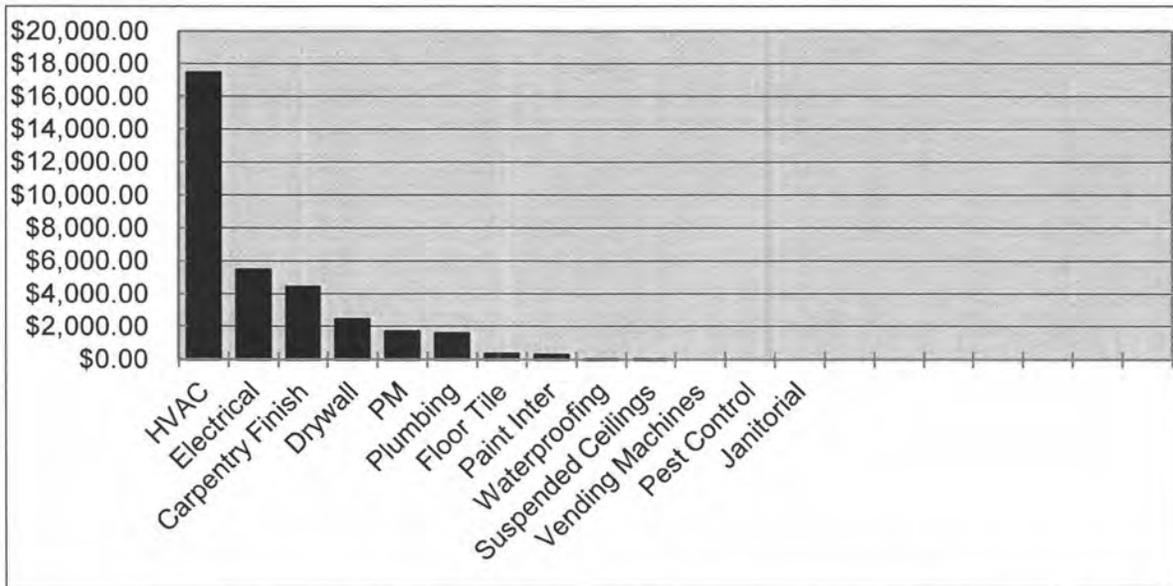


City of Lake Mary
Facilities Maintenance - Monthly Report

Year-to-Date Expenses By Category

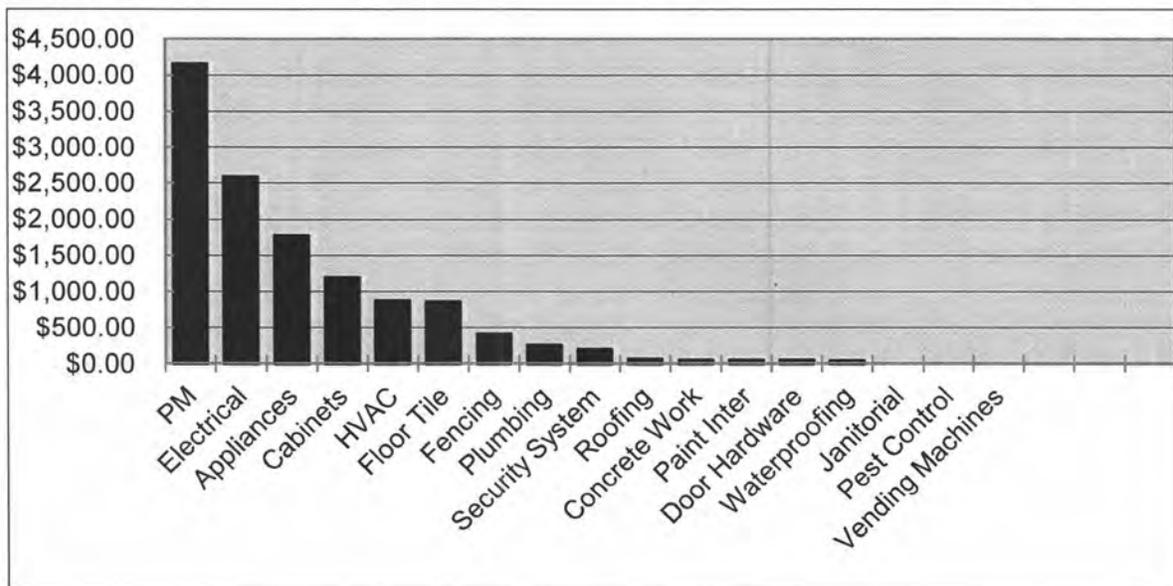
October 1, 2012 Through October 31, 2012

Total: \$ 33,659.45



October 1, 2011 Through October 31, 2011

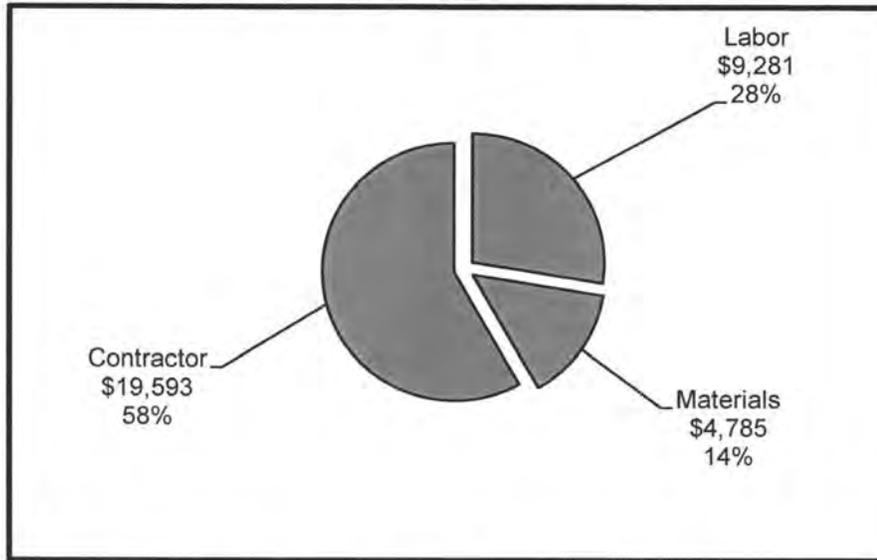
Total: \$ 12,588.78



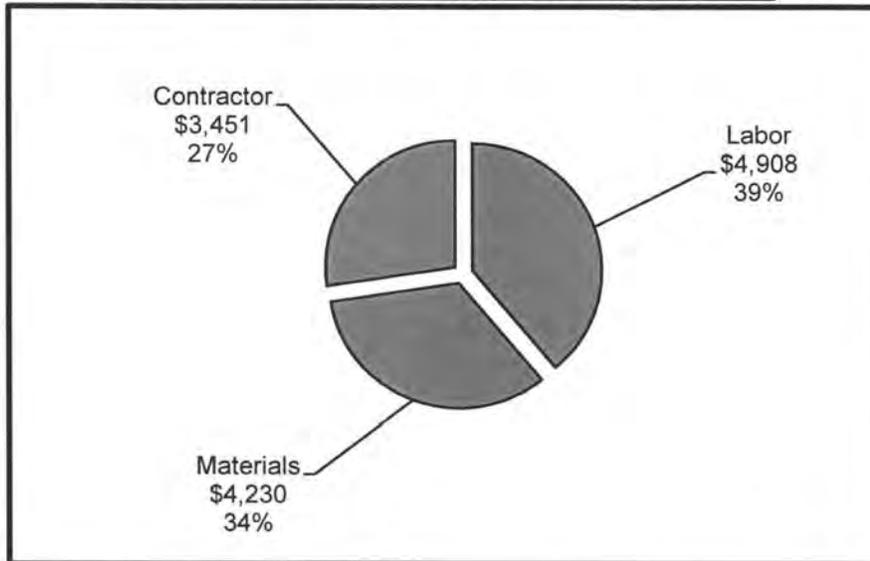


City of Lake Mary
Facilities Maintenance - Monthly Report
Year-to-Date Expenses by Labor, Materials, Contractor

