



LAKE MARY CITY COMMISSION

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

**Regular Meeting
AGENDA
MARCH 19, 2015
7:00 PM**

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes**
 - A. February 19, 2015 - Regular Meeting**
 - B. February 26, 2015 - "Special Called" Meeting, Work Session/Strategic Planning Session**
- 6. Special Presentations**
- 7. Citizen Participation**
- 8. Unfinished Business**

9. New Business

- A. Ordinance No. 1524 - Amending Sections 92.30 - 92.39 of the Code of Ordinances, Lake Mary Events Center - First Reading (Public Hearing) (Bryan Nipe, Parks & Recreation Director)**

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

- a. Request for support of Seminole Cultural Arts Council (SCAC) beautification program along U.S. Hwy. 17-92**
- b. Request for expenditure from Law Enforcement Trust Fund**
- c. Surplus of Glock Handguns**
- d. Surplus of Sound System**

B. Items for Information

- a. Appointment to Metroplan's Transportation Systems Management and Operations (TSMO) Committee**
- b. Monthly Department Reports**

12. Mayor and Commissioners Report - (2)

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

1 MINUTES OF THE LAKE MARY CITY COMMISSION MEETING held February 19,
2 2015, 7:00 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road,
3 Lake Mary, Florida.

4
5
6 1. Call to Order
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8 The meeting was called to order by Mayor Mealor at 7:00 P.M.
9

10 2. Moment of Silence
11

12 3. Pledge of Allegiance
13

14 4. Roll Call
15

16 Mayor David Mealor
17 Commissioner Gary Brender
18 Deputy Mayor George Duryea
19 Commissioner Sidney Miller
20 Commissioner Jo Ann Lucarelli
21

Jackie Sova, City Manager
Carol Foster, City Clerk
Dianne Holloway, Finance Director
Steve Noto, Deputy City Planner
Bruce Paster, Public Works Director
Tom Tomerlin, Economic Development Mgr.
Bryan Nipe, Parks & Recreation Director
Wanda Broadway, Human Resources Mgr.
Frank Cornier, Fire Chief
Steve Bracknell, Police Chief
Bruce Fleming, Sr. Code Enforcement Ofc.
Katie Reischmann, City Attorney
Mary Campbell, Deputy City Clerk
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30 5. Approval of Minutes: February 5, 2015
31

32 **Motion was made by Commissioner Brender to approve the minutes of the**
33 **February 5, 2015, meeting, seconded by Commissioner Lucarelli and motion**
34 **carried unanimously.**
35

36 6. Special Presentations
37

38 A. Proclamation – Recognition to Joel Ivey for 30 years of service on the Code
39 Enforcement Board
40

41 Mayor Mealor said the next section of the agenda is very important to our community.
42 We have a number of special presentations. The first is one is very personal simply
43 because of the kind of connotation of what this individual has done for the City of taking
44 his expertise and giving back. He asked Joel Ivey to come forward. This is recognition
45 to Joel Ivey for 30 years of service on the Code Enforcement Board.
46

1 The City Attorney read a proclamation proclaiming Friday, February 20, 2015, as “Joel
2 Ivey Day”.

3
4 Mayor Mealor presented the proclamation to Joel Ivey.

5
6 Mr. Ivey thanked the Commission and said he was honored. He said he enjoyed living
7 here and enjoyed serving his city. Being honored for doing anything for 30 years
8 inevitably made him feel a little bit old. Longevity in Lake Mary is something that goes
9 around because we have had the pleasure of a good city council for a number of years.
10 He thanked them back for their service and the honor.

11
12 Mayor Mealor asked if Item 9.E., Reappointments to Code Enforcement Board, be
13 taken up at this time. There were no objections from the Board.

14
15 Ms. Sova said we have two reappointments to the Code Enforcement Board. The terms
16 for Joel Ivey and Henry Scarfo will expire at the end of February. Both members would
17 like to continue serving if the Commission desires for them to do so. She asked the
18 Commission to reappoint Mr. Ivey and Mr. Scarfo for three-year terms.

19
20 **Motion was made by Commissioner Miller to reappoint Joel Ivey and Henry**
21 **Scarfo to the Code Enforcement Board, seconded by Commissioner Lucarelli and**
22 **motion carried unanimously.**

23
24 B. Special Recognition to City Employee of the 4th Quarter: Scott Dolby,
25 Facilities Maintenance Technician I

26
27 Ms. Sova said Mr. Dolby could not attend tonight but she spoke with him this afternoon
28 congratulating him on this award for being the City’s Employee of the 4th Quarter.

29
30 Mayor Mealor asked Mr. Nipe to express the Commission’s appreciation to him.

31
32 C. Special Recognition to employees of the Lake Mary Police Department:
33 a. 2014 Civilian of the Year – Bruce Fleming, Sr. Code Enforcement Officer
34 b. 2014 Police Officer of the Year – Sgt. Ronnie Gregory

35
36 Chief Bracknell said there are two employees he would like to recognize this evening.
37 He asked Sgt. Gregory to come forward.

38
39 Chief Bracknell said Sgt. Gregory has been serving the citizens of this state for three
40 decades—26 of those years in Lake Mary. Ronnie wears a lot of hats. At the Lake Mary
41 Police Department not only does he run a shift, which is extremely difficult to keep men
42 and women on the streets safely and making sure they go home at the end of the day,
43 but Sgt. Gregory also in his spare time heads our honor guard. He has been a key
44 figure in getting that honor guard recognized. You may see them at many events. After
45 the Commission’s approval of the upgraded uniforms they look great. He was
46 instrumental in getting those rifles (they don’t shoot). Ronnie maintains, downloads and

1 makes sure all of our body cameras are working that have been making the news for
2 some time. Lake Mary was the tip of the spear of that. We have had body cameras for
3 many years and we always have them in our police cars. Ronnie is the go to person for
4 all the IT on that. Sgt. Gregory also is a Lake Mary Police Pension Board appointee
5 through the police department. He is constantly working diligently to get the bang for
6 our buck for our officers. For his tireless dedication to the Lake Mary Police Department
7 contributing to the duties of patrol sergeant, Sgt. Gregory is the Police Officer of the
8 Year for the Lake Mary Police Department.

9
10 Mayor Mealor presented a plaque to Sgt. Gregory for recognition as Police Officer of the
11 Year.

12
13 Sgt. Gregory thanked the City of Lake Mary for allowing him to serve for the last 26
14 years. His father served here for 16 years and most of his family has worked for the
15 City of Lake Mary at one time or another. It's the leadership he gets from his bosses
16 and he had the best shift of anybody in the police department. They call them the "dino-
17 squad" because everyone is over 40 years old. They are the best and he couldn't do
18 half of what he does without their support. They are doing a great job and most of this
19 credit goes to them. They are great people.

20
21 Chief Bracknell said next he would like to recognize the Civilian of the Year and asked
22 Bruce Fleming to come forward.

23
24 Chief Bracknell said Mr. Fleming is our Senior Code Enforcement Officer. He said this
25 is for his dedication to the City of Lake Mary and his observation skills in locating and
26 assisting the Lake Mary Police Department in the arrest of a burglary in progress
27 suspect. Mr. Fleming also demonstrates his dedication day in and day out handling a
28 variety of never-ending code enforcement issues. His dedication was further
29 demonstrated back in January 2014 when while on his lunch break he witnessed a car
30 fire in the parking lot of Toojay's Restaurant. He took action and attempted to
31 extinguish the fire. Bruce does an excellent job day in and day out. He's a great
32 employee.

33
34 Mayor Mealor presented a plaque in recognition of the Lake Mary Police Department's
35 Civilian of the Year.

36
37 Mr. Fleming thanked the City for the privilege of receiving this award. He said he would
38 like to make it known that his job is made much easier with the team he works with
39 every day. It's not just him out there. We have all of the other departments and staff
40 members who work together. He came out on the top of this one but he has a team that
41 he always has to give recognition to.

42
43 D. FY 2014 Comprehensive Annual Financial Report – McDirmit Davis &
44 Company
45

1 Ms. Holloway asked Kelley Leary to come forward. We had a couple of challenges and
2 new pronouncements but we came in a month early this year. We are proud of that.

3
4 Ms. Leary said as in prior years the City got the unqualified opinion which is a good
5 opinion on your audited financial statements. You also got the Certificate of
6 Achievement for your 2013 audited financials. All the audit reports in here basically say
7 the City of Lake Mary is in compliance with laws, regulations, contracts, and grants.
8 The management letter that is required by the Auditor General's office says you are in
9 compliance with all of the rules of the Auditor General. There is a new letter this year
10 that the Auditor General required where we had to state that you are in compliance with
11 the statute on investing funds. If you have a policy you have to have specific things in it
12 and the City is in compliance. We had no findings or issues with that.

13
14 Ms. Leary said if you look through the basic financials, you had a decrease in your net
15 position for the year but it was a planned decrease. You budgeted to make a lot of
16 capital improvements, to have some economic incentives paid, so your fund balance
17 went down but it was planned that way. There is a lot of detail on Pages 50 and 51 of
18 the capital assets of the City, the buildings, the roads, the infrastructure.

19
20 Ms. Leary said the Water & Sewer Fund also had a decrease in net position and she
21 believed it was because of increases in expenses in the year.

22
23 Commissioner Miller noted a typo on Page 133. (City of Longwood needs to be
24 corrected to read City of Lake Mary.)

25
26 Ms. Leary said the City did receive the Certificate of Achievement for Excellence in
27 Financial Reporting.

28
29 Commissioner Miller said the report lends itself to self-analysis. As he was reading and
30 had a question he would look back and because of the way you displayed the
31 information it answers all the questions you have as you are reading it. It is excellent.

32
33 **Motion was made by Deputy Mayor Duryea to accept the financial report,**
34 **seconded by Commissioner Brender and motion carried unanimously.**

35
36 7. Citizen Participation

37
38 No one came forward at this time and citizen participation was closed.

39
40 8. Unfinished Business

41
42 There was no unfinished business to discuss at this time.

43
44 Mayor Mealor recognized students from Seminole State College who were present as
45 part of an assignment. Any member of the Commission or the City Manager stands
46 ready to assist if we may be helpful in any regard.

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9. New Business

- A. Request for Conditional Use Approval to allow a private retail recreational facility (Extreme Youth Sports Lake Mary) in the M-1A (Office and Light Industrial) Zoning District, 45 Skyline Drive, Suite 1009; Extreme Youth Sports of Lake Mary/Kia Loggins, applicant (Public Hearing) (quasi-judicial) (Steve Noto, Deputy City Planner)

Mr. Noto said this is a conditional use request for the Extreme Youth Sports Lake Mary, 45 Skyline Drive, Suite 1009. The current zoning for the property is M-1A, Office and Light industrial. The type of use proposed requires a conditional use approval in the list of permitted uses.

Mr. Noto showed an aerial of the location in the Sun Tech Office Park off of Skyline Drive. Originally developed in the early '90's, this portion of the development underwent parking lot expansion in 1993 and it has 364 parking spaces on site which is a key item to review when we look at these conditional use requests. In 2012 the City Commission approved a conditional use for J Groove Studios which is a similar type of business at this exact location.

Mr. Noto said Extreme Youth Sports is a business that would operate Monday through Friday from 7:30 A.M. to 7:00 P.M. and some other hours of operation throughout the week and weekend offering a host of activities for youth, adults, karate, dance, birthday parties. This is going to be the type of facility where you can bring your kids and you can have some activities as an adult as well.

Mr. Noto said for conditional use requests we have the six findings of fact that are outlined in the staff report. He brought attention to provision No. 2 which has to do with access to the site and parking. We did a couple of site visits to see how it was functionally working and there was plenty of open parking. This type of use would not require any additional parking spaces versus the type of uses that would go in as straight permitted uses.

Mr. Noto said the Planning & Zoning Board heard this request at their regular January 27, 2015, meeting and voted unanimously 4 – 0 recommending approval.

Mr. Noto said besides the J Groove mentioned before there was also a request in 2011 for the Super Studios located at 115 Commerce Street which was approved. He noted the applicant's representative was present. Staff recommends approval.

Deputy Mayor Duryea said when this was going through review was there any talk about any safety issues about how to ensure grammar school children wouldn't be running out into the parking lot and get hurt. That has been a concern to us in the past for preschool things. This is an industrial area and didn't think people would think kids would be running out in the middle of the parking lot.

1
2 Mr. Noto said whenever we have these types of requests we have applicants go
3 through our first step process where they can talk with not only planning staff but all the
4 disciplines such as public safety and public works and such. The applicant is present if
5 you would like to ask specifically what they do. Otherwise no concerns were noted
6 internally during our meetings and they were able to handle those types of safety
7 requirements on their own inside the building.

8
9 Mayor Mealor asked if anyone wanted to speak in reference to this request. No one
10 came forward and the public hearing was closed.

11
12 Deputy Mayor Duryea said he would love to have the applicant answer his question.

13
14 Jacob Loggins, co-owner of Extreme Youth Sports Lake Mary, 45 Skyline Drive, Suite
15 1009, Lake Mary, Florida 32746, came forward.

16
17 Mayor Mealor said the question was the issue of young children and if access to the
18 parking lot is supervised.

19
20 Mr. Loggins said no children are allowed outside for any activities other than
21 transporting for after school. We offer after school programs where we pick them up at
22 four locations in Lake Mary where we bring them into the building. There is no activity
23 that we provide where they will be outside other than just walking into the building.

24
25 Ms. Sova asked Mr. Loggins if they would require parents to come inside and pick up
26 children at the end of their classes and won't be able to leave on their own.

27
28 Mr. Loggins answered affirmatively. After school we see them first. Upon pick-up a
29 parent will come in and sign their child out. We have the building secured and locked
30 so random people can't just come in. We have a lobby area where the parents come in
31 and sign their child out and they ring the doorbell. We see them before they come and
32 we have the child ready. Summer camp is different. We have a ten-week program so
33 they are there for a lot longer but it is the same thing. Once the programming starts
34 throughout the day the building is locked and secured. Where we are located people
35 are not coming to our facility unless they are coming specifically for Extreme Youth
36 Sports.

37
38 **Motion was made by Commissioner Lucarelli to approve the conditional use for**
39 **Extreme Youth Sports Lake Mary including all the findings of fact by staff,**
40 **seconded by Commissioner Brender and motion carried by roll-call vote:**
41 **Commissioner Brender, Yes; Deputy Mayor Duryea, Yes; Commissioner Miller,**
42 **Yes; Commissioner Lucarelli, Yes; Mayor Mealor, Yes.**

- 43
44 B. Request to reduce Code Enforcement Board lien, 262 Abbott Avenue; Phillip
45 Gross, Yale Mortgage Corp., applicant (Bruce Fleming, Sr. Code
46 Enforcement Officer)

1
2 Bruce Fleming, Senior Code Enforcement Officer, came forward. The Lake Mary Code
3 Enforcement Board held a public hearing on the above case which is City of Lake Mary
4 vs. Yale Mortgage Corporation, for 262 Abbott Avenue, on July 15, 2014. There were
5 no representatives of the owner present at this meeting. The Board found that the
6 property owner, Yale Mortgage, had violated the Lake Mary property maintenance code
7 by failing to comply with provisions of said code related to an unsecured swimming pool
8 filled with dirty, stagnant water. The property owner was required to bring the property
9 into compliance within 14 calendar days of the hearing or pay a fine of \$250.00 per day
10 for each day the violation continued. Code Enforcement was notified by the property
11 owner on August 21, 2014, and a subsequent inspection revealed compliance had been
12 obtained. The fine of \$5,500.00 for 22 days of non-compliance with the Board's order of
13 July 15, 2014, was attached to the property. The Code Enforcement Board convened a
14 compliance hearing on September 16, 2014, and determined that compliance had not
15 been obtained as ordered and there was no representative of the property owner
16 present at that meeting. The Board ordered that the lien of \$250.00 a day be filed for 22
17 days of non-compliance beginning July 30, 2014, through August 21, 2014.

18
19 Mr. Fleming said on February 2, 2015, the property owner submitted a request for
20 consideration by the Commission to reduce the outstanding lien of \$5,500.00 down to
21 \$500.00. They have not advised the City of an impending sale. The current
22 outstanding balance through February 28, 2015, is \$5,500.00 for the code enforcement
23 lien, \$117.78 of interest calculated at 4% per annum, and \$28.50 for filing fee. The
24 grand total outstanding is \$5,626.28 through February 28, 2015. This property is
25 currently compliant with the Board's order of July 15, 2014. Based on the Commission's
26 decision tonight, staff recommends full remittance within 30 days of this Commission
27 meeting.

28
29 Deputy Mayor Duryea said the applicant had more than enough time to rectify the
30 problems. He asked if that was correct.

31
32 Mr. Fleming said that was correct. Based on the order by the Code Enforcement Board
33 they had 14 days to rectify the problem and notify the City that the problem had been
34 corrected.

35
36 Commissioner Brender said the applicant was informed of the results of that Code
37 Enforcement Board meeting even though he was not there.

38
39 Mr. Fleming said the applicant was first notified via certified mail that a hearing was
40 pending then they were notified by certified mail, return receipt, that the hearing had
41 occurred and the findings of the Board. Finally they were notified of a compliance
42 hearing where they had an opportunity to go in and state their position as it relates to
43 Code Enforcement's position on that property. There was no response. It was also
44 sent certified mail. All correspondence from the office of code enforcement as it relates
45 to property owners with possible sanctions are sent certified mail.

46

1 Gina Frances, 3406 Fern Lake Place, Longwood, Florida came forward. She stated she
2 was the real estate agent.

3
4 Mayor Mealor said the recommendation is the amount be remitted in full within 30 days
5 of this hearing. The request was to reduce the lien to \$500.00.

6
7 Ms. Frances said the bank was aware of this because she got notice to get a bid to
8 drain the pool. We got the bid and it was approved. On August 4th we started to pump
9 out. Being it was algae, thick water it took a couple of days. She believed it was
10 completed August 6th. We are remiss in keeping within that 14-day period. She
11 showed a picture of the crate that was placed on the pool.

12
13 Commissioner Brender asked how long the house had been in foreclosure.

14
15 Ms. Frances said they received it around July 9, 2012, and we have been trying to sell it
16 ever since.

17
18 Ms. Frances said in addition to the crate the house has a fence. The reason we did that
19 is the right side has a chain link which is not like a six-foot wooden fence. The left side
20 of the house has the six-foot paneled around. That's why they wanted to do that as an
21 extra protection. We did not know we had to drain the pool until we found out.

22
23 Deputy Mayor Duryea asked if they had to act on this.

24
25 Ms. Reischmann said they could deny the request to reduce the fine.

26
27 Mayor Mealor said this is an agendized item with a request and we need to respond one
28 way or the other.

29
30 Commissioner Miller said he hadn't heard anything that tells him that they should
31 reduce it.

32
33 Commissioner Brender said the banks have thousands of foreclosures to deal with and
34 knew it was a radical problem but at the same time if we as cities enforce these liens
35 then the foreclosures sit. If this was a \$250,000.00 lien on a \$100,000.00 house we
36 could bend it a little. The inaction of Yale Mortgage in this case he doesn't think rises to
37 a point where there's any reason to approve a reduction.

38
39 Commissioner Lucarelli said typically when it comes to us it is going to be sold and it
40 has been fixed up then we are more reasonable to do that. That's not the case here
41 and was not inclined to grant that reduction.

42
43 **Motion was made by Deputy Mayor Duryea to deny the request to reduce the**
44 **Code Enforcement lien for 262 Abbott Avenue, seconded by Commissioner Miller**
45 **and motion carried by roll-call vote: Deputy Mayor Duryea, Yes; Commissioner**

1 **Miller, Yes; Commissioner Lucarelli, Yes; Commissioner Brender, Yes; Mayor**
2 **Mealor, Yes.**

3
4 C. Request to reduce Code Enforcement Board lien, 128 – 130 W. Lake Mary
5 Avenue; Manuel Fernando Toro, applicant (Bruce Fleming, Sr. Code
6 Enforcement Officer)
7

8 Bruce Fleming, Senior Code Enforcement Officer, said the address shown on the memo
9 of 128 – 130 East Lake Mary Avenue is the correct address. In some of the documents
10 a typo slipped past and it is listed as 128 – 132. The parcel identification number on all
11 documents is correct and accurate. The legal description on all documents is correct
12 and accurate. Tomorrow morning he will file an amended copy of the lien as ordered by
13 the Code Enforcement Board correcting that discrepancy.
14

15 Mr. Fleming said the Lake Mary Code Enforcement Board held a public hearing on the
16 above case May 20, 2014. The Board found that the property owner, Bruce White, had
17 violated the Lake Mary property maintenance code by failing to comply with the
18 provisions of said code related to an overgrowth of grass and weeds and an
19 accumulation of miscellaneous junk, trash and debris. The property owner was required
20 to bring the property into compliance within 14 days of the hearing or pay a fine of
21 \$100.00 per day for each day the violation continued. A subsequent inspection by code
22 enforcement on June 23rd revealed that compliance had not been obtained with the
23 Board's order of May 20, 2014, and the fine was attached. The Code Enforcement
24 Board convened a compliance hearing on July 15, 2014, and determined that
25 compliance had not been obtained as ordered; therefore, the Board ordered the lien of
26 \$4,200.00 be filed for 42 days of non-compliance beginning June 4, 2014, through July
27 15, 2014.
28

29 Mr. Fleming said on January 6, 2015, this property was foreclosed by the mortgagee,
30 Federal National Mortgage, which is Fannie Mae. The code enforcement lien at that
31 time was \$21,600.00 for 216 days of non-compliance. The lien continued to February
32 10, 2015, whereby a subsequent inspection by code enforcement revealed compliance
33 with the order.
34

35 Mr. Fleming said a request for consideration for a lien reduction by a potential buyer,
36 Mr. Manuel Fernando Toro, was received by the City on February 10, 2015. The total
37 code enforcement lien at that time was calculated as \$25,579.79 through February 10,
38 2015, for 251 days of non-compliance including interest and filing fees.
39

40 Mr. Fleming said this property also has an unrelated outstanding sewer impact fee lien
41 of \$6,965.67 including interest with \$4,200.00 of that amount prepaid to Seminole
42 County. The sewer impact fee is not a code enforcement item or lien. The outstanding
43 balance including all encumbrances on this property through February 28, 2015, is
44 \$32,545.46.
45

1 Mr. Fleming said the property is currently in compliance with the Board's order of May
2 20, 2014. Staff recommends full remittance of the Commission's decision tonight within
3 30 days.

4
5 Commissioner Brender said all the orders of compliance and everything else have been
6 documented. They have been received and responded to.

7
8 Mr. Fleming said all correspondence was sent to Bruce White who was the previous
9 property owner of this property during the process of the code enforcement effort, all of
10 which came back to the office of code enforcement unclaimed which required code
11 enforcement to go out and physically post the property with a notice of code violation.
12 In addition to sending certified letters, and the property was occupied at the time, he
13 posted the property with the notice of the original hearing, the notice of compliance
14 hearing, the finding of fact and order from the Code Enforcement Board, and the order
15 imposing a lien against the property. These were all posted at the property. The
16 property was occupied until late December or early January when the foreclosure went
17 forward.

18
19 Mayor Meador said this situation is different. The gentleman requesting this is Mr. Toro.
20 He asked Mr. Toro to come forward and state his specific ask.

21
22 Manuel Hernando Toro, 619 Jamestown Boulevard, Apt. 694, Altamonte Springs,
23 Florida 32714, came forward.

24
25 Mayor Meador asked Mr. Toro if he was attempting to purchase this property.

26
27 Mr. Toro answered affirmatively.

28
29 Mr. Toro said his numbers were slightly different and Mr. Fleming's total is lower than
30 what he had. He said he was asking if the code enforcement fines could be reduced to
31 10% and remove the interest on the sewer impact fees. The fines equal more than one-
32 third of the property price.

33
34 Mayor Meador said Mr. Toro would like the lien to be 10% of the current amount and that
35 the interest fees for the impact fees be removed.

36
37 Mr. Toro answered affirmatively.

38
39 Commissioner Brender asked if they could remove the interest. He asked if that was us
40 or the County.

41
42 Ms. Reischmann said that is not part of this proceeding.

43
44 Commissioner Lucarelli announced she spoke to a relative of Mr. Toro prior to this
45 meeting. She was asking for guidance on how to go through the process and was told

1 about tonight's meeting so they could be here and understand we have to go through
2 this process. We can't just automatically approve it.
3
4 Commissioner Lucarelli said she was agreeable to the 10% on the code enforcement.
5 For the interest on the lien she asked how that would work or if it was even an option.
6
7 Ms. Sova said the City has already paid the County the impact fee. When we did this
8 particular piece of development we had to pay them all up front or the County wouldn't
9 issue us a permit to use those sewer lines. The interest that has accrued since then is
10 the City's interest. That interest is accrued at a rate by ordinance.
11
12 Mayor Mealor said we have the option to forgive it if we choose.
13
14 Ms. Sova said if you choose to forgive what's in an ordinance.
15
16 Commissioner Miller asked who owes the money. He didn't think it was the buyer. He
17 asked if the bank owed this money.
18
19 Mr. Toro said Fannie Mae owns the property currently and they have expressed no
20 interest in having to take care of these fees. He said if he wanted the property he was
21 going to have to take care of it himself.
22
23 Commissioner Miller asked the appraised value.
24
25 Mr. Toro said it was under \$90,000.
26
27 Commissioner Miller said he would like to know the financials before he gives
28 somebody additional equity in their home or before he relieves Fannie Mae of
29 obligations.
30
31 Mr. Fleming said according to the Seminole County Tax Collector's office the property is
32 appraised at \$81,600.
33
34 Commissioner Miller asked Mr. Toro what he was paying for the property.
35
36 Mr. Toro said \$89,500.
37
38 Commissioner Miller questioned why Mr. Toro was paying \$89,500 on a property
39 appraised at \$81,600.
40
41 Ms. Sova explained the property appraiser goes at about 85% of value.
42
43 Deputy Mayor Duryea believed this lien had been there for a while. It has been
44 accumulating, no one has been paying attention to it. The person who owns the
45 mortgage should be reducing that mortgage by this lien because it is to their detriment.
46 They are the ones who caused the problem.

1
2 Mayor Mealor said the individual caused the problem. Fannie Mae now inherited that
3 problem under foreclosure.

4
5 Deputy Mayor Duryea said be that as it may they shouldn't be selling a house close to
6 \$90,000 with a \$30,000 lien on it.

7
8 Commissioner Miller said we had a similar case before and he expressed the same
9 opinion he has now. Mr. Fleming does a very good job of trying to do code enforcement
10 and if we don't back him up when he comes before us then what difference does it
11 make that he issues fines. Why would anybody ever if we are always going to reduce it
12 to 10%. If there are financials in it to the City's benefit to reduce it because you can put
13 this house back into the marketplace as a house with good standing. If it's to our
14 benefit but he didn't see that with what we are doing here. If it's to our benefit then we
15 should reduce it. If it isn't to the City's benefit and is just making more profit for a bank,
16 he was not excited about it.

17
18 Mayor Mealor said the decision we made in the case just prior to this one is a perfect
19 example of what we felt would operate in the City's best interest. This is consistent with
20 some other areas where we have a willing buyer as opposed to a property sitting
21 vacant. There are constraints.

22
23 Mr. Toro said he will pay \$7,765.67. Currently it's on a septic system and he was going
24 to connect to the sewer so there are additional costs for that. There needs to be roof
25 work done, there is water damage and a lot of things going on with the property. He
26 said he was a first time homebuyer and was excited in the anticipation of being here in
27 Lake Mary. He has always wanted to live in Lake Mary and his first apartment was off
28 Sun Drive. The location is right around the corner from the Farmer's Market which he
29 frequents often. His brother is a general contractor and between the work that he can
30 do and his friend can do they will be able to gather the resources and staff required to
31 make this a nice looking property. He was excited for this to become his first house.

32
33 Commissioner Brender said on this case we have a willing buyer. The interest to the
34 City is the fact that we will have one less house in foreclosure. He could agree to the
35 reduction of the fine to 10% of the existing total. He was having trouble dealing with the
36 interest on the sewer hookup because that interest is by ordinance.

37
38 Ms. Reischmann said the interest is by ordinance so the Commission would have to
39 waive its own code. It has not been done before to Ms. Sova's knowledge.

40
41 Mayor Mealor said the request for the interest is off the table and the issue of reduction
42 we have had two commissioners speak to reducing the lien to 10%.

43
44 Commissioner Lucarelli said if the impact fees are paid does Mr. Toro have to pay a
45 connection fee on top of that.

1 Ms. Sova said he will have to connect to the system and hire his own plumber and get
2 that work done. There will be a permit fee but we don't have a connection fee on top of
3 an impact fee. There are some governments that do that.

4
5 Mayor Mealor said we would like to work with Mr. Toro but any decision that's made
6 here sets precedent and that is why the City Attorney has advised us. He said he spoke
7 out of turn when he said it was our option to remove it. We can't do that and if we
8 haven't done it he didn't have the appetite to begin that this evening. If it is agreeable to
9 the Commission we will speak only to the request to reduce the lien to 10%.

10
11 Commissioner Brender said we are talking 10% of \$25,579.89.

12
13 Mr. Fleming said that was correct.

14
15 Commissioner Miller said he wanted to make clear what he thinks his point is about this.
16 The property was foreclosed on by a mortgage holder. They may very well have
17 foreclosed on that property for \$35,000. We don't know. We don't know what the
18 investment in the house is. The mortgage holder is the one who owes these fees
19 because it is imbedded in the cost of that house. What we are doing is forgiving that to
20 Fannie Mae so they can make more money on the sale of the house. He was very
21 sympathetic to this gentleman and hopes he buys a house in Lake Mary. He said he
22 was reading the tea leaves and he was about to get his 10%. His point is that Mr. Toro
23 is the wrong person to be presenting this. He thought the bank should be sitting here
24 and if they were we would have a different behavior with them. Mr. Toro made his case
25 well and having his brother here is a big help.

26
27 Commissioner Brender said he agreed with Commissioner Miller but the problem is this
28 is not "a bank". This is Fannie Mae. He didn't know anybody he could email at Fannie
29 Mae.

30
31 Mayor Mealor said the point is well made but it's the circumstances now.

32
33 Commissioner Lucarelli said she just bought a Fannie Mae house and has been
34 renovating it. The insurance company just did an inspection and based on the
35 renovations she's done to it, and assumed Mr. Toro would do something similar, the
36 value has gone up \$50-60,000 so that's an asset now to the City.

37
38 Deputy Mayor Duryea said he agreed with Commissioner Miller on the economics of
39 this item. We have these ordinances and rules in place for a reason. He said he would
40 be willing to cut this in half but not to 10%.

41
42 Commissioner Miller said it is entirely possible that the mortgage was \$120,000 and not
43 \$36,000 because this person was not taking care of the house, they had a mortgage,
44 and it was in that timeframe. While he was making his case and picked a really low
45 number, it is entirely possible the reason Fannie Mae won't move is they have \$90,000
46 of their money in the house.

1
2 Deputy Mayor Duryea said shouldn't this mortgage be recorded.

3
4 Ms. Sova asked if we had a property history.

5
6 Commissioner Miller said we had the reputation. A bank would probably tell a potential
7 buyer if you take this before the city they will reduce it to 10%. He detected that from
8 our last case that we were willing to reduce it to 10% if we had a willing buyer.

9
10 Ms. Sova said we have the sale history and it has been quit claim deeded eight times
11 since 1987 at a \$100 value which is what everyone puts on a quit claim deed. She
12 didn't know from name to name. That would take more research but am told a
13 certificate of title happened at the foreclosure. It has been quit claim deeded in 1993,
14 1997, 2003, 2004, 2009, and 2010. There is no value that gives us a mortgage hint
15 here.

16
17 **Motion was made by Commissioner Brender to reduce the fine of \$25,579.79 to**
18 **10% of that number if paid within 30 days. The outstanding impact fees and**
19 **interest will remain. Seconded by Commissioner Lucarelli.**

20
21 Commissioner Lucarelli said in her dealings with Fannie Mae, she would rather deal
22 with any bank any day than Fannie Mae. They are no fun.

23
24 **Motion carried by roll-call vote: Commissioner Miller, Yes; Commissioner**
25 **Lucarelli, Yes; Commissioner Brender, Yes; Deputy Mayor Duryea, No; Mayor**
26 **Mealor, Yes.**

27
28 D. Resolution No. 959 – FARO Technologies, Inc. be approved as a Qualified
29 Target Industry (QTI) Business (Tom Tomerlin, Economic Development
30 Manager)

31
32 The City Attorney read Resolution No. 959 by title only.

33
34 Tom Tomerlin, Economic Development Manager, came forward. He pointed out that
35 Irma Stenman, Director of the Metro Orlando Economic Development Commission and
36 Lesli Whisenant, Director of Global Taxes, FARO Technologies, Inc., were present.

37
38 Mr. Tomerlin said this is consideration of a resolution that would recommend FARO
39 Technologies, Inc. for the state's Qualified Target Industry Program (QTI) and providing
40 for local financial support for that program from the City of Lake Mary.

41
42 Mr. Tomerlin said the state's Qualified Target Industry Program is a state administered
43 program. It is a tax refund program that is paid after the jobs are created. It requires
44 that the local community in which the company expands or locates contribute 20%
45 towards the tax refund. We anticipate a partnership with Seminole County government

1 to split that 20% local financial support with 10% for the City of Lake Mary and 10% for
2 Seminole County.

3
4 Mr. Tomerlin said FARO Technologies has been in the Lake Mary area since the early
5 1990's. This is their global headquarters. Worldwide they have about 1,200
6 employees. In the City of Lake Mary at their headquarters they have 210. FARO
7 Technologies produces, manufactures and develops 3D measurement technology that
8 includes things such as laser scanning and computer aided manufacturing
9 measurement. He had the opportunity to tour their manufacturing floor and it is a very
10 high tech operation. FARO Technologies, Inc. is a publicly traded company on the
11 NASDAQ stock exchange.

12
13 Mr. Tomerlin said this incentive award addresses new job creation beyond that 210 just
14 mentioned. It is for 51 new jobs to be located within the City of Lake Mary. Those 51
15 new jobs will pay an average wage of \$61,145. That dollar amount for average wage
16 represents 150% of what the County's annual wage is. They anticipate an estimated
17 \$749,000 in new capital investment in order to absorb those new employees.

18
19 Mr. Tomerlin said based on FARO Technologies being in a high impact sector, a
20 corporate headquarters, as well as the wage they pay qualifies for a tax refund
21 equivalent to \$6,000 per new job created. The local financial support is 20% of that
22 number. Twenty percent of that 51 times \$1,200 (which represents a 20% amount of
23 the total \$6,000 per job) results in a total local financial support of \$61,200. That
24 \$61,200 would split evenly between the City of Lake Mary and Seminole County for a
25 total of \$30,600 for the City of Lake Mary's contribution towards this incentive. That
26 \$30,600 would be paid out over the course of six years and is paid out in a lumpy
27 amount during those six years. He said he had the schedule but it was not in equal
28 disbursement across those six years.

29
30 Mr. Tomerlin said staff is recommending approval of Resolution No. 959 which
31 recommends FARO Technologies, Inc. for the Qualified Target Industry Program and
32 commits the City of Lake Mary to that local financial support. We anticipate Seminole
33 County will take this up at a later Board of County Commissioners meeting.

34
35 Commissioner Lucarelli asked if they knew which way the County is leaning because
36 she had heard they were pulling back on some of that stuff.

37
38 Mr. Tomerlin said we believe this is a fairly modest request. It is 51 new jobs which is
39 important. This is largely a business retention effort. This is a long standing company
40 in the City of Lake Mary, well known worldwide for what they do. We anticipate
41 Seminole County will be an equal funding partner.

42
43 Deputy Mayor Duryea said he was under the impression the grant program was for new
44 companies rather than existing companies but obviously that's not the case.

1 Mr. Tomerlin said the state's QTI Program can also apply to expanding companies,
2 especially in cases like this. In this particular case these jobs are location neutral.
3 There is a large facility FARO has in Pennsylvania and these positions can float either
4 way. This is a business retention effort to try to have those new jobs be absorbed in the
5 City of Lake Mary.

6
7 **Motion was made by Commissioner Miller to approve Resolution No. 959,**
8 **seconded by Commissioner Lucarelli and motion carried by roll-call vote:**
9 **Commissioner Lucarelli, Yes; Commissioner Brender, Yes; Deputy Mayor Duryea,**
10 **Yes; Commissioner Miller, Yes; Mayor Mealor, Yes.**

11
12 E. Reappointments to the Code Enforcement Board

13
14 This item was presented and reappointments of Joel Ivey and Henry Scarfo were made
15 under Special Presentations earlier in the meeting. See Page 2, Line 12.

16
17 10. Other Items for Commission Action

18
19 There were no items to discuss at this time.

20
21 11. City Manager's Report

22
23 A. Items for Approval

24 a. None

25 B. Items for Information

26 b. Monthly Department Reports

27
28 Ms. Sova said in the packets were the monthly department reports.

29
30 Ms. Sova announced Waste Pro will begin delivering the new residential garbage carts
31 on Monday. After the current cart is emptied, please leave it at the street and it should
32 be collected on the same day as well as your new carts delivered on the same day with
33 instructional material.

34
35 Ms. Sova said the Lake Mary Little League Opening Day ceremony is scheduled for this
36 Saturday at 9:00 A.M. at the Sports Complex.

37
38 Ms. Sova said the Strategic Planning Session will be held here next Thursday at 2:00
39 P.M.

40
41 12. Mayor and Commissioners' Reports (1)

42
43 Mayor Mealor had no report at this time.

44
45 Commissioner Brender reminded everyone that we will host the Council of Local
46 Governments (CALNO) on March 4th at 6:00 P.M. We plan on dinner with food trucks

1 and that is also WineART Wednesday. After that we will have presentations by Mr.
2 Nipe and Mr. Tomerlin regarding the City of Lake Mary economic development plan and
3 for Bryan we got a request from CALNO to hear more about the Events Center.
4

5 Mayor Meador said today at the State of the County luncheon we were told there are
6 very few accredited parks groups in the country and two are in Seminole County, one
7 being the City of Lake Mary and the other being the County. That is an incredible
8 compliment to our team.
9

10 Deputy Mayor Duryea said something Chief Bracknell didn't mention was Ronnie
11 Gregory is the chairman of the Police Pension Board. The pension has done very well
12 and that reflects upon the City. It is one of the only defined benefit plans left in the State
13 of Florida so we have to fund what the expected benefit will be in the future. If the
14 investments do well then that is less the City has to kick in.
15

16 Mayor Meador said a lot of that goes to Deputy Mayor Duryea's leadership and guidance
17 over the years and thanked him for that.
18

19 Commissioner Miller said he had told the Commission that we were going to get a vote
20 on the Municipal Advisory Committee for Metroplan Orlando. The Metroplan Orlando
21 Board of Trustees approved that. He sent City Manager Sova the approval letter and
22 the expectation of a bill to come to us for an employee based percentage of the
23 \$25,000. It's not a whole lot.
24

25 Commissioner Miller said he attended the Chamber of Commerce Coffee at the
26 Community Center. He thought it was an excellent program and very well done and
27 attended.
28

29 Commissioner Miller said he had scheduled himself to attend the League of Cities
30 Legislative Session on March 17th and 18th in Tallahassee.
31

32 Mayor Meador thanked Commissioner Miller for representing them.
33

34 Commissioner Lucarelli said she wanted to mention that Ronnie (Gregory) does an
35 amazing job at the arts festival of running security and managing the site for the
36 weekend, and managing a lot of the ROTC student volunteers and making sure they
37 stay in line and don't hurt anybody. He does a great job and works very hard. The
38 whole Lake Mary Police Department, Fire Department, Public Works, Parks & Rec,
39 everybody here. She couldn't do it without them to make it such a successful event.
40

41 Commissioner Lucarelli said April 4th is Family Fun Day. This is our sixth year. We
42 have people calling us to be sponsors and hoped everyone will come out and have fun.
43

44 13. City Attorney's Report
45

46 Ms. Reischmann had no report at this time.

1
2 Mayor Mealor thanked the representatives from the Forest community. They are
3 wonderful liaisons to the City and we appreciate their input. Also the students that were
4 here this evening are always welcome.

5
6 14. Adjournment

7
8 There being no further business, the meeting adjourned at 8:15 P.M.

9
10
11
12
13 _____
14 David J. Mealor, Mayor

Mary Campbell, Deputy City Clerk

15
16
17 ATTEST:

18
19
20
21 _____
22 Carol A. Foster, City Clerk

DRAFT

1 **Motion was made by Commissioner Brender to approve Ordinance No. 1523 on**
2 **second reading, seconded by Commissioner Lucarelli and motion carried by roll-**
3 **call vote: Commissioner Brender, Yes; Deputy Mayor Duryea, Yes;**
4 **Commissioner Miller, Yes; Commissioner Lucarelli, Yes; Mayor Mealor, Yes.**

5
6 **Motion was made by Commissioner Lucarelli to approve Resolution No. 960,**
7 **seconded by Commissioner Miller and motion carried unanimously.**

8
9 4. Citizen Participation

10
11 No one came forward at this time and citizen participation was closed.

12
13 5. Adjournment

14
15 There being no further business, the special called meeting adjourned at 2:07 P.M.
16

1 MINUTES OF THE CITY COMMISSION WORK SESSION/STRATEGIC PLANNING
2 SESSION held February 26, 2015, 2:05 P.M., Lake Mary City Commission Chambers,
3 100 North Country Club Road, Lake Mary, Florida.

4
5 The Work Session/Strategic Planning Session was called to order by Mayor David
6 Meador at 2:07.

7
8 1. Items for Consideration

9
10 A. General Employee's Pension and 457 Plan option

11
12 Ms. Sova said we are going to present two pension related items this
13 afternoon. The first is an opportunity to provide a voluntary additional
14 option for both the 457 deferred compensation plan for all employees and
15 the 401a General Employee's Pension.

16
17 Ms. Sova said while offering an additional option is at no cost to the City,
18 what it can do is provide the plan participants the opportunity to get
19 improved investment and financial planning advice as well as offering lower
20 cost investment options that could lead to expense savings and improved
21 returns. Investing in these plans is entirely self-directed and all investment
22 risk is born by the employee. Most employees do not have the expertise to
23 monitor their investment options. She believed that we would also be
24 improving our fiduciary responsibilities as a plan sponsor. She was not
25 presenting a request for additional contributions by the City.

26
27 Ms. Sova said we have here today Joe and Aaron Bert of Certified
28 Financial Group of Altamonte Springs to tell us about their firm's services.
29 They are the largest local financial planning firm and also provide their
30 pension services for another local city.

31
32 Joe Bert and Aaron Bert of Certified Financial Group, 1111 Douglas
33 Avenue, Altamonte Springs, Florida, came forward and gave a PowerPoint
34 presentation. Copy attached.

35
36 **It was the consensus of the Commission to allow employees to use**
37 **Certified Financial Group as an option for the General Employee's**
38 **Pension and 457 Plans.**

39
40 B. Police Pension Plan Amendment request

1 Ms. Sova said we currently have three separate pension plans. Police and Fire have a
2 defined benefit (DB) plan while General employees have a defined contribution plan
3 (DC). The primary difference is for defined benefit the City manages the risk and for
4 defined contribution the employee manages the risk.

5
6 Ms. Sova recapped the source and cost of the City's Pension Plans over the past 10
7 years. She showed a 10-year history of pension cost by plan and pension cost in mills
8 on the overhead projector (copies attached).

9
10 Ms. Sova said City contributions are based on a percent of payroll and we can clearly
11 see pension costs have risen 178% in total over the past 10 years. By plan that is
12 204% for Police, 164% for Fire and 160% for General Employees. Because the City
13 manages the risk on defined contribution plans, what is really on the table is how to
14 manage the rising costs. Risks include:

- 15
- 16 • Employer survivor risk – risk the employer fails to adequately fund the plan and
17 enters bankruptcy without a means to make good on its promises
- 18 • Inflation risk – risk that the value of the accrued benefits will be eroded by
19 inflation
- 20 • Investment risk – risk that investments do not produce the dollars required to
21 fund the obligations of the plan
- 22 • Funding risk – risk that the employer does not put away enough money to
23 adequately fund the needs of a group

24 Ms. Sova said what the City needs to balance is:

- 25
- 26 • Costs that are sustainable and affordable
- 27 • A productive and stable workforce
- 28 • Fair benefits for employees and fair controls for taxpayers
- 29 • Plans that are simple, accountable and transparent
- 30 • We need to be sensible about projections and risks

31 Ms. Sova said for the past several years, Legislation has been taking a very hard look at
32 Chapter 175/185 plans. Some pretty strong pension reform bills have been debated,
33 not yet passed, but we know that something is coming. 2013 Legislation created new
34 reporting requirements for DB plans - hello GASB 67 and 68. Additionally, actuarial
35 assumptions and methods were specified such as mortality tables and the assumed
36 rate of return 2% less than the plan's assumed rate of return. 2014 Legislation bills
37 were talking about the use of premium tax revenues and requiring plans to establish DC
38 components. 2015 Legislation is talking the same talk as well as mandating mortality
39 tables and fixing minimum benefit multipliers. We still think that mandates are going to
40 come down.

41
42 Ms. Sova said let's discuss the request by the Police Pension Board to increase
43 benefits. The proposal on the table is:

- 1
2
- Increase the benefit multiplier from 3.2% to 3.32 % for all years of credited service (so past years of service would be included)
 - 3
 - 4 • Member contributions would increase from 5% to 6.9%
 - 5 • The actuarial impact statement that was performed in June of 2013 stated that
 - 6 this proposed benefit increase would be at no additional cost to the City.
 - 7 • The Extra Benefit of \$185,348.66 was used to partially fund this improvement.

8 Ms. Sova said the proposal before us has been on the table since June of 2013. In
9 December we brought in an independent consultant to educate us on pensions. Based
10 on the complexity of the legislative issues, we have been taking the wait-and-see
11 approach. We have also been researching options that could provide the City with
12 choices.

13
14 Ms. Sova said to help guide this discussion, we'll look at the Police Pension plan in
15 more depth. Currently the plan is very healthy.

- 16
- 17 • The funded ratio is 101.3% which measures the actuarial value of assets to the
 - 18 actuarial accrued liability.
 - 19 • 100% of required contributions have been made annually.
 - 20 • The fiduciary net position is higher than the total pension liability resulting in a
 - 21 negative pension liability of \$743,636.
 - 22 • If we were to have implemented GASB 68 for FY14, the negative pension
 - 23 liability would have been reported which would have a favorable impact on the
 - 24 City's Net Position.

25 Ms. Sova said next we'll take a look at the funding sources of contributions to the Police
26 Pension over the years.

27
28 Ms. Sova said state funding has taken a dive, the employee contributions are not what
29 they used to be, but the City's contribution seems to be growing and growing. We are
30 making up for those shortfalls. She showed the Police Pension Contributions by Source
31 on the overhead (copy attached).

32
33 Ms. Sova said the graph on the overhead reflects the City's contribution as a percent of
34 payroll. The black line is showing the trend. The blue horizontal lines are indicating
35 past benefit increases. (Copy attached.)

36
37 Ms. Sova showed the Excess State Monies that are in reserve on the overhead (copy
38 attached). The bottom line here is that the monies in reserve are to be used to help
39 fund the proposed benefit increase. It should also be noted that since 2009, state
40 contributions have not been sufficient to fund required minimum benefits (which
41 includes the benefit increases in 2006 and 2009). The City has been covering almost
42 \$247,000 of additional monies due to adverse actuarial experience like asset losses.
43 Unless the state money increases, the shortfall will continue.

1
2 Ms. Sova said there are several ways to help reduce the pension liabilities:
3

- 4 1. Modify actuarial assumptions. The plan's last experience study was done
5 in 2007. Current assumptions include:
6 a. Inflation – 3%
7 b. Salary increases – 7%
8 c. Payroll growth – 5%
9 d. Investment rate of return – 7.5%
10 e. Amortization periods
11 2. Plan changes
12 a. Increase vesting period
13 b. Reduce benefits to statutory minimums
14 c. Lower the 300 hours of overtime

15 Ms. Sova said next we'll discuss options:
16

- 17 1. Adopt the Proposal
18 • The impact statement stated that at that time, there would be no additional
19 cost to the City
20 2. Modify the Proposal
21 • Change the benefit multiplier to apply to future years of service, not to all
22 years of credited service
23 • Someone that may retire in the very near future does not pay anything for
24 that benefit. Everyone else pays for that benefit including future police
25 officers and taxpayers.
26 3. Hybrid Plan - commonly known as a share plan
27 • This basically creates a DC plan funded by the excess insurance premium
28 taxes in reserve of \$185,349
29 • This would be in addition to the DB plan in place
30 • You can pick how to create the plan, i.e. design the share criteria, vesting,
31 years of service, when to pay, etc.
32 • This would move the risk from the City to the employee
33 4. Combine one of the above options with experience modification changes or plan
34 changes
35 • Look at option 1 and change actuarial assumptions/make plan changes
36 • Look at option 2 and change actuarial assumptions/make plan changes
37 • Look at option 3 and change actuarial assumptions/make plan changes
38 5. Do nothing

39
40 A Summary of the Report is attached.
41

1 **It was the consensus of the Commission to direct staff to come back with some**
2 **kind of hybrid or modification plan; City Manager and Finance Director to fine**
3 **tune options; look at other cities with higher multipliers and see what they are**
4 **doing; and provide pension information attachments with next agenda packet.**

5
6 Commissioner Lucarelli left the meeting at this time.

7
8 C. Annexation Overview

9
10 Tom Tomerlin, Economic Development Manager, gave a PowerPoint presentation on
11 annexation (copy attached).

12
13 Ms. Reischmann distributed information on annexation (copy attached).

14
15 **It was the consensus of the Commission to leave options open.**

16
17 D. Vision for parcel at Lake Mary Boulevard and Longwood Lake Mary Road

18
19 Mr. Noto showed an aerial of the Griffin property on the overhead. Types of potential
20 development were discussed. Mr. Noto stated staff was using the PUD concept in order
21 to have better control of what goes on the property.

22
23 **It was the consensus of the Commission to direct staff to present the PUD**
24 **concept to those coming forward to develop the property at Lake Mary Boulevard**
25 **and Longwood/Lake Mary Road and to emphasize it must be high end, quality**
26 **development.**

27
28 Regarding golf courses, currently the golf course in Timacuan has a Future Land Use of
29 Recreation. Additionally, Timacuan is a DRI and PUD with set entitlements and any
30 adjustment would require modification to the DRI, PUD, as well as a Future Land Use
31 Amendment. In turn, numerous public hearings would be required.

32
33 Section 91.75 of the Code of Ordinances deals with property maintenance. Staff is
34 currently monitoring Seminole County's recent code change regarding grass height, as
35 well as Orange County, which is looking into similar maintenance issues.

36
37 Staff was directed to look into improvements on Crystal Lake Avenue to the railroad
38 tracks. Mr. Paster noted they would be adding more lighting.

39
40 Staff was directed to look at the possibility of purchasing the property at the end of
41 Lakeview Avenue by the Fire Department.

42
43 Reduction of Code Enforcement liens was discussed. The applicant must show how
44 much they have in the mortgage and provide financial hardship. This information is to
45 be placed in the commission packets.

1 **It was the consensus of the Commission to cancel the March 5, 2015, City**
2 **Commission meeting.**

3
4 There being no further business, the meeting adjourned at 4:55 P.M.
5
6
7

8
9 _____
10 David J. Mealor, Mayor

_____ Mary Campbell, Deputy City Clerk

11
12
13 ATTEST:

14
15
16
17 _____
18 Carol A. Foster, City Clerk



MEMORANDUM

DATE: March 19, 2015

TO: Mayor and City Commission

FROM: Gunnar Smith, Recreation and Events Center Manager

THRU: Bryan Nipe, Director of Parks and Recreation

VIA: Jackie Sova, City Manager

SUBJECT: Ordinance No. 1524 - Amending Sections 92.30 - 92.39 of the Code of Ordinances, Lake Mary Events Center - First Reading (Public Hearing) (Bryan Nipe, Parks & Recreation Director)

The Lake Mary Events Center has established itself as one of the premier wedding and meeting space facilities in the Central Florida area since opening in 2008. Revenue figures were at an all-time high in fiscal year 2014, as the popularity of the venue continues to grow. With the complimentary addition of the Lake Mary Community Center absorbing some of the smaller rentals, as well as the free use homeowners' association meetings, the Events Center has more opportunities to book full building events more often.

In an effort to streamline the rental price structure and meet increased market demand, changes are proposed in Chapter 92 of the Code of Ordinances. The new rental price structure proposal will help alleviate confusion for customers, reduce staff time spent on contract development and potentially increase future revenues.

Specific proposed changes in the Events Center Sections 92.30 – 92.39 include:

- Removal of stand-alone hourly rates. Block rates will still provide for hourly add-ons to events.
- Removal of AV charge. AV will be available during any event at no charge. Block rates and weekend rates are proposed to be increased to absorb the cost.

- Weekly block rates have been condensed to one set of rates from three sets previously. This will help alleviate customer confusion.
- Removal of the Rotunda “add on” for \$200.
- Change Thursday evening rentals to full building rentals only as we currently do with Friday, Saturday and Sundays. This will ensure we are maximizing the use of the building on a popular reception/event night.
- Removal of any language not specific to fees.

RECOMMENDATION:

Request Commission adopt Ordinance No. 1524 attached hereto.

ORDINANCE NO. 1524

AN ORDINANCE OF THE CITY OF LAKE MARY, FLORIDA, AMENDING CHAPTER 92 OF THE CODE OF ORDINANCES ENTITLED "PARKS AND PLAYGROUNDS"; AMENDING FEES AND REGULATIONS FOR THE USE OF THE LAKE MARY EVENTS CENTER; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Lake Mary Events Center has established itself as one of the premier wedding and meeting space facilities in the Central Florida area since opening in 2008; and

WHEREAS, with the complimentary addition of the Lake Mary Community Center absorbing some of the smaller rentals as well as the free use for homeowners' association meetings, the Events Center has more opportunities to book full building events more often; and

WHEREAS, in an effort to streamline the rental price structure and meet increased market demand, rates are proposed to be revised; and

WHEREAS, the staff is desirous of removing language that does not need to be inclusive in the Code.

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

SECTION 1. Sections 92.30 – 92.39 of the Code of Ordinances are hereby amended as follows:

LAKE MARY EVENTS CENTER

~~§ 92.30 FACILITY SPECIFICATIONS, DISCOUNTS, AND RESIDENT PRIORITY BOOKING.~~

- A. A 15% city resident discount applies to individuals who reside within the limits, businesses (not employees) that operate within the city limits and are holding a business related function during limited time frames; or
- B. A 15% city employee discount applies for full-time city employees; or
- C. Continuous contracts receive a 15% savings over comparable individual rentals.

(A) ~~The Lake Mary Events Center rental options include the grand ballroom, which is divisible into ballrooms A and B; the rotunda, with stunning views of West Crystal Lake and the event lawn; a meeting room; and a conference room. The Center also has a complete catering kitchen and staff offices. Rentals are available on an hourly or block basis. A 15% city resident discount applies to individuals who reside within the city limits, businesses (not employees) that operate within the city limits, and full-time city employees. Full-time city employees who are residents of Lake Mary are entitled to an additional 15% discount. The discount for resident businesses applies to rentals Monday through Thursday from 8:00 a.m. until 11:00 p.m. and Friday from 8:00 a.m. until 4:30 p.m. only.~~

(B) ~~City residents and full-time city employees may book the Events Center 18 months in advance from 8:00 a.m. until 2:00 p.m. on the first business day of the month preceding the requested time frame or anytime thereafter if the desired time frame is available. Non-residents may also book 18 months in advance from 2:00 p.m. until 5:00 p.m. on the first business day of the month preceding the requested time frame or anytime thereafter if the desired time frame is available. Full-time city employees must be employed on the date of the event or they will be required to pay full price or if they cancel, be subject to cancellation fees.~~

Room	Square Footage	Capacity	
		Banquet	Theatre
Grand Ballroom	Total: 3946 main floor: 3414 + dance floor: 377 + dais: 155	250	300
Ballroom-A	2605	160	250

Ballroom B	1341	90	150
Meeting Room	800	40	75
Conference Room	400	16	
Rotunda	1736	120	

~~(C) Contracts signed 12 to 18 months prior to the event date are subject to a rate increase not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of said event.~~

~~§ 92.31 HOURLY RATES.~~

~~Rooms may be rented on an hourly basis with a two-hour minimum rental Monday through Thursday 8:00 a.m. to 11:00 p.m. and Friday from 8:00 a.m. to 2:00 p.m.~~

<i>Room</i>	<i>Hourly Rates Monday Thursday</i>	<i>Hourly Rates Friday</i>
Grand Ballroom*	\$150	\$200
Ballroom A*	\$100	\$150
Ballroom B*	\$75	\$110
Meeting Room*	\$75	\$110
Conference Room	\$30	\$30
Rotunda (as an individual rental)	\$100	\$150
Event lawn/ lakeside ceremony site	\$350 2-hour rental fee	\$350 2-hour rental fee
* The rotunda may be added to rental of any ballroom or meeting room for flat rate of \$200.		

~~§ 92.32 BLOCK RATES.~~

Daytime, ~~and~~ weekday evening, ~~Friday evening~~, ~~Saturday~~ or ~~Sunday~~ and holiday block rates are available.

<i>Weekday Daytime blocks are Monday - Thursday 8:00 a.m. through 4:30 p.m., and Friday 8:00 a.m. through 2:00 p.m., and Monday - Wednesday 6:00 p.m. - 11:00 p.m.</i>	
<i>Daytime Block Rental</i>	<i>Daytime Block Rates</i>
Grand Ballroom*	\$550
Ballroom A*	\$400
Ballroom B*	\$350
Meeting Room*	\$300
Conference Room	\$155
Conference Room (2 hours only)	\$60
Rotunda (as an individual rental)	\$400
Bride/Groom Room	\$75
Full Building	\$850 \$800
Lakeside Ceremony Site (2 hours only)	\$350
* The rotunda may be added to rental of any ballroom or meeting room for a flat rate of \$200.	

<i>Weekday evening blocks are Monday - Wednesday 6:00 p.m. through 11:00 p.m.</i>	
<i>Monday - Wednesday Evening Block Rental</i>	<i>Evening Block Rates</i>
Grand Ballroom*	\$395
Ballroom A*	\$275
Ballroom B*	\$200
Meeting Room*	\$200
Rotunda (as an individual rental)	\$275

Bride/Groom Room	\$75
Full Building	\$800
* The rotunda may be added to rental of any ballroom or meeting room for a flat rate of \$200.	

<i>Weekday evening blocks - Thursday 4:00 6:00 p.m. through 11:00 p.m.</i>	
<i>Thursday Evening Block Rental</i>	<i>Evening Block Rates</i>
Grand Ballroom*	\$550
Ballroom A*	\$400
Ballroom B*	\$350
Meeting Room*	\$300
Rotunda (as an individual rental)	\$400
Bride/Groom Room	\$75
Full Building	\$1,250 \$1,200
* The rotunda may be added to rental of any ballroom or meeting room for a flat rate of \$200.	

<i>Friday evening block is 3:00 5:00 p.m. through 11:00 p.m.</i>	
<i>Friday Evening Block Rental</i>	<i>Friday Evening Block Rates</i>
Full building rental**	\$2,500 \$2,400
** Full building rental includes the grand ballroom, meeting room and rotunda, as well as complementary use of the events lawn/lakeside ceremony site and dressing rooms.	

~~§ 92.33 SATURDAY, SUNDAY OR HOLIDAY RENTALS.~~

~~(A) Saturday or Sunday rentals include the grand ballroom, rotunda and meeting room, as well as the use of the events lawn/lakeside ceremony site and dressing room.~~

Saturday, Sunday or holiday rentals are rented on a consecutive eight-hour block basis between 10:00 a.m. and 11:00 p.m.

~~(B) Holiday rentals include the grand ballroom, rotunda and meeting room, as well as the use of the events lawn/lakeside ceremony site and dressing rooms. If a holiday falls on a Saturday, the holiday rate will be applied to the previous Friday. If a holiday falls on a Sunday, then the holiday rate will be applied to the following Monday. The following are considered holidays:~~

- ~~— (1) New Year's Day;~~
- ~~— (2) Memorial Day;~~
- ~~— (3) Independence Day;~~
- ~~— (4) Labor Day;~~
- ~~— (5) Veteran's Day;~~
- ~~— (6) Thanksgiving Day;~~
- ~~— (7) Friday after Thanksgiving;~~
- ~~— (8) Christmas Eve;~~
- ~~— (9) Christmas Day CLOSED;~~
- ~~— (10) New Year's Eve.~~

<i>Saturday Daily Rental</i>	<i>Daily Rate</i>
Grand Ballroom, Meeting Room, Rotunda, Events Lawn and Dressing Rooms	Any 8-hour block between 10:00 a.m. - 11:00 p.m.: \$3,200 \$3,000
<i>Sunday and Holiday* Daily Rental</i>	<i>Daily Rate</i>
Grand Ballroom, Meeting Room, Rotunda, Events	Any 8-hour block between 10:00 a.m. - 11:00 p.m.:

Lawn and Dressing Rooms	\$2,500 \$2,400
* If a holiday falls on a Saturday, Saturday rates shall apply.	

Sunday** Rentals - Prior to a Monday Holiday	Daily Rate
Any 8-hour block between 10:00 a.m. and 11:00 p.m.	\$3,200 \$3,000
**These Sundays are the Sunday prior to: Martin Luther King Day, President's Day, Memorial Day, Labor Day and Columbus Day. (If any other holiday (listed above) falls on a Monday, the rate of \$3,000 would apply i.e. 4th of July, Veteran's Day, etc.)	

(C) If a Saturday or Sunday is not rented 60 days out, the Friday evening block rate applies.

§ 92.34 DAMAGE DEPOSITS.

Damage deposits are due 30 days prior to the rental period. A separate, refundable check is required for the damage deposit, which will be returned within six weeks, provided that no damages occur that require deduction. Damage deposit is fully refundable if booking is canceled.

Building Use	Damage Deposit
Saturday, Sunday, holiday or full building rental	\$500
Weekday daytime or evening, except full building	\$200

§ 92.35 CONTINUOUS CONTRACTS.

~~(A) Continuous contracts are available to rental parties that wish to rent Center facilities on a recurring basis. Recurrence of rental must be at least once monthly for a minimum of six consecutive months.~~

~~(B) Continuous contracts are available Monday Thursday 8:00 a.m. — 11:00 p.m. and Friday 8:00 a.m. — 4:30 p.m. Friday evenings as well as all day Saturday and Sunday are not available.~~

~~(C) Continuous contracts receive a 15% savings over comparable individual rentals.~~

~~(D) Payment is due a minimum of ten days prior to rental date. A deposit of \$200 is required for continuous contracts. A "no show" will result in forfeiture of deposit.~~

~~(E) If the minimum recurrence for a continuous contract is not met for two months in a row, the deposit will be forfeited, the continuous contract cancelled and any previously occurring rentals under the continuous contract will be retro-billed at single use rates.~~

~~§ 92.36 HOMEOWNERS' ASSOCIATIONS.~~

~~(A) Homeowners' associations within the city limits are invited to use the Center for their meetings at no charge, based on the following guidelines:~~

<i>Event</i>	<i>Evenings Available</i>	<i>Duration</i>	<i>Room</i>
Monthly meeting	Monday — Thursday	3-hour maximum	Conference Room
Annual meeting	Monday — Thursday	3-hour maximum	Meeting Room
\$50 security deposit for homeowners associations within the city limits. Forfeited for no-shows, damage or cleanup.			

~~(B) If these guidelines are not suitable due to special circumstances that may arise occasionally, Center management will attempt to accommodate the associations at another city facility. However, we cannot guarantee that these accommodations will be~~

~~available. These provisions do not apply to holiday use. Please reschedule meetings that would otherwise occur on a holiday.~~

~~(C) Homeowners' associations that are not located within city limits may rent Center facilities for their monthly association meetings using a continuous contract, provided they fulfill the minimum frequency and duration requirements. Associations outside city limits who wish to use Center facilities for non-qualifying continuous contract such as their annual meeting are subject to individual rental rates.~~

~~§ 92.37 CEREMONY SITES.~~

~~Two picturesque ceremony sites are available: the lakeside ceremony site, located on the event lawn behind the Center, and the rotunda. Both provide beautiful ceremony locations with stunning views of West Crystal Lake as well as the event lawn.~~

~~(A) Outdoor site: lakeside ceremony site. The lakeside ceremony site includes the Crystal Lake event lawn and trellis areas, the fountain patio and dressing rooms for the bride and groom. The Center has up to 100 outdoor chairs available for complimentary use. Please contact an outside vendor if you plan to seat more than 100 people. Rental of the Lakeside ceremony site includes two hours at the lakeside ceremony area, Monday through Friday. Site use is included with Saturday and Sunday rentals, as well as with full building rentals, for the full duration of the rental period.~~

<i>Lakeside Ceremony Site</i>	<i>Rental Rate</i>
Site rental, Monday – Friday: 2 hours	\$350
Site use: Saturday, Sunday, holiday, full building	Included

~~(B) Indoor site: rotunda. The glass enclosed rotunda provides a beautiful ceremony site inside the Center. Use of the rotunda is included with Saturday and Sunday rentals,~~

as well as with full building rentals. Chairs and dressing rooms are provided with rental. The rotunda may be used in lieu of the lakeside ceremony site in case of inclement weather, if available.

<i>Rotunda (Monday - Friday)</i>	<i>Rental Rate</i>
Hourly rental, 2-hour minimum	\$150
Add-on to rental of ballroom or meeting room	\$200
Site use: Saturday, Sunday, holiday, full building	Included

~~§ 92.38 CATERING, FOOD AND BEVERAGE.~~

~~(A) Catered events.~~

~~(1) All catering services must be provided by one of the caterers selected by the city. The select caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets and occasions. Please contact one of them to help plan your event. No other catering services are permitted.~~

~~(2) Kitchen facilities, including refrigerators and microwaves, are available only to the select caterers.~~

~~(3) Contact your select caterer to determine what services will be provided. Many caterers have or will help develop packages to include setup/decoration service and cleanup, as well as linens, china, centerpieces, etc. Some allowances for our select caterers have been made to allow for setup/decoration or cleanup outside of the rental period. Any time used by the caterer outside of the rental period must be coordinated with Center management. This allowance must respect and not interfere with the rental periods of other guests.~~

~~(B) Non-catered events. The rental party may bring in and serve simple or prepared food items Monday – Thursday, 8:00 a.m. – 11:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. The following are examples of simple or prepared food items: continental breakfast, sandwiches, pizza, party trays, etc. The renter is responsible for all setup, serving and cleanup, all of which must occur during the rental period. The kitchen and all equipment, including refrigerators and microwaves are off limits to all but select caterers. Staff must be informed ten days prior to the rental period if you plan to serve any non-catered food.~~

~~(C) Alcohol policy. (Reserved).~~

~~§ 92.39 SETUP AND CLEANUP.~~

~~(A) Setup.~~

~~(1) Use of the Center's tables and chairs is included with rental. Please see the available equipment section for specific quantities and dimensions.~~

~~(2) Center staff will set up tables, chairs, the podium, AV equipment, etc. You must submit a floor plan of your desired setup ten days before the rental period. Room layouts are provided. AV equipment is complimentary to building renters from 8:00 a.m. – 5:00 p.m., Monday – Friday, excluding holidays. All other times and days shall require payment.~~

AV Equipment Package	-
Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding holidays	Complimentary
All other times	Each screen with projector: \$40 All 4 screens: \$120

~~— (3) For catered events, the caterer will typically develop the floor plan and decorate for the event. A floor plan must be submitted ten days prior to the event.~~

~~— (4) For catered events where the caterer will provide setup/decoration, the caterer may coordinate with the Center manager if time outside of rental period is needed for setup/decoration. This allowance must respect and not interfere with the rental periods of other guests.~~

~~— (5) For non-catered events or events where the caterer will not provide setup/decoration, the rental period must include all time needed by the renter and vendors for decoration, setup in excess of table and chair arrangement and cleanup.~~

~~— (6) Decorations are permitted within reason. They must be approved by Center management ten days prior to the event.~~

~~— (7) Tape, tacks, nails and staples are not permitted to attach the decorations.~~

~~— (8) Glitter and other confetti-like decorations are prohibited.~~

~~— (B) Cleanup.~~

~~— (1) The rental facility must be returned to the condition it was provided to the renter.~~

~~— (2) Tables and chairs must be cleared of all debris.~~

~~— (3) It is the responsibility of the renter to remove all equipment and materials that are not Center property immediately after the event.~~

~~— (4) Waste and all paper products must be placed in the April 12, 2010 dumpster.~~

~~— (5) For catered events where the caterer will provide cleanup, the caterer may coordinate with Center management if time outside of the rental period is needed for cleanup. This allowance must respect and not interfere with the rental periods of other guests.~~

~~(6) For non-catered events or events where the caterer will not provide cleanup, the rental period must include time needed by the renter and vendors for setup/ decoration, cleanup and to remove all materials that are not Center property.~~

~~(Ord. 1258, passed 8-23-07; Am. Res. 813, passed 2-21-08; Am. Res. 816, passed 5-8-08; Am. Res. 848, passed 7-9-09)~~

§ 92.4035 CANCELLATION POLICY.

Reservations shall be considered booked when the renter submits a signed contract and 50% of the rental fee. Damage deposit is fully refundable if booking is canceled.

<i>Time Period Before Event Date</i>	<i>Amount of Deposit Refunded</i>
12 - 18 months	100%, minus \$100 administrative fee
6 - 12 months	50%
Less than 6 months	0%

SECTION 2. Codification. The Code of Ordinances of the City of Lake Mary, Florida, be and the same is hereby amended in accordance with the terms, provisions and conditions of this ordinance. Further, that the sections of this ordinance may be renumbered or re-lettered to accomplish said amendment; "Ordinance" may be changed to "Section", "Article", or other appropriate word.

SECTION 3. Conflicts. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of any conflict.

SECTION 4. 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 5. Effective Date. This Ordinance shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 2nd day of April.

FIRST READING: March 19, 2015

SECOND READING April 2, 2015

Attest:

CAROL A. FOSTER, CITY CLERK

DAVID J. MEALOR, MAYOR

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

CATHERINE D. REISCHMANN, CITY ATTORNEY



CITY MANAGER'S REPORT

DATE: March 19, 2015
TO: Mayor and City Commission
FROM: Jackie Sova, City Manager
SUBJECT: City Manager's Report

ITEMS FOR COMMISSION ACTION:

1. Request for support of Seminole Cultural Arts Council (SCAC) beautification program along U.S. Hwy. 17-92.
2. Request for expenditure from Law Enforcement Trust Fund.
3. Surplus of Glock Handguns.
4. Surplus of Sound System.

ITEMS FOR COMMISSION INFORMATION:

1. Appointment to Metroplan's Transportation Systems Management and Operations (TSMO) Committee.
2. Monthly Department Reports.



www.seminoleculturalarts.org

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Kathryn Townsend
President

Saulius Jankauskas, MD
Vice President

Josie Foranoco
Secretary

Deana Schott
Treasurer

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Bob Dallari, Commissioner

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Eva Krzewinski

Paul Lartonoix

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Nicholas Murphy

Steve Nelson

Jennifer Barrington Nix, Esq.

Dede Schaffner

Bonnie Sprung

Stephen Summers, Ph.D.

Trish Thompson

Jennifer Wagner

County Liaison
Lisa Snead

Executive Director
Donna Bundy

Program Manager
Diane Merkt

Accountant
Abby Shoemaker

Certif. #85-8013174581 C-3

March 9, 2015

Ms. Jackie Sovo
City Manager
100 N. Country Club Rd.
Lake Mary, FL 32746

Dear Ms. Sovo:

The Seminole Cultural Arts Council (SCAC) is proposing a beautification program based on CPTED (Crime Prevention through Environmental Design) along the U.S. Hwy. 17-92 Corridor to wrap traffic signal boxes with art by Seminole County artists and students.

We are asking for the support of the City of Lake Mary prior to our appearing before the County's CRA on April 14th.

We are also requesting the support of the Seminole County Sheriff's Office as the program aims to reduce crime while making aesthetic improvements to traffic signal boxes in the county right-of-way utilizing CPTED. This is patterned after a successful pilot program supported by the Orange County Sheriff's Office of signal box art along the International Drive corridor in Orlando. The CPTED principles followed are:

- Natural Surveillance ("See and be seen") - People are less likely to commit a crime if they think someone will see them do it. Lighting and landscaping play an important part.
- Natural Access Control - Utilizes walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from proper entrances. The goal is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.
- Territorial Reinforcement - Creates or extends a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping and signage so users develop a sense of proprietorship over an area. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.
- Maintenance - The "broken window theory" suggests that one broken window or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected or poorly maintained properties are breeding grounds for criminal activity. A formal CPTED-based maintenance plan helps preserve property values and makes for a safer place.

We want to engage Seminole County's artistic community by giving them a palette of traffic signal boxes to work with. We believe that signal box art will spur economic development along the 17-92 corridor, create visual markers that display Seminole County's commitment to revitalizing and empowering the businesses along the corridor, and give it a unique physical artistic and cultural character.

In funding this project, the Seminole County CRA will be participating in a revitalization effort that will enhance economic performance and be experienced by the entire county-wide community. The benefits include:

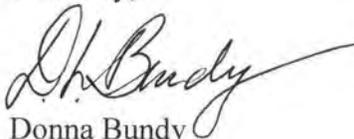
- Creating a positive and distinctive image
- Creating visually appealing traffic signal boxes
- Attracting new businesses
- Increasing investment in the district
- Providing an opportunity to showcase Seminole County's art-rich community

We feel that a show of presence and commitment will spur private projects. Isn't that a purpose and intent of the CRA, to stimulate additional investment? Traffic signal box art is a relatively inexpensive investment which could result in beautification of the entire corridor. There have been CRA projects affecting only specific areas, but this one would provide a unifying theme from one end of Seminole County to the other, reflecting the concern and commitment of the Board of County Commissioners and the City of Lake Mary to present an improved appearance.

There will be a selection committee from each city along the corridor, with appointees from the City of Lake Mary invited to participate in the selection of art for the boxes within your jurisdiction.

We would sincerely appreciate your support for these improvements along U.S. Hwy. 17-92 through Lake Mary's jurisdiction. It is urgent that we receive your letter of support by Friday, April 3rd. If you have any questions, please call or email me. I would welcome the opportunity to speak with you.

Sincerely,



Donna Bundy
Executive Director

Formed in 1994, the Seminole Cultural Arts Council (SCAC) is a registered public 501 (c) 3 nonprofit organization and a member of the Florida Association of Local Arts Agencies. The SCAC supports the cultural and artistic needs of Seminole County and is an advocate for the preservation of local cultural and historic heritage including performing, literary, and visual arts and sciences, and serves to sustain, develop and advance the cultural life of Seminole County.

230 E First St, Sanford, FL 32771

407-302-1099



CITY MANAGER'S REPORT

DATE: March 19, 2015
TO: Mayor and City Commission
FROM: Steve A. Bracknell, Chief of Police
VIA: Jackie Sova, City Manager
SUBJECT: Request for expenditure from Law Enforcement Trust Fund

The Police Department is requesting approval for expenditures from the Law Enforcement Trust Fund as follows:

Our Community Relations Division is in need of educational, school resource, safety and crime prevention items to distribute to students and citizens attending events hosted and participated in by the City. The handout materials will include:

- pens
- whistles
- informational magnets
- challenge coins
- stickers
- cups
- sport bottles
- junior badges
- educational activity workbooks
- safety booklets

These items are used to raise awareness of crime prevention and safety practices, and to introduce our City's Police Department and the services it provides to the citizens of Lake Mary.

For large community events we are requesting a personalized canvas pop-up tent. The tent will be used to host a LMPD Community Relations booth where citizens can interact with officers. Coupled with the tent, we are asking for two retractable banners

which will include information on the police department, contact and recruitment information; and also a trade show style tablecloth for the table inside the booth.

The handout items will be purchased from Positive Promotions, Transit Designs and Inkhead Promotional Products. Comparison pricing was done to ensure the most competitive price for equal quality. The total cost for the handout items is \$10,077.88. This includes shipping and a discount of \$842.16 offered by Inkhead as a purchase incentive.

The cost for the tent, retractable banners and tablecloth is \$1,467.37, also to be purchased from Inkhead.

BUDGET IMPACT

The total expenditure from the Law Enforcement Trust Fund would be \$11,545.25.

RECOMMENDATION

Request Commission authorize purchase of the above referenced items in an amount not to exceed \$11,545.25.



CITY MANAGER'S REPORT

DATE: March 19, 2015
TO: Mayor and City Commission
FROM: Steve A. Bracknell, Chief of Police
VIA: Jackie Sova, City Manager
SUBJECT: Surplus of Glock Handguns

The Police Department is requesting approval to surplus three Generation I Glock 22 Handguns. The Handguns are over 20 years old, and spare parts are unavailable. B & H Police Supply will take the three Generation I Glock 22 Handguns on trade with a value of \$240.00 each, and in return will sell the Police Department three new Generation IV Handguns for \$169.00 each.

- Generation I Glock 22 Serial # DWF959
- Generation I Glock 22 Serial # DWF960
- Generation I Glock 22 Serial # DEU314

RECOMMENDATION:

Request Commission declare above-referenced handguns surplus and authorize City Manager to dispose of same via trade.



CITY MANAGER'S REPORT

DATE: March 19, 2015
TO: Mayor and City Commission
FROM: Bryan Nipe, Director of Parks and Recreation
VIA: Jackie Sova, City Manager
SUBJECT: Surplus of Sound System

The Parks and Recreation Department has the following item to be considered for surplus:

Sound System - Anchor XTR 550 – Community Center

The sound system is not working and has reached the end of its useful life. The City's Electrician assessed the sound system and has determined that due to the age of the system and the cost to repair, it would not be worth fixing.

RECOMMENDATION

Request Commission declare sound system surplus and authorize City Manager to dispose of same.

Jacqueline B. Sova
City Manager
jsova@lakemaryfl.com



City of Lake Mary

Incorporated in 1973

February 24, 2015

Mr. Harold W. Barley, Executive Director
Metroplan Orlando
315 East Robinson Street, Suite 355
Orlando, FL 32801

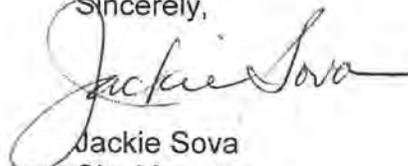
Dear Mr. Barley:

I am in receipt of your letter addressed to Mayor Mealor re: staff member appointments to your Transportation Systems Management and Operations (TSMO) Committee.

Please be advised that we would like to appoint John Omana, our Community Development Director, to serve as the voting member. Mr. Omana can be reached at 407-585-1454, or by e-mail at jomana@lakemaryfl.com. In addition, we would like to appoint Steve Noto, our Deputy City Planner, to serve as alternate. Mr. Noto can be reached at 407-585-1440, or by e-mail at snoto@lakemaryfl.com.

If you need any additional information, please do not hesitate to contact me.

Sincerely,



Jackie Sova
City Manager

cc: John Omana, Community Development Director
Steve Noto, Deputy City Planner

www.lakemaryfl.com • Phone: (407) 585-1419 • Fax: (407) 585-1498

CITY HALL, 100 N. Country Club Road, P.O. Box 958445, Lake Mary, FL 32795-8445

February 19, 2015

Honorable David Mealor
Mayor
City of Lake Mary
P.O. Box 958445
Lake Mary, FL 32795

Dear Mayor Mealor:

I am writing to request that you make staff member appointments to our Transportation Systems Management and Operations (TSMO) Committee. The role of this advisory committee was redefined when the MetroPlan Orlando Board approved our Strategic Business Plan Update last year. The purpose of this committee is outlined in the committee's bylaws which were approved by Board action on February 11, 2015. A copy is provided for information.

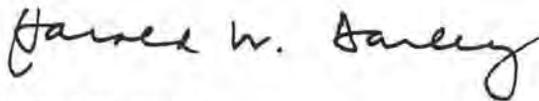
The work of this committee is a positive step in the right direction as it places even more emphasis on the importance of transportation systems management and operations. These programs and projects will improve both system efficiency and public safety.

City of Lake Mary is asked to make (one) appointment to serve as a (voting member) on TSMO, along with (one) alternate. Members who are appointed must be employees of your jurisdiction and should have strong backgrounds in transportation engineering or planning and an interest in advancing TSMO-related activities.

The first full committee meeting will be in April. In order to expedite this process, please send appointments electronically to Mrs. Lena Tolliver at ltolliver@metroplanorlando.com no later than March 20, 2015.

If you have questions regarding the TSMO, please contact our TSMO staff liaison, Mr. Eric Hill directly at (407) 481-5672 x316 or ehill@metroplanorlando.com.

Sincerely,



Harold W. Barley
Executive Director

Enclosure



APPROVED BY
METROPLAN ORLANDO
2/11/15 *A. Fallum*



**ORLANDO URBANIZED AREA TRANSPORTATION STUDY
TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS COMMITTEE
BYLAWS**

Section 1. Authority, Creation

In accordance with the 1962 Federal Aid Highway Act requiring that transportation planning be comprehensive, cooperative, and continuing in nature, a transportation systems management and operations committee known as the "Orlando Urbanized Area Transportation Systems Management and Operations Committee" is hereby created.

Section 2. Definitions

For the purpose of these Bylaws, the acronym "TSMO" shall mean the Orlando Urbanized Area Transportation Systems Management and Operations Committee.

For the purpose of these Bylaws, TSMO shall mean: an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

For the purpose these Bylaws, a TSMO program may include but not be limited to the following strategies: traffic signal retiming, transportation improvements, traffic incident management, traveler information, data management, and Intelligent Transportation Systems (ITS). Additionally, the following disciplines shall be included: traffic engineering, transportation planning, information technology, public safety, emergency management, fire and rescue.

Section 3. Purpose

Transportation Systems Management and Operations specialists shall represent the various public governmental bodies, authorities, agencies, and safety-related organizations of the Orlando Urbanized Area and shall be involved in the process of integrating various strategies to optimize performance and safety of the region's surface transportation system by the establishment of a TSMO advisory committee. It shall be the function of the TSMO Committee to:

- A. Serve the MPO in an advisory capacity on TSMO matters relating to the update of the MPO's Congestion Management Process (CMP) of the MPO's Long Range Transportation Plan (LRTP) and the coordination of TSMO with the regional ITS architecture.

- B. Be responsible for the development and review of all studies, reports, plans and/or programs germane to TSMO and to recommend action pertinent to the subject documents to MetroPlan Orlando.
- C. Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by TSMO studies and project applications.
- D. Advise staff in the development of an Annual Congestion Management System Report as called for in the Congestion Management Process (CMP) Element of the MPO's LRTP, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively.
- E. Annually review and revise the TSMO Prioritized Project List. This list will be the source of candidate projects to be implemented with the MPO's Congestion Management System (CMS) Box funds for the region and each County; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order.
- F. Develop and recommend a list of traffic operations and TSMO project priorities to be implemented with CMS Box funds and/or MetroPlan Orlando's share of District Five Allocated STP and State funds. Projects may include improvements including, but not limited to, studies, plans, installing or synchronizing traffic control devices, safety and/or evacuation efficiency improvements, adding or extending turn lanes at intersections, TSMO deployments, system maintenance projects, operations, and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand.
- G. When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the TSMO prioritized project list and consistent with the list of recommended TSMO projects. MetroPlan Orlando staff or any committee member may bring design plans to the committee for review at the discretion of the committee.
- H. Participate in updates to the regional ITS architecture; and coordinate with the MPO's other advisory committees.

Section 4. Membership, Appointments, Term of Office, Vacancies, Removal from Office

A. Membership

The intent of the membership composition of the TSMO Committee is to represent planning and engineering expertise from Federal, State, regional or local agencies.

1. The following jurisdictions are eligible to appoint voting members as indicated. Appointees should have an interest or active involvement in TSMO related activities:

- (a) Orange County (2)
- (b) Osceola County (2)
- (c) Seminole County (2)
- (d) City of Orlando (2)
- (e) City of Belle Isle (1)
- (f) City of Kissimmee (1)
- (g) City of Sanford (1)
- (h) City of Altamonte Springs (1)
- (i) City of Apopka (1)
- (j) City of Casselberry (1)
- (k) City of Lake Mary (1)
- (l) City of Longwood (1)
- (m) City of Maitland (1)
- (n) City of Ocoee (1)
- (o) City of Oviedo (1)
- (p) City of St. Cloud (1)
- (q) City of Winter Garden (1)
- (r) City of Winter Park (1)
- (s) City of Winter Springs (1)

Municipalities whose population is less than 5,000 may each appoint one (1) non-voting member. These municipalities would include:

- (a) City of Bay Lake
- (b) Town of Eatonville
- (c) City of Edgewood
- (d) Town of Oakland
- (e) Town of Windermere

2. The following transportation agencies/authorities are also eligible for voting representation. Each agency may appoint one (1) voting representative:

- (a) Central Florida Regional Transportation Authority/LYNX
- (b) Central Florida Expressway Authority
- (c) Osceola Expressway Authority
- (d) Reedy Creek Improvement District

- (e) Greater Orlando Aviation Authority
- (f) Kissimmee Gateway Airport
- (g) Orlando Sanford Airport
- (h) Seminole County CTST, Chair or designee
- (i) Orange County CTST, Chair or designee
- (j) Osceola County CTST, Chair or designee
- (k) MetroPlan Orlando appointee

3. In addition, representatives from the following shall serve as non-voting members or advisors:

- a. Florida Department of Transportation, District Five, non-voting advisor
- b. Florida's Turnpike Enterprise, non-voting advisor
- c. University of Central Florida, non-voting member
- d. Orange County CTST (Chair or designee), non-voting member
- e. Seminole County CTST (Chair or designee), non-voting member
- f. Osceola County CTST (Chair or designee), non-voting member

B. Appointments

- 1. Each eligible jurisdiction and agency shall appoint voting members and one designated alternate from each of the membership agencies listed in Section 4 A for which it is eligible. Voting members and their designated alternates must be employees of the jurisdiction or agency represented. These appointments shall be made in writing by the County Commission Chair/Mayor, City Mayor, County Administrator, City Administrator or Manager, and the Executive Director of other members' agencies. The failure of an agency to appoint a primary representative will result in that agency losing its voting authority on the TSMO Committee until such time as the vacancy is filled.
- 2. The appointed representatives, both primary and alternates, shall be selected from the agency membership listing under Section 4 A.
- 3. In the absence of the primary member, the alternate member shall have the same privileges as the primary member and may serve on a subcommittee or task force.

C. Term of Office

The term of office for a TSMO Committee member shall be for an indefinite period, or until reappointment, or until the appointment of a successor. Separation from employment of the jurisdiction or agency represented constitutes the end of an appointment. The MetroPlan Orlando appointee may serve four (4) years or until reappointed or until the appointment of a successor.

D. Vacancies and Membership Revisions

Any vacancies in membership shall be filled in the same manner as the initial appointment.

E. Removal from Office

Each representative is expected to demonstrate his or her interest in the TSMO Committee's activities through attendance of the regularly scheduled meetings except for reasons of an unavoidable nature. If a representative and designated alternate have three (3) consecutive absences from the meetings or have missed a majority of meetings during the year, the agency or government will be notified.

Section 5. Officers, Term of Office

- A. The November/December meeting shall be known as the Annual Meeting of the TSMO Committee and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The TSMO Committee shall elect from its membership the following officers:
1. Chairman
 2. Vice-Chairman
- B. Each officer shall be from a different jurisdiction or agency.
- C. Each elected officer shall serve for one (1) year or until that officer is re-elected or until a successor is elected. The newly elected officers shall be declared installed following their election and shall assume the duties of office upon adjournment of the Annual Meeting.
- D. Neither the position of chairman or vice-chairman shall be given individual votes. In order for either the chairman or vice-chairman to cast a vote, they must do so as a representative of an agency listed in Section 4 A.
- E. In the absence of the Chairman, the Vice-Chairman shall assume the duties and responsibilities of the Chairman. Should both Chairman and Vice-Chairman be absent, the TSMO Committee shall elect a temporary chairman to chair the meeting.
- F. The Chairman and Vice-Chairman shall represent the TSMO on the Regional Leadership Council (RLC).
- G. The Chairman shall represent the TSMO as a non-voting advisor on the MetroPlan Orlando Board. In the absence of the Chairman, the Vice-Chairman is the designated alternate.

Section 6. Rules of Procedure

- A. An annual meeting schedule will be adopted in November/December for the following year. The Chairman of the Committee may waive a monthly meeting, however two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. When necessary, the Chairperson may call special meetings to deal with immediate issues.
- B. TSMO Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those appointed members entitled to vote, and any business transacted by the TSMO Committee must be approved by not less than a majority of the votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof.
- C. Minutes shall be kept of the TSMO Committee's proceedings and official actions, which shall be public record.
- D. Voting shall be by voice, but a member shall have his or her vote recorded in the minutes if he or she so desires. A roll call vote shall be held upon request and whenever an opposing vote is recorded. All other questions or procedures shall be guided by Robert's Rules of Order, Revised.
- E. Meeting agendas shall include two Public Comment periods, one at the beginning of the meeting for action items and again at the conclusion of the scheduled business items which shall be for discussion purposes only. Public requests for TSMO Committee action or recommendation shall be placed on the agenda as a scheduled business item.

Section 7. General Policies

- A. MetroPlan Orlando and the Orlando Urbanized Area Transportation Study consists of five (5) committees, including the Board;
 - 1. MetroPlan Orlando Board
 - 2. Bicycle/Pedestrian Advisory Committee
 - 3. Citizens' Advisory Committee
 - 4. Municipal Advisory Committee
 - 5. Technical Advisory Committee

- B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

"MetroPlan Orlando's mission is to provide leadership in transportation planning by engaging the public and fostering effective partnerships."

- C. All Committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plans, goals and objectives.
- D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the TSMO Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the TSMO Committee and placed into effect upon signature by the TSMO Committee Chairman without waiting for the minutes of the previous meeting to be officially approved at the next TSMO Committee meeting.
- E. Reports, studies, plans, programs or databases that have been approved or endorsed by the MPO are, by definition, public records and shall be available to the public for inspection and copying upon request. This may be limited however by the custodian of the records, to that time necessary to review the records and excise the information which is deemed to be exempt from the Public Records Act, as stipulated by Florida Law. A reasonable fee may be charged for copying costs.
- F. Reports, studies, plans, programs or databases that are working papers or draft documents and have therefore not been approved by the MetroPlan Orlando Board shall also be releasable upon request as public records. The receiver of the information however shall be cautioned that it has not been formally approved and is therefore subject to change and may only be used at their own risk.
- G. The release of databases shall be reported to the TSMO Committee at their next scheduled meeting.
- H. Databases, computer software or other information that has been access-limited through contractual agreement shall be protected from disclosure, as authorized by Florida Statutes.

Section 8. *Procedures for Amending Adopted Studies, Plan, or Programs*

- A. The procedures for amending the Orlando Urban Area Long Range Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are

established in the MetroPlan Orlando Board Rule 351-1.009 which is incorporated by reference herein.

- B. The TSMO Committee shall review the proposed change based on a TSMO evaluation of its merit and shall recommend approval or disapproval to the MetroPlan Orlando Board.
- C. The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.

Section 9. *Ad hoc Subcommittees or Task Force*

- A. An ad hoc subcommittee or task force may be appointed by the Chairman to address specific issues or investigate and report on specific subject areas of interest to the TSMO Committee.
- D. Designation of representatives to each of the ad subcommittee or task force shall be made by TSMO Committee members representing that jurisdiction or agency. In the case of multiple TSMO Committee members, the designation of representatives shall be made by caucus of the members. To be a designated representative, it is not necessary to be a TSMO Committee member.
- E. Each ad hoc subcommittee or task force may appoint a chairman who will report the subcommittee's findings to the TSMO Committee. In the absence of a chairman, a temporary chairman shall be appointed in accordance with Robert's Rules of Order.
- F. Each meeting shall be recorded. Minutes of a meeting shall be provided upon request. A written record of actions taken shall be provided to any member or the public upon request.

Section 10. *Bylaws Review and Amendment*

- A. A bylaws review subcommittee shall review these bylaws at least every other year on odd numbered years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the TSMO by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the TSMO members with the proper notification of the meeting.
- B. These Bylaws may be altered, amended, or added to by vote of the TSMO Committee provided that:
 - 1. Notice of the proposed changes shall normally contain a full statement of the proposed amendments.

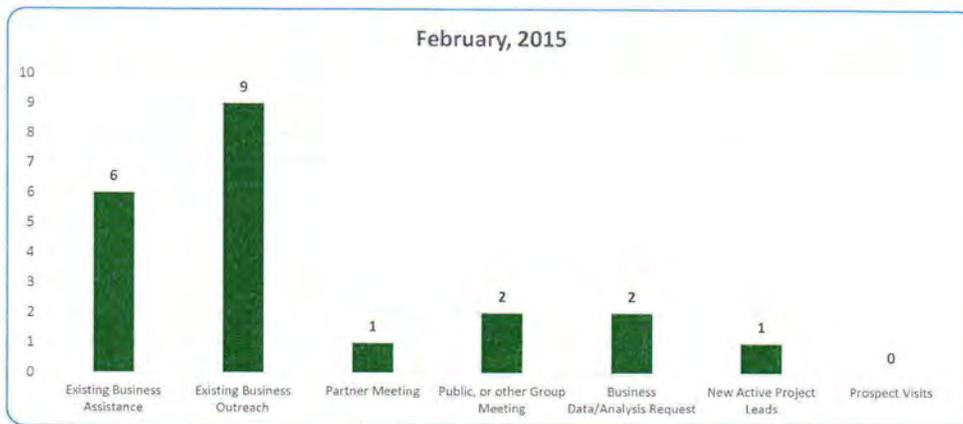
2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
3. The proposed written changes shall be forwarded to all TSMO Committee members at least five (5) business days prior to the meeting at which a vote will be held.
4. TSMO Committee members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
5. The TSMO Committee adopts the proposed amendment(s) by a majority vote of the members present at the TSMO Committee meeting.

Established: January 23, 2015
Rev.

Activity Summary

City of Lake Mary, Economic Development Activity Summary February, 2015	
Activity Code	Explanation
Existing Business Assistance	Existing business assistance involving a problem, and follow-up
Existing Business Outreach	Existing business outreach meeting or interview
Partner Meeting	Meeting with Economic Development partners
Public, or other Group Meeting	Public meetings, or other group meeting
Business Data/Analysis Request	Data and analysis request processed
New Active Project Leads	Meetings associated with new projects that develop into follow-up action or incentive
Prospect Visits	Meeting with business potentially interested in relocating or expanding in Lake Mary

Activity Count	February, 2015
Existing Business Assistance	6
Existing Business Outreach	9
Partner Meeting	1
Public, or other Group Meeting	2
Business Data/Analysis Request	2
New Active Project Leads	1
Prospect Visits	0
Total Count	21



Milestones:

Finalized the City's participation in Project Wizard - involving the retention and expansion of FARO Technologies in the City of Lake Mary.

Finalized the City's Business Opportunities Booklet to be published in early March 2015.



The diagram to the left shows a typical pattern associated with workflow from a local (city) economic development office. Note concentration on existing businesses.

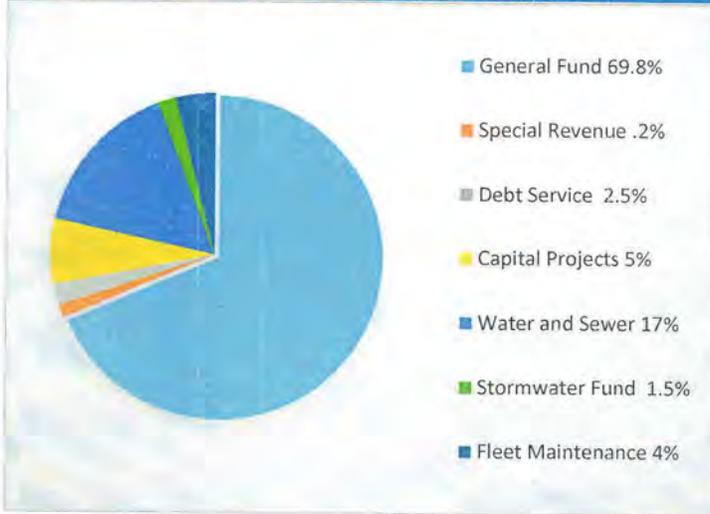
City of Lake Mary -
Economic Development Activity Report

Activity Detail			
City of Lake Mary, Economic Development Activity Log			
February, 2015			
Name	Date	Activity Code	Explanation
Tom	2/2/15	Business Data/Analysis Request	Interview with University of Florida student to discuss local economic development.
Tom	2/3/15	Existing Business Assistance	Meeting with property owner and potential developer to discuss development of property
Tom	2/4/15	Existing Business Assistance	Meeting with Tower Realty to discuss redevelopment potentials on select sites.
Tom	2/5/15	Existing Business Assistance	First step meeting with Florida Hospital (Rinehart Road property).
Tom	2/10/15	Existing Business Outreach	Seminole County Chamber - Lake Mary Coffee Club Meeting. Outreach to existing businesses.
Tom	2/10/15	Existing Business Assistance	Second meeting with property owner and potential developer to discuss development of property located in Midtown district.
Tom	2/11/15	Existing Business Assistance	Meeting with Old Florida Bank.
Tom	2/12/15	Existing Business Assistance	First step meeting regarding potential expansion of office building in the International Parkway Zone.
Tom	2/12/15	Existing Business Outreach	Follow up with Freddy's Frozen Custard and Steakburgers restaurant regarding their interest in property off International Parkway.
Tom	2/12/15	Existing Business Outreach	Follow up with Fred's Southern Kitchen restaurant regarding their interest in property off Primera Blvd.
Tom	2/13/15	Existing Business Outreach	Meeting with new IT consulting company located in area.
Tom	2/17/15	Business Data/Analysis Request	Meeting with Renaissance Planning to discuss downtown development and BMPs for transit oriented development.
Tom	2/18/15	Partner Meeting	First official meeting with several City economic development professionals to form a new information sharing group, called MEDO - Municipal Economic Developer Organization. The group's first meeting was held at Lake Mary City Hall and will meet periodically to discuss and share best practices and synergies related to economic development.
Tom	2/19/15	Public, or other Group Meeting	Approved the QTI incentive for FARO Technologies for the creation of 51 new jobs.
Tom	2/23/15	New Active Project Leads	Responded to a confidential Economic Development Referral (project solutions).
Tom	2/24/15	Existing Business Outreach	Seminole County Chamber - Lake Mary Coffee Club Meeting. Outreach to existing businesses.
Tom	2/24/15	Existing Business Outreach	Attended Board of County Commissioner's meeting for Seminole Science Schools CRA redevelopment grant.
Tom	2/24/15	Existing Business Outreach	Meeting with Seminole Chamber representative to discuss next "State of the City" address.
Tom	2/25/15	Existing Business Outreach	Meeting with Digital Risk and Seminole County to discuss progress and monitoring.
Tom	2/26/15	Existing Business Outreach	Presented to Lake Mary Rotary Club. Topic was an introduction to economic development and recent activity in Lake Mary.
Tom	2/26/15	Public, or other Group Meeting	City strategic planning meeting. Topics included annexation and potential development within the Midtown district.

City of Lake Mary Budget Snapshot as of February 28, 2015

(42% of fiscal year elapsed)

Fiscal Year 2014 - 2015 Adopted Budget



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad Valorem Taxes	\$ 6,327,960	\$ 5,956,430	94.1%
Franchise & Utility Taxes	6,077,242	1,859,125	30.6%
Business Tax Receipts	118,110	116,658	98.8%
Permits	833,645	431,000	51.7%
Fines & Forfeitures	72,074	45,645	63.3%
Intergovernmental	1,577,791	547,581	34.7%
Charges for Services	1,408,350	591,791	42.0%
Investment Income/Other	212,000	118,628	56.0%
Operating Transfers In	1,015,000	422,917	41.7%
Total Revenues	\$ 17,642,172	\$ 10,089,775	57.2%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
City Commission	\$ 96,882	\$ 38,417	39.7%
City Manager	634,437	229,514	36.2%
City Attorney	95,000	15,594	16.4%
City Clerk	233,155	89,100	38.2%
General Government	1,098,953	223,840	20.4%
Risk Management	16,000	11,766	73.5%
Finance	514,731	197,944	38.5%
Information Systems	305,894	102,489	33.5%
Community Development	622,775	239,641	38.5%
Building	499,153	161,785	32.4%
Facilities Maintenance	390,739	168,027	43.0%
Police Operations	5,118,507	1,996,285	39.0%
Fire Combat	4,629,920	1,678,797	36.3%
Fire Prevention	374,775	124,328	33.2%
Support Services	946,119	340,447	36.0%
PW Admin & Engineering	246,365	87,299	35.4%
Streets/Sidewalks	502,699	186,061	37.0%
Parks & Recreation	1,766,449	621,753	35.2%
Events Center	443,838	170,398	38.4%
Community Center	124,242	48,121	38.7%
Senior Center	103,697	36,748	35.4%
Tennis Center	50,181	17,907	35.7%
Transfers Out	1,537,708	640,712	41.7%
Total Expenditures	\$ 20,352,219	\$ 7,426,973	36.5%
<i>Fund Balance Forward</i>	14,138,405	15,368,972	108.7%
Current Fund Balance	\$ 11,428,358	\$ 18,031,774	157.8%

Debt Service Funds

Revenues	Budget	Year-to-Date	%
Transfers In	\$ 632,208	\$ 263,420	41.7%
Expenditures			
PIRRB Series 2007	\$ 291,807	\$ 286,159	98.1%
PIRRN Series 2012	\$ 331,773	\$ 287,332	86.6%

Special Revenue Funds

Revenues	Budget	Year-to-Date	%
Impact Fees	\$ 28,400	11,532	40.6%
Cemetery Sales	4,000	2,000	50.0%
Fines & Forfeitures	7,250	4,619	63.7%
Investment Income/Other	4,200	2,568	61.1%
Total	\$ 43,850	\$ 20,719	47.2%

Expenditures

Expenditures	Budget	Year-to-Date	%
Training	\$ 23,000	\$ 7,966	34.6%
Operating & DARE	13,000	5,586	43.0%
Contributions	13,500	-	0.0%
Capital	133,410	44,158	33.1%
Heritage Park	185,000	-	0.0%
Cemetery Operations	7,225	1,209	16.7%
Total	\$ 375,135	\$ 58,919	15.7%

<i>Fund Balance Forward</i>	721,287	847,740	117.5%
Current Fund Balance	\$ 390,002	\$ 809,540	207.6%

Capital Projects Fund

Revenues	Budget	Year-to-Date	%
Investment Income	\$ 1,000	\$ -	-
Grants	-	-	0.0%
Intergovernmental/Other	434,000	6,425	1.5%
Transfers In	755,000	314,583	41.7%
Total	\$ 1,190,000	\$ 321,008	27.0%

Expenditures

Expenditures	Budget	Year-to-Date	%
Capital Projects	1,962,108	510,181	26.0%
Total	\$ 1,962,108	\$ 510,181	26.0%

<i>Fund Balance Forward</i>	1,176,112	1,020,717	86.8%
Current Fund Balance	\$ 404,004	\$ 831,544	205.8%

Water and Sewer Fund

Revenues	Budget	Year-to-Date	%
Water Sales	\$ 2,000,000	\$ 744,012	37.2%
Sewer Revenue	1,870,000	789,594	42.2%
Reclaimed Water	205,000	77,451	37.8%
Water Impact Fees	50,000	27,031	54.1%
Sewer Impact Fees	10,000	17,128	171.3%
Investment Income/Other	135,500	87,431	64.5%
Total	\$ 4,270,500	\$ 1,742,647	40.8%

Expenditures

Expenditures	Budget	Year-to-Date	%
Operating Expenses	1,612,648	594,968	36.9%
Capital Projects	703,000	74,259	10.6%
Wholesale swr/reclaimed	1,333,000	479,425	36.0%
Transfers Out	1,039,500	433,125	41.7%
Total	\$ 4,688,148	\$ 1,581,777	33.7%

<i>Beg Unrestrict Net Assets</i>	14,683,952	13,860,913	94.4%
Available Net Assets	\$ 14,266,304	\$ 14,021,783	98.3%

Stormwater Utility Fund

Revenues	Budget	Year-to-Date	%
Stormwater Fees	\$ 385,924	\$ 158,950	41.2%
Interest/Other	3,000	1,850	61.7%
Total	\$ 388,924	\$ 160,800	41.3%

Expenditures

Expenditures	Budget	Year-to-Date	%
Operating Expenses	332,183	77,029	23.2%
Capital Projects	190,000	3,751	2.0%
Total	\$ 522,183	\$ 80,780	15.5%

<i>Unrestricted Net Assets</i>	268,592	556,543	207.2%
Available Net Assets	\$ 135,333	\$ 636,563	470.4%

Fleet Maintenance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Fleet Transfers & Income	\$ 1,090,103	\$ 365,326	33.5%

Expenditures

Expenditures	Budget	Year-to-Date	%
Operating Costs	\$ 282,006	\$ 96,485	34.2%
Vehicle Purchases	\$ 888,500	\$ 55,370	6.2%

City of Lake Mary, Florida
General Fund Revenues
As of February 28, 2015

Account Code	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Y-T-D	% FYTD
	Millage Rate	3.6355	3.6355	3.6355	3.6895	3.5895	3.5895	
311-10	Ad valorem tax	\$ 6,470,685	\$ 6,072,711	\$ 6,029,358	\$ 6,146,678	6,327,960	5,956,430	94.13%
	Franchise & Utility:							
313-10	Duke Energy - Franchise	1,283,358	1,224,950	1,128,047	1,146,509	1,134,190	357,408	31.51%
313-11	FP&L - Franchise	586,291	545,433	535,600	591,267	568,537	99,359	17.48%
313-40	Propane - Franchise	7,090	10,010	5,864	8,367	8,585	3,896	45.38%
313-70	Solid Waste - Franchise	402,902	419,745	428,368	441,060	442,491	180,877	40.88%
	Total Franchise	2,279,641	2,200,138	2,097,879	2,187,203	2,153,803	641,540	29.79%
314-10	Duke Energy - Utility	1,348,464	1,249,357	1,288,610	1,310,121	1,297,751	401,339	30.93%
314-11	FP&L - Utility	607,667	601,224	648,297	729,688	717,878	243,499	33.92%
314-20	Telecommunications	2,025,484	2,011,704	2,093,587	1,746,328	1,857,389	553,270	29.79%
314-80	Propane Gas - Utility	45,535	47,512	40,838	52,307	50,421	19,477	38.63%
	Total Utility	4,027,150	3,909,797	4,071,332	3,838,444	3,923,439	1,217,585	31.03%
	Total Franchise & Utility	6,306,791	6,109,935	6,169,211	6,025,647	6,077,242	1,859,125	30.59%
	Licenses and Permits:							
321-60	Business Tax Receipts	119,026	115,373	118,964	117,319	118,110	116,658	98.77%
322-10	Building Permits	501,449	851,192	1,543,828	864,080	720,524	383,699	53.25%
322-20	Electrical Permits	31,702	63,819	45,976	77,580	48,118	21,067	43.78%
322-30	Plumbing Permits	12,861	43,687	30,639	28,629	33,687	9,076	26.94%
322-40	Mechanical Permits	23,054	25,243	32,685	50,765	31,316	17,158	54.79%
	Total Licenses & Permits	688,092	1,099,314	1,772,092	1,138,373	951,755	547,658	57.54%
	Fines & Forfeitures:							
351-10	Court Fines	66,172	59,132	69,858	71,304	56,474	20,741	36.73%
351-30	False Alarm Fees	1,850	4,225	3,950	500	600	-	0.00%
351-50	Violation of Local Ordin.	12,901	7,810	33,586	47,850	15,000	24,904	166.03%
	Total Fines & Forfeitures	80,923	71,167	107,394	119,654	72,074	45,645	63.33%
	Intergovernmental:							
312-41	Local Option Gas Tax	204,746	224,965	249,978	250,577	258,107	84,405	32.70%
334-00	Grants	18,575	3,241	2,096	20,860	-	-	0.00%
335-12	State Rev. Share/Gas Tax	268,887	275,591	293,595	319,579	336,458	130,888	38.90%
335-14	Mobile Home License	35	108	114	71	60	35	58.33%
335-15	Alcoholic Beverage Lic.	20,566	9,829	5,572	20,052	12,000	98	0.82%
335-18	1/2 Cent Sales Tax	795,364	800,439	834,141	880,882	957,126	328,645	34.34%
	Firefighter Supplement	10,580	11,200	11,740	14,355	14,040	3,510	25.00%
	Total Intergovernmental	1,318,753	1,325,373	1,397,236	1,506,376	1,577,791	547,581	34.71%

City of Lake Mary, Florida
General Fund Revenues
As of February 28, 2015

Account Code	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Y-T-D	% FYTD
Charges for Services:								
341-80	County Business License	12,665	10,715	10,836	11,098	11,000	8,127	73.88%
341-21	Zoning Fees	25,615	21,798	22,074	20,334	17,000	5,119	30.11%
341-22	Site Plan Fees	6,400	3,200	10,200	12,849	8,000	1,600	20.00%
341-22	Developer Bonus	-	-	-	-	-	-	0.00%
342-10	Police Services	71,190	63,085	57,744	50,067	45,000	15,581	34.62%
342-60	Rescue Transport Fees	657,144	609,044	597,065	513,365	590,000	248,919	42.19%
347-10	Community/Events Center Rent	499,973	513,448	489,532	533,740	520,000	235,570	45.30%
347-15	Community Center	-	-	-	21,147	50,000	35,632	71.26%
347-20	Summer Camp Fees	-	-	-	51,475	45,000	-	0.00%
347-30	Farmers Market	36,838	31,379	29,719	23,107	25,000	8,410	33.64%
347-40	Skate Park Fees	16,296	8,819	4,221	3,198	4,000	2,007	50.18%
347-45	Splash Park Fees	23,504	24,274	22,811	25,760	24,000	240	1.00%
347-50	Park Rentals	675	630	1,082	783	850	919	108.12%
347-60	Sports Complex Rentals	24,658	27,330	29,288	30,620	30,000	15,940	53.13%
347-70	Softball Leagues	16,875	13,930	16,575	14,050	15,000	5,225	34.83%
347-80	Concession Revenues	5,444	679	2,435	7,326	7,500	1,945	25.93%
347-90	Tennis Center Revenues	52,204	50,231	40,729	23,364	16,000	6,557	40.98%
	Total Charges for Services	1,449,481	1,378,562	1,334,311	1,342,283	1,408,350	591,791	100.00%
Other:								
361-10	Interest	229,730	192,570	(1,038)	173,777	120,000	57,800	48.17%
363-10	Streetlighting	32,802	32,780	32,484	32,729	32,000	12,804	40.01%
364-00	Sale of Capital Assets	15815	51,917	388	701	-	697	0.00%
369-00	Other Miscellaneous Rev.	113,923	160,060	126,900	151,663	60,000	47,327	78.88%
	Total Other Revenue	392,270	437,327	158,734	358,870	212,000	118,628	55.96%
Transfers In:								
381-00	Transfers from W&S	850,000	850,000	900,000	985,000	1,015,000	422,917	41.67%
381-00	Transfers from Cemetery FD	-	125,000	-	-	-	-	-
	Total Transfers In	850,000	125,000	900,000	985,000	1,015,000	422,917	41.67%
	Total General Fund Revenue	17,556,995	16,494,389	17,868,336	17,622,881	17,642,172	10,089,775	57.19%
	Carry-forward Fund Balance	15,145,583	15,066,183	16,369,093	17,541,260	14,138,405	16,775,826	118.65%
	Total Available	\$ 32,702,578	\$ 31,560,572	\$ 34,237,429	\$ 35,164,141	\$ 31,780,577	\$ 26,865,601	84.53%

FINANCE DEPARTMENT
MONTHLY REPORT
February 2015

Purchasing/AP Activity	Feb-15	FYTD	Feb-14	FYTD
Purchase Orders Encumbered	25	210	29	258
Bids/RFPs Processed	2	3	0	2
Express Purchase Orders Processed	9	64	8	63
Express P.O. - Average \$ Value	\$222		\$164	
Checks Issued to Vendors	198	1,154	203	1,057
P-Card Transactions	300	1,519	244	1,252
P-Card Average \$ Value	\$170		\$177	

Accounting/Payroll Activity				
Journal entries Prepared and Posted	39	218	37	205
Items Deposited	2,646	13,557	2,632	13,748
Deposited Items Returned	4	23	2	10
Credit/Debit Card transactions	540	2,604	446	2,182
Credit/Debit Card Sales	\$94,754	\$441,847	\$55,889	\$325,438
Employees Paid	384	2,295	379	2,145

Utilities Activity				
Utility Refund Checks	26	107	12	84
Utility Turn-offs for Non-payment	19	106	19	88
Door Hangers for Non-pay prepared	136	741	132	655
Delinquent Letters Mailed Out	363	1,840	350	1,757
Utility Service Complaints Handled	14	80	18	90
Garbage Service Complaints Handled	N/A	59	4	53
Existing Utility Accounts Closed	72	308	51	300
New Utility Accounts Opened	72	299	54	326
Utility Bank Draft Customers	1,152		1,092	
Electronic Utility Payments	1,082	5,537	1,062	5,567
Paperless Billing Customers	734		703	
Current Residential Water Customers	4,757		4,734	
Current Residential Sewer Customers	2,589		2,589	
Current Residential Garbage Customers	4,946		4,892	
Current Commercial Water Customers	447		450	
Current Commercial Sewer Customers	382		383	
Current Commercial Garbage Customers	243		241	

IT Activity				
Helpdesk tickets logged	161	648	99	508
Computer/Server/Network tickets	154	623	94	488
Cell Phone tickets	4	25	7	21
Helpdesk tickets resolved	162	652	101	511
Average resolution time (days)	1		1	
Intranet/Website Updates	4	28	8	43
Unique Website Visitors	17,280	84,899	11,975	69,924

Items of Interest During Reporting Period

FY 2014 CAFR presented to City Commission

Began the transition for Solid Waste Collection Services from Waste Management to Waste Pro



CITY MANAGER'S REPORT

DATE: March 18, 2015

TO: Mayor and City Commission

FROM: Bryan Nipe, Parks and Recreation Director

VIA: Jackie Sova, City Manager

SUBJECT: Parks and Recreation Update for February 2015

Community Center	
Rentals	<ul style="list-style-type: none"> • There were 17 rentals in February. • At February's end, 110 rentals have been completed in FY2015, 47 of which have been completed in calendar year 2015. • At February's end, 50 City HOA meetings have been held in FY 2015.
Programs	<ul style="list-style-type: none"> • Zumba is holding steady at a 20 participant per class average. The evening classes are busier than the morning classes. • Tri-Balance Martial Arts is holding steady at a 15 participant per class average. • Young Rembrandts had 5 children participate in the February session. • Yoga dropped a bit to a 4 person per class average.
Sports Complex	
Rentals	<ul style="list-style-type: none"> • Baseball/Softball field rentals dropped by 59.1% due to LMLL having more teams and using more time during their allotted field time.
Programs	<ul style="list-style-type: none"> • Lake Mary Little League had a successful Opening Day Ceremony on February 21st. • Soccer Shots is wrapping up another successful winter program.
Skate Park	<ul style="list-style-type: none"> • 24 new Annual Skate Park passes have been sold. • Pass usage is up 145.5% from February 2014 when the old pass fee structure was in effect. • BMX bike usage is down 53.1% from February 2014.
Splash Pad	CLOSED
Farmers Market	
	<ul style="list-style-type: none"> • Farmers Market vendors are down 25.4% from February 2014. • Researching opportunities to enhance market: Extended market day, increased entertainment, art & craft vendors and possibly beer and wine garden to increase attendance and attract new vendors.

Events Center	
	<ul style="list-style-type: none"> • 6% increase in revenue. • 14% increase in costs due to increase in staffing for events, increase in utilities and moving the Parks and Events Center Coordinator position out of the Parks budget and into the Events Center budget to accurately reflect time spent.
Tennis Center	
	<ul style="list-style-type: none"> • Holding steady at 160 members. • Ran two Junior Programs in February (each program met twice per week).
Senior Center	
	<ul style="list-style-type: none"> • The Senior Center is offering Tax assistance through AARP for FREE twice a week at the center. In the month of February 129 tax appointments were completed. • Yoga continues to grow each month in attendance. • February had the highest attendance thus far at 533 participants. • The Senior Center manager and P & R Asst. Director visited 1 Senior Place and will be looking for ways to partner with them for Senior Seminars.
Grounds and Facilities Maintenance	
	<ul style="list-style-type: none"> • Staff was able to repair batting cage equipment rather than incur the cost of full replacement. • Rinehart Trail landscape updates and tree trimming completed in February. • Coordination of warranty repairs made to Events Center roof.
Events	
	<ul style="list-style-type: none"> • WineART Wednesdays first Wednesday of each month. • Family Fun Day scheduled for Saturday April 4th at 10am Downtown Lake Mary. • The Lake Mary Trailblazers 5k is scheduled for April 25th 7:30am Downtown Lake Mary

MEMO

TO: Bryan Nipe, Director of Parks & Recreation

FROM: Cristin Rumler, Customer Service Representative

DATE: February 9, 2015



PARKS AND RECREATION MONTHLY ACTIVITY REPORT FOR THE MONTH OF: February 2015

EVENTS CENTER	Current Month	This Month Last YR	Current YTD	Previous YTD
non-revenue uses	2	8	6	50 w/HOA
rentals	23	29	135	123
revenue	\$ 41,507.10	\$ 46,647.89	\$ 235,570.31	\$ 221,944.99
expenses	\$ 28,046.51	\$ 24,903.08	\$ 170,398.11	\$ 148,777.01

SENIOR CENTER	Current Month	This Month Last YR	Current YTD	Previous YTD
classes	121	120	588	559
individual participants	2630	2651	11113	10183
revenue	\$ 8,144.83	\$ 1,694.31	\$ 17,257.40	\$ 15,025.07
expenses	\$ 7,394.82	\$ 8,375.87	\$ 36,747.68	\$ 40,475.77

COMMUNITY CENTER	Current Month	This Month Last YR	Current YTD	Previous YTD
classes	62	-	125	-
non-revenue uses	15	-	25	-
rentals	17	-	38	-
rental revenue	\$ 6,228.10	\$ -	\$ 35,632.20	\$ -
expenses	\$ 6,991.83	\$ 16,755.05	\$ 48,121.09	\$ 20,918.15

TENNIS CENTER	Current Month	This Month Last YR	Current YTD	Previous YTD
memberships	160	153		
revenue	\$ 2,306.00	\$ 1,619.45	\$ 6,557.10	\$ 5,986.70
expenses	\$ 2,507.37	\$ 2,126.22	\$ 17,906.99	\$ 16,412.82

OTHER REVENUES	Current Month	This Month Last YR	Current YTD	Previous YTD
Farmers Market	\$ 1,628.06	\$ 2,300.47	\$ 8,409.80	\$ 11,500.48
Skate Park	\$ 345.85	\$ 411.30	\$ 2,007.47	\$ 1,521.77
Splash Park	\$ -	\$ -	\$ 239.62	\$ 462.27
Park Rentals	\$ -	\$ 52.83	\$ 919.06	\$ 352.83
Sports Complex	\$ 2,414.38	\$ 9,577.77	\$ 15,939.56	\$ 17,810.08
Leagues	\$ 725.00	\$ -	\$ 5,225.00	\$ 4,550.00
Concession (Trailhead & Sports Comp.)	\$ 340.79	\$ 625.00	\$ 1,944.70	\$ 2,977.07
Summer Camp	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUES	\$ 5,454.08	\$ 12,967.37	\$ 34,685.21	\$ 39,174.50

**WORK ORDER EXPENSES**

TYPE	Feb-15	YTD	Feb-14	YTD	Feb-15	YTD	Feb-14	YTD
LABOR	38%	40%	39%	33%	\$ 5,654.59	\$ 26,766.06	\$ 4,316.47	\$ 23,577.93
MATERIALS	12%	20%	36%	33%	\$ 1,818.06	\$ 13,379.27	\$ 1,514.21	\$ 16,368.03
CONTRACTOR	50%	40%	25%	34%	\$ 7,372.17	\$ 47,901.22	\$ 6,036.46	\$ 42,132.54
TOTALS	100%	100%	100%	100%	\$ 14,844.82	\$ 88,046.55	\$ 11,867.14	\$ 82,078.50

WORK ORDERS BY BUILDING

FACILITY	Feb-15	YTD	Feb-14	YTD
CITY HALL	12	51	20	71
COMMUNITY CENTER	4	27	0	0
EVENTS