

1 MINUTES OF THE LAKE MARY CITY COMMISSION MEETING held October 3, 2013,
2 7:00 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road, Lake
3 Mary, Florida.

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7 I. Call to Order

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9 The meeting was called to order by Mayor David Mealor at 7:08 P.M.

10
11 II. Moment of Silence

12
13 III. Pledge of Allegiance

14
15 IV. Roll Call

16
17 Mayor David Mealor
18 Commissioner Gary Brender
19 Commissioner George Duryea
20 Commissioner Allan Plank
21 Deputy Mayor Lucarelli – Absent

Jackie Sova, City Manager
Carol Foster, City Clerk
Dianne Holloway, Finance Director
John Omana, Community Dev. Dir.
Steve Noto, Planner
Tom Connelly, City Engineer
Randy Pettit, Human Resources Mgr.
Bryan Nipe, Parks & Recreation Dir.
Gunnar Smith, Events Center Mgr.
Radley Williams, Recreation Chief
Bruce Paster, Public Works Director
Steve Bracknell, Police Chief
Craig Haun, Fire Chief
Katie Reischmann, City Attorney
Mary Campbell, Deputy City Clerk

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33 V. Approval of Minutes: September 19, 2013

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35 **Motion was made by Commissioner Brender to approve the minutes of the**
36 **September 19, 2013, meeting, seconded by Commissioner Plank and motion**
37 **carried unanimously.**

38
39 VI. Special Presentations

40
41 There were no special presentations at this time.

42
43 VII. Citizen Participation

44
45 No one came forward at this time and citizen participation was closed.

1 VIII. Unfinished Business

2

3 There was no unfinished business at this time.

4

5 IX. New Business

6

7 A. Resolution No. 925 – Neighborhood Beautification Grant Program (Steve
8 Noto, Senior Planner)

9

10 The City Attorney read Resolution No. 925 by title only.

11

12 Mr. Noto said we did not change the program. We changed the language in the
13 resolution to allow continual adoption of the program based upon the funding approved
14 in the budget every year.

15

16 **Motion was made by Commissioner Plank to approve Resolution No. 925,**
17 **seconded by Commissioner Brender and motion carried unanimously.**

18

19 B. Ordinance No. 1498 – Establishing fees for the new Community Center –
20 First Reading (Public Hearing) (Radley Williams, Recreation Chief)

21

22 The City Attorney read Ordinance No. 1498 by title only on first reading.

23

24 Radley Williams, Recreation Chief, and Gunnar Smith, Events Center Manager, came
25 forward.

26

27 Mr. Williams said as we move forward with the new Community Center project, we have
28 reached the phase of setting rental fees for the facility. Our department has conducted
29 a comparison of comparable facilities throughout the Central Florida area and we have
30 come forth tonight with a proposal to set rental fees for both rooms in the facility. The
31 larger room, labeled Room 1, contains a kitchen and patio area. We are asking a \$70
32 per hour rental fee for that room. The smaller room, labeled Room 2, will just have a
33 countertop and sink and we are asking \$50 per hour for that rental.

34

35 Commissioner Plank said he was concerned because we are taking a big jump over the
36 original rental cost. He realized with the economy being the way it is that we have had
37 some adjustment. He wondered if they could initially give the residents a larger
38 discount. Whatever you charge non-residents is whatever traffic will bear. He thought
39 we were going from \$25 to \$50 and \$25 to \$70 plus he didn't believe we had a two-hour
40 minimum before. He asked if that was correct.

41

42 Mr. Williams said the original community center had a two-hour minimum rental.

43

44 Commissioner Plank asked if we were able to confirm the new facilities in Winter Park
45 have a two-hour minimum.

46

1 Mr. Williams said he checked with all the facilities on the comparison chart and Winter
2 Park and Longwood require a two-hour minimum rental on any of their rental facilities.
3 Sanford requires a four-hour minimum rental and Winter Springs a one-hour minimum.
4

5 Commissioner Plank questioned why we weren't equipping both rooms with at least
6 minimum serving facilities such as a microwave and refrigerator. We are putting it in the
7 large room but there doesn't seem to be anything in the smaller room.
8