October 1, 2012 Through- October 1, 2012

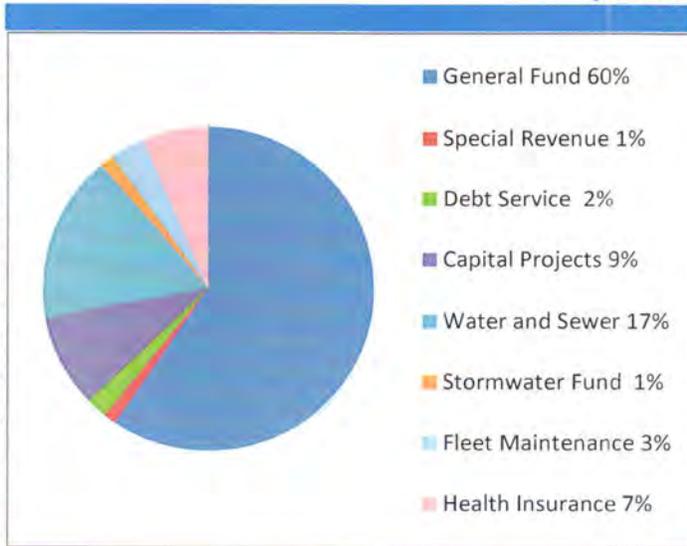


October 1, 2010 Through- October 31, 2012



City of Lake Mary Budget Snapshot as of October 31, 2012

(6.33% of fiscal year elapsed)



General Fund Revenues			
Revenues	Budget	Year-to-Date	%
Ad Valorem Taxes	\$ 5,943,112	\$ 233	0.0%
Franchise & Utility Taxes	6,081,614	39,944	0.7%
Business Tax Receipts	119,000	101,255	85.1%
Permits	855,415	91,764	10.7%
Fines & Forfeitures	47,686	4,195	8.8%
Intergovernmental	1,371,427	36,721	2.7%
Charges for Services	1,206,250	113,827	9.4%
Investment Income/Other	264,000	26,886	10.2%
Operating Transfers In	900,000	75,000	8.3%
Total Revenues	\$ 16,788,504	\$ 489,825	2.9%

General Fund Expenditures			
Expenditures	Budget	Year-to-Date	%
City Commission	\$ 94,797	\$ 7,964	8.4%
City Manager	484,962	16,644	3.4%
City Attorney	95,000	-	0.0%
City Clerk	213,963	7,907	3.7%
General Government	570,403	32,877	5.8%
Risk Management	15,550	41	0.3%
Finance	579,599	23,451	4.0%
Community Development	649,910	30,313	4.7%
Building	471,913	23,643	5.0%
Facilities Maintenance	347,013	12,602	3.6%
Police Operations	4,724,846	220,917	4.7%
Fire Combat	4,399,708	189,083	4.3%
Fire Prevention	333,661	13,330	4.0%
Support Services	918,590	42,640	4.6%
PW Admin & Engineering	218,008	10,670	4.9%
Streets/Sidewalks	442,428	8,254	1.9%
Parks & Recreation	1,614,774	80,007	5.0%
Events Center	378,981	31,837	8.4%
Senior Center	112,383	6,568	5.8%
Tennis Center	86,246	6,432	7.5%
Transfers Out	882,330	73,527	8.3%
Total Expenditures	\$ 17,635,065	\$ 838,707	4.8%
<i>Fund Balance Forward</i>	14,418,585	14,418,585	100.0%
Current Fund Balance	\$ 13,572,024	\$ 14,069,703	103.7%

Debt Service Funds			
Revenues	Budget	Year-to-Date	%
Transfers In	\$ 574,515	\$ 47,876	8.3%
Expenditures			
PIRRB Series 2007	\$ 292,672	\$ 276,421	94.4%
PIRRN Series 2012	\$ 179,257	\$ 129,117	72.0%

Special Revenue Funds			
Revenues	Budget	Year-to-Date	%
Impact Fees	\$ 330,962	10,515	3.2%
Cemetery Sales	4,000	1,000	25.0%
Fines & Forfeitures	8,660	1,034	11.9%
Investment Income/Other	5,130	542	10.6%
Total	\$ 348,752	\$ 13,091	3.8%

Expenditures			
	Budget	Year-to-Date	%
Training	\$ 18,000	\$ 2,580	14.3%
Operating & DARE	11,410	-	0.0%
Contributions	750	750	100.0%
Capital	69,886	-	0.0%
Heritage Park	25,000	-	0.0%
Cemetery Operations	9,175	348	3.8%
Total	\$ 134,221	\$ 3,678	2.7%
<i>Fund Balance Forward</i>	1,025,912	1,025,912	100.0%
Current Fund Balance	\$ 1,240,443	\$ 1,035,325	83.5%

Capital Projects Fund			
Revenues	Budget	Year-to-Date	%
Investment Income	\$ 11,000	\$ 1,222	11.1%
Grants	-	-	0.0%
Intergovernmental/Other	2,607,500	-	0.0%
Total	\$ 2,618,500	\$ 1,222	0.0%
Expenditures			
Capital Projects	3,539,731	2,809	0.1%
Total	\$ 3,539,731	\$ 2,809	0.1%
<i>Fund Balance Forward</i>	1,023,405	1,023,405	100.0%
Current Fund Balance	\$ 102,174	\$ 1,021,818	1000.1%

Water and Sewer Fund			
Revenues	Budget	Year-to-Date	%
Water Sales	\$ 2,275,000	\$ 158,099	6.9%
Sewer Revenue	1,725,000	154,912	9.0%
Reclaimed Water	190,000	18,504	9.7%
Water Impact Fees	255,000	(13,274)	-5.2%
Sewer Impact Fees	110,000	(5,167)	-4.7%
Investment Income/Other	154,500	14,740	9.5%
Total	\$ 4,709,500	\$ 327,814	7.0%
Expenditures			
Operating Expenses	1,631,697	86,239	5.3%
Capital Projects	485,000	2,340	0.5%
Wholesale swr/reclaimed	1,298,300	2,251	0.2%
Transfers Out	949,935	79,161	8.3%
Total	\$ 4,364,932	\$ 169,991	3.9%
<i>Beg Unrestrict Net Assets</i>	12,782,410	12,782,410	100.0%
Available Net Assets	\$ 13,126,978	\$ 12,940,233	98.6%

Stormwater Utility Fund			
Revenues	Budget	Year-to-Date	%
Stormwater Fees	\$ 378,320	\$ 31,530	8.3%
Interest/Other	5,000	412	8.2%
Total	\$ 383,320	\$ 31,942	8.3%
Expenditures			
Operating Expenses	255,524	7,715	3.0%
Capital Projects	60,000	-	0.0%
Total	\$ 315,524	\$ 7,715	2.4%
<i>Unrestricted Net Assets</i>	524,891	524,891	100.0%
Available Net Assets	\$ 592,687	\$ 549,118	92.6%

Fleet Maintenance Internal Service Fund			
Revenues	Budget	Year-to-Date	%
Fleet Transfers & Income	\$ 950,211	\$ 51,723	5.4%
Expenditures			
Operating Costs	\$ 278,539	\$ 11,035	4.0%
Vehicle Purchases	\$ 575,500	-	0.0%

Health Insurance Internal Service Fund			
Revenues	Budget	Year-to-Date	%
Charges for Service/Other	1,833,775	88,551	4.8%
Expenditures			
Health Insurance Expense	1,432,775	64,564	4.5%
Health Clinic Expense	\$ 357,750	\$ 4,223	1.2%

City of Lake Mary, Florida
General Fund Revenues
As of October 31, 2012

Account Code	Description	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	% FYTD
	Millage Rate	3.6355	3.6355	3.6355	3.6355	3.6355	
311-10	Ad valorem tax	\$ 7,325,514	6,470,685	6,094,767	5,943,112	233	0%
	Franchise & Utility:						
313-10	Progress Energy - Franchise	1,390,771	1,283,358	1,224,950	1,219,190	-	0%
313-11	FP&L - Franchise	618,712	586,291	492,433	576,381	-	0%
313-40	Propane - Franchise	6,871	7,090	10,010	7,700	-	0%
313-70	Solid Waste - Franchise	398,317	402,902	415,209	420,000	36,881	9%
	Total Franchise	2,414,671	2,279,641	2,142,602	2,223,271	36,881	2%
314-10	Progress Energy - Utility	1,427,828	1,348,464	1,249,356	1,281,040	-	0%
314-11	FP&L - Utility	608,592	607,667	601,224	561,393	-	0%
314-20	Telecommunications	2,239,495	2,025,484	2,011,704	1,970,830	-	0%
314-80	Propane Gas - Utility	45,090	45,535	44,449	45,080	3,063	7%
	Total Utility	4,321,005	4,027,150	3,906,733	3,858,343	3,063	0%
	Total Franchise & Utility	6,735,676	6,306,791	6,049,335	6,081,614	39,944	1%
	Licenses and Permits:						
321-60	Business Tax Receipts	118,244	119,026	115,373	119,000	101,255	88%
322-10	Building Permits	446,621	501,449	851,192	755,000	86,973	10%
322-20	Electrical Permits	23,460	31,702	63,819	50,040	2,628	4%
322-30	Plumbing Permits	14,431	12,861	43,686	31,625	477	1%
322-40	Mechanical Permits	22,539	23,054	25,243	18,750	1,686	7%
	Total Licenses & Permits	625,295	688,092	1,099,313	974,415	193,019	18%
	Fines & Forfeitures:						
351-10	Court Fines	61,303	66,172	55,190	38,670	3,845	7%
351-30	False Alarm Fees	4,300	1,850	3,225	2,016	350	11%
351-50	Violation of Local Ordin.	6,174	12,901	7,483	7,000	-	0%
	Total Fines & Forfeitures	71,777	80,923	65,898	47,686	4,195	6%
	Intergovernmental:						
312-41	Local Option Gas Tax	216,519	204,746	210,450	244,939	14,515	7%
334-00	Grants	5,142	18,575	3,241	-	-	0%
335-12	State Rev. Share/Gas Tax	257,351	268,887	275,591	282,494	22,194	8%
335-14	Mobile Home License	59	35	97	50	12	12%
335-15	Alcoholic Beverage Lic.	11,101	20,566	119	9,500	-	0%
335-18	1/2 Cent Sales Tax	801,704	795,364	800,438	824,124	-	0%
	Firefighter Supplemental	11,730	10,580	8,290	10,320	-	0%
	Total Intergovernmental	1,303,606	1,318,753	1,298,226	1,371,427	36,721	3%

City of Lake Mary, Florida
General Fund Revenues
As of October 31, 2012

Account Code	Description	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	% FYTD
Charges for Services:							
341-80	County Business License	12,368	12,665	10,715	11,000	3,965	37%
341-21	Zoning Fees	13,507	25,615	21,798	15,000	4,100	19%
341-22	Site Plan Fees	1,600	6,400	3,200	3,200	-	0%
341-22	Developer Bonus	17,000	-	-	-	-	0%
342-10	Police Services	96,202	71,190	58,816	45,000	6,427	11%
342-60	Rescue Transport Fees	459,725	657,144	472,531	465,000	41,832	9%
347-10	Community/Events Center Rent	465,931	499,973	513,448	495,000	47,246	9%
347-30	Farmers Market	27,879	36,838	31,379	35,000	2,397	8%
347-40	Skate Park Fees	14,794	16,296	8,819	13,500	558	6%
347-45	Splash Park Fees	25,157	23,504	24,274	25,000	-	0%
347-50	Park Rentals	990	675	630	800	200	32%
347-60	Sports Complex Rentals	22,620	24,658	27,330	25,000	1,121	4%
347-70	Softball Leagues	17,250	16,875	13,930	17,000	-	0%
347-80	Concession Revenues	11,619	5,444	679	1,750	-	0%
347-90	Tennis Center Revenues	56,801	52,204	50,231	54,000	5,981	12%
	Total Charges for Services	1,243,443	1,449,481	1,237,780	1,206,250	113,827	9%
Other:							
361-10	Interest	325,340	229,730	192,546	132,000	7,069	4%
363-10	Streelighting	46,643	32,802	32,780	32,000	2,773	8%
364-00	Sale of Capital Assets	408	15,815	51,941	-	-	0%
369-00	Other Miscellaneous Rev.	158,056	113,923	156,230	100,000	17,044	11%
	Total Other Revenue	530,447	392,270	433,497	264,000	26,886	6%
Transfers In:							
381-00	Transfers from W&S	850,000	850,000	850,000	900,000	75,000	9%
	Total Transfers In	850,000	850,000	850,000	900,000	75,000	9%
	Total General Fund Revenue	18,685,758	17,556,995	17,128,816	16,788,504	489,825	3%
	Carry-forward Fund Balance	13,375,292	15,145,583	15,066,183	14,418,585	14,418,585	100%
	Total Available	\$ 32,061,050	32,702,578	32,194,999	31,207,089	14,908,410	46%

FINANCE DEPARTMENT
MONTHLY REPORT
October 2012

Purchasing/AP Activity	Oct-12	FYTD	Oct-11	FYTD
Purchase Orders Encumbered	120	120	110	110
Bids/RFPs Processed	1	1	0	0
Express Purchase Orders Processed	12	12	19	19
Express P.O. - Average \$ Value	\$192		\$166	
Checks Issued to Vendors	254	254	195	195
P-Card Transactions	271	271	187	187
P-Card Average \$ Value	\$156		\$112	

Accounting/Payroll Activity				
Journal entries Prepared and Posted	28	28	29	29
Items Deposited	3,203	3,203	3,107	3,107
Deposited Items Returned	4	4	11	11
Credit/Debit Card transactions	368	368	325	325
Credit/Debit Card Sales	\$41,185	\$41,185	\$35,590	\$35,590
Employees Paid	373	373	375	375

Utilities Activity				
Utility Refund Checks	24	24	23	23
Utility Turn-offs for Non-payment	20	20	27	27
Door Hangers for Non-pay prepared	150	150	117	117
Delinquent Letters Mailed Out	426	426	481	481
Utility Service Complaints Handled	21	21	28	28
Garbage Service Complaints Handled	12	12	5	5
Existing Utility Accounts Closed	70	70	59	59
New Utility Accounts Opened	70	70	65	65
Utility Bank Draft Customers	1,001		938	
Electronic Utility Payments	1,020		887	
Paperless Billing Customers	565		532	
Current Residential Water Customers	4,673		4,657	
Current Residential Sewer Customers	2,536		2,517	
Current Residential Garbage Customers	4,780		4,756	
Current Commercial Water Customers	450		435	
Current Commercial Sewer Customers	383		375	
Current Commercial Garbage Customers	240		240	

Items of Interest During Reporting Period