9 Mr. Williams said we have taken a look at that concern and we have found space in
10 Room 2 to add a small countertop for the small sink and possibly a small mini-fridge.
11

12 Commissioner Plank said his only remaining question is whether or not we can or
13 should increase the discount for residents.
14

15 Mr. Williams gave some background on how they came up with the 15% discount. We
16 were looking at the Events Center fee structure and making it comparable to that. The
17 other option is the Senior Center. We offer our residents about a 30% discount
18 between the non-resident and resident rate. If we went that route it would put the rental
19 rate for Room 1 at \$50 an hour for City residents and \$70 an hour for non-residents.
20 Room 2 would be \$35 an hour for residents and \$50 for non-residents. For the Senior
21 Center we have two rates and not a percentage discount but that works out to about a
22 30% discount.
23

24 Commissioner Plank asked in the final fee structure to not use the percentage but the
25 actual dollar amount so they don't have to calculate it each time.
26

27 Mr. Williams said that would make it convenient for the renter.
28

29 Mayor Mealor asked Commissioner Plank if he had any thoughts on the appropriate
30 City resident discount percentage.
31

32 Commissioner Plank said he would be agreeable with the \$35 and \$50 rates quoted for
33 residents. The \$150 deposit is the same as the original community center.
34

35 Mr. Williams said it actually dropped \$50.
36

37 Commissioner Plank said he had a couple of people mention that the rates seemed
38 close to the Events Center and it was mentioned they looked at the two together. He
39 asked if this includes chairs and tables.
40

41 Mr. Williams answered affirmatively. This would include chairs and tables and staff
42 would set up per the layout provided by the renter.
43

44 Commissioner Plank said which is not the case for the Events Center with the \$75 rate.
45 He said he thought he saw something for Ballroom B.
46

1 Mr. Smith said Ballroom B and the meeting room Monday through Thursday have a \$75
2 rental and includes set up.

3
4 Commissioner Plank said there again his concern. We are restoring something that
5 was taken away and our primary interest should be for the residents of the City.
6

7 Ms. Sova said if someone uses Ballroom B Monday through Thursday, it does not come
8 with any kind of kitchen facility.
9

10 Mr. Williams said if we're looking at the non-resident rate of \$70 for Room 1 which is the
11 larger room with the kitchen and the patio attached, it does include the kitchen. For the
12 smaller room it just has the countertop and is \$50 an hour. It does include setup but at
13 the Events Center it does not include any kitchen service or patio. It is just for that
14 room.
15

16 Mr. Smith said Ballroom B is equivalent in size to the smaller room.
17

18 **Motion was made by Commissioner Plank that the 30% discount be applied for**
19 **residents, seconded by Commissioner Brender.**
20

21 Commissioner Plank said his other concerns have been addressed.
22

23 Commissioner Brender asked what the Senior Center rents for.
24

25 Mr. Williams said the Senior Center rents for \$75 for non-residents and \$50 for
26 residents. It's a little over 30%.
27

28 Commissioner Brender said Commissioner Plank is suggesting using the rates you
29 have set but rather than a 15% discount give a 30% discount.
30

31 Mr. Williams answered affirmatively and also asked to set it as dollar figures.
32

33 Mayor Meador said he thought the motion was a rental fee for Room 1 at \$70 and the
34 City resident fee would be \$50. Room 2 rental fee is \$50 and City resident fee is \$35.
35

36 Commissioner Brender said as long as we are comparable with or a little less than other
37 facilities around Central Florida, he agreed we should give the City resident more.
38

39 Commissioner Brender asked how this worked into what was planned financially for
40 what the Community Center is going to bring in. He asked if there was any sense of
41 who was going to be renting—a resident versus a non-resident.
42

43 Mr. Nipe said we have statistics from the old community building. The Events Center
44 tends to draw more people from outside the City. We have statistics that show the
45 community groups that were renting in the past versus family outings, weddings and
46 things like that.

1
2 Commissioner Brender said he didn't mind spending capital money to do a project but
3 likes to make sure they can run it on the rentals. He asked if they could run it on the
4 rentals if we reduced it this much.

5
6 Mr. Nipe said can we cover our costs. In order to cover the cost of the facility we are
7 going to have to bring in a demand that books year round, every weekend and nearly
8 every weekday. There will be a good cost recovery. We are looking at a budget of
9 approximately \$100,000 a year for staffing and administration, maintenance costs, and
10 utility bills. Our hopes and goal would be to fully cover our costs if not more than our
11 costs over a few years. In order to get there we have to do our job and get the
12 marketing and word out that we have a new community center.

13
14 Mayor Mealor asked if anyone would like to speak in reference to Ordinance No. 1498.
15 No one came forward and the public hearing was closed.

16
17 **Commissioner Plank restated his motion to approve Ordinance No. 1498 on first**
18 **reading with the change in rates for City residents to \$50.00 per hour for Room 1**
19 **and \$35.00 per hour for Room 2, seconded by Commissioner Brender and motion**
20 **carried by roll-call vote: Commissioner Brender, Yes; Commissioner Duryea,**
21 **Yes; Commissioner Plank, Yes; Mayor Mealor, Yes.**

22
23 X. City Manager's Report

24
25 1. Award of Janitorial Services Bid No. 13-08

26
27 Ms. Sova said the first item is RFP No. 13-08, Janitorial Services for City buildings.
28 This RFP was issued in August 2013 for routine cleaning of City facilities. Seven
29 proposals were evaluated by a Selection Committee comprised of employees from
30 various departments and facilities. They independently reviewed, rated and compiled
31 their results in September. The evaluation scores are based on criteria, cost,
32 experience, references, and presented work plan. She recommended that the
33 Commission authorize her to execute the contract with JMC Services, Inc. for an
34 amount not to exceed \$63,645.00 per year. The terms of the agreement are for one 12-
35 month period with the option to renew for two additional 12-month periods.

36
37 Commissioner Brender asked where they were on the budget with this.

38
39 Ms. Sova said it is pretty close to budget. We have been under a temporary contract for
40 a couple of months. Our previous company folded. JMC has worked with us before
41 and they stepped up when we needed something temporary.

42
43 **Motion was made by Commissioner Brender to authorize the City Manager to**
44 **execute contract with JMC Services, Inc. for janitorial services in an annual**
45 **amount not to exceed \$63,645.00 for one 12-month period with the option to**

1 **renew for two additional 12-month periods, seconded by Commissioner Plank**
2 **and motion carried unanimously.**

3
4 2. CEI for Roadway Improvement Project Bid No. 13-09

5
6 Ms. Sova said this is a request to proceed with CPH construction, engineering and
7 inspection services for the right-of-way construction on East Crystal Lake Avenue, Old
8 Lake Mary Road, and Wilbur Avenue. The scope of services is consulting services to
9 continue to work with our roadway improvements near the new Station House project. It
10 includes observation for work compliance with plans and specifications on a continuing
11 basis, notification of non-compliance, observance of materials at the job site, and
12 providing a record of the contractor's activities throughout the construction. The
13 engineers will coordinate with the geotechnical firm throughout.

14
15 Ms. Sova said we are asking for approval of an amount not to exceed \$119,117.76.
16 There is an amendment from the original memo. She said Commissioner Lucarelli
17 noticed the mileage seemed extremely high and contacted her and got that corrected
18 and the amount reduced by \$2,109.00.

19
20 Commissioner Duryea asked the total budget for this project.

21
22 Ms. Sova said \$1.4 million.

23
24 Commissioner Duryea said almost \$120,000.00 seems like a lot.

25
26 Ms. Sova said we got it reduced. It is about 8%.

27
28 Mr. Omana said we sat down with CPH and told them to go back to the drawing board
29 and give us some revised figures line item by line item on a number of these matters.
30 The importance of this is these folks will be on site over that 26-week period to observe
31 and provide technical guidance to protect our interests. We did have them reduce the
32 dollar amount.

33
34 Commissioner Duryea said he was looking at the project manager and professional
35 engineer for a total of 346 hours.

36
37 Mr. Omana said part of that is there will be a bi-weekly meeting at which time they will
38 be attending as well.

39
40 Commissioner Duryea said it seemed like a lot of time.

41
42 Mr. Omana said that is what has been allocated by the CPH folks. These people will be
43 participating in a variety of meetings.

44
45 Commissioner Duryea asked Mr. Omana if this were his project would he be happy
46 paying \$120,000 in oversight costs.

1
2 Mr. Omana said he would be happy paying this amount knowing that they have
3 specified to us what they are going to do and how they are going to do it, and that will
4 protect us in terms of quality control. He said he would pay it.

5
6 Ms. Sova said some of these are specialty people and we don't have specific
7 employees to cover it. We have Tom (Connelly) and Bruce (Paster) who will be
8 involved with this project as well. This is above and beyond what we have staff time to
9 accomplish.

10
11 Tom Connelly, City Engineer, came forward. One of the items unique on this contract is
12 surrounding the project is another construction effort of \$30 million for the Station House
13 project. There is going to be a lot of coordination between that project and our Public
14 Works Department and the contractor to get the water system and sanitary sewer
15 system in. We also have a stormwater system in there. In addition, we are having a
16 situation where the work being done by the contractor is going to proceed to a certain
17 point and there is going to be a planned stand down where there will be a gap of time
18 and then the contractor will come back in to finish the work. It is because of this Station
19 House project. It isn't the simple type of construction project where we don't have an
20 active major project next door.

21
22 Mr. Connelly said the other thing is we have made an effort to reduce some of the
23 services because we are using staff to supplement and support CPH, particularly in the
24 afternoon hours. This is one of our efforts to try to reduce expense. He said he didn't
25 think it was out of line or excessive and it is because we have a unique type of project.

26
27 Mr. Omana said this is also including the extension of the sewer line under the railroad
28 track which requires extensive coordination not only with the folks on SunRail but the
29 FDOT folks. They have to be certified to do that. There are a lot of unique points that
30 merit this type of contract being entered into.

31
32 Commissioner Brender asked if 8% was normal for CE&I services.

33
34 Mr. Omana said 8 – 10%.

35
36 **Motion was made by Commissioner Brender to authorize the City Manager to**
37 **execute the work order with CPH Engineering, Inc. for construction engineering**
38 **and inspection services of the right-of-way improvements per Bid 13-09 in an**
39 **amount not to exceed \$119,117.76, seconded by Commissioner Duryea and**
40 **motion carried by roll-call vote: Commissioner Duryea, Yes; Commissioner**
41 **Plank, Yes; Commissioner Brender, Yes; Mayor Meador, Yes.**

42
43 3. Community Center construction contract

44
45 Ms. Sova said this item is the Community Center construction contract. At the July 18th
46 meeting the Commission authorized the City Manager to negotiate a contract with

1 McCree Design Builders. We have done that and the total amount of the contract is
2 \$326,700.00. The building is expected to be completed in March 2014. This started
3 well into the 400 thousands and we have worked it down.

4
5 Commissioner Brender asked if we worked it down too much so we have to spend more
6 later.

7
8 Ms. Sova answered negatively. She said she was very cognizant of that.

9
10 Commissioner Brender asked how this amount is relative to budget.

11
12 Ms. Sova said pretty much on budget.

13
14 **Motion was made by Commissioner Plank to authorize the City Manager to**
15 **execute contract with McCree Design Builders for the Lake Mary Community**
16 **Center construction in an amount not to exceed \$326,700.00, seconded by**
17 **Commissioner Brender and motion carried unanimously.**

18
19 4. PDCS contract extension

20
21 Ms. Sova said this is the contract extension with PDCS. They help us do basic building
22 code inspection services, plans review, permitting and inspection should we need it.
23 We put this contract in place in January 2012 and we have used it a few times. We
24 have our Station House project coming up and have more on the table than we have
25 had. These will be on-call services as a back-up plan and will be used only as
26 necessary. She asked the Commission to authorize her to execute a second contract
27 extension with PDCS, LLC.

28
29 Mayor Mealor asked if he was correct that the request for extension is for a 12-month
30 period.

31
32 Ms. Sova answered affirmatively.

33
34 **Motion was made by Commissioner Brender to authorize the City Manager to**
35 **execute second contract extension with PDCS, LLC to provide building code**
36 **inspection services, plans review, permitting and inspection services on an as-**
37 **needed basis, seconded by Commissioner Plank and motion carried**
38 **unanimously.**

39
40 Ms. Sova said the North Palmetto Street railroad crossing will remain closed until
41 tomorrow afternoon at 4:00 P.M. to allow the SunRail crews to rebuild the crossing.

42
43 Ms. Sova said the Fire Department, in conjunction with Home Depot, is holding a fire
44 safety event this Saturday from 10:00 A.M. until 2:00 P.M. at the Lake Mary Home
45 Depot to celebrate Fire Safety Month. They will have a live fire demonstration, Sparky

1 the fire dog and Sprinkler Man will be there. There will be a coloring contest, popcorn,
2 snow cones, and activities for the kids.

3
4 Ms. Sova said also in observance of Fire Safety Month the Fire Department will be
5 holding an open house at Station 37, 911 Wallace Court, on Saturday, October 26th
6 from 10:00 A.M. until 2:00 P.M. There will be games for the kids, face painting, fire
7 safety demonstrations, fire truck tours, and much more.

8
9 Ms. Sova said the Halloween Spooktacular will be held in Central Park on Thursday,
10 October 31st. from 5:30 P.M. until 7:30 P.M. There will be safe and fun trick or treating,
11 music, games, kiddie train rides, and a children's costume contest.

12
13 Mayor Meador said the Spooktacular in the past has been a wonderful success. He
14 thanked the public safety men and women for their support for that community activity.

15
16 XI. Mayor and Commissioners Report – (1)

17
18 Commissioner Brender said he attended CALNO that was hosted by the School Board.
19 Superintendent Griffin gave an overview of where the Seminole County school system
20 is. We are still one of the top three high school systems in the country and fourth in the
21 State of Florida. He said St. Johns County was third but they have a quarter of the
22 number of students. Even though we are fourth in the state, we are the largest in the
23 Top 10. There are a lot of things coming down the pike for Seminole K – 12 education.
24 The next CALNO will be hosted by Seminole State College on the first Wednesday in
25 November.

26
27 Commissioner Brender said on October 16th he would be attending the Seminole
28 County Alliance for Children at the Sheriff's Office. We had a report last night from
29 Steven Porter with the Department of Children and Families for Seminole and Brevard
30 Counties. There were 186 child abuse cases reported in zip code 32746. In some of
31 the zip codes in Sanford there were 700 and 800 cases reported. It is a tragedy that
32 never seems to go away and is something we just cannot let up on.

33
34 Mayor Meador said tomorrow the Leadership Seminole class will meet on the Seminole
35 State campus and the first session will be a tri-party panel with the school district,
36 Seminole State College, and the University of Central Florida talking about the elite
37 partnerships that are currently in place and available to our residents.

38
39 Commissioner Duryea thanked the citizens for being reelected unopposed. It is an
40 honor.

41
42 Commissioner Plank said the Lake Mary Museum is holding its Ghost Walks on October
43 12th and 19th beginning at 6:30 P.M. and leaving the museum about every 10 minutes.
44 All the ghosts and stories are new this year. It requires reservations and one should call
45 407-585-1481 or e-mail info@lakemaryhistory.org. It is a sell-out event every year.

1 Commissioner Plank said the Historical Commission at its last meeting submitted the
2 wording for the historical signs that will go in Heritage Park. That will walk you through
3 some of the history of Lake Mary. That project is moving forward and we hope to have
4 something to report in the coming months.

5
6 XII. City Attorney's Report

7
8 Ms. Reischmann had no report at this time.

9
10 XIII. Adjournment

11
12 There being no further business, the meeting adjourned at 7:47 P.M.

13
14
15
16 _____
17 David J. Mealor, Mayor

Mary Campbell, Deputy City Clerk

18
19
20
21 ATTEST:

22
23
24
25 _____
26 Carol A. Foster, City Clerk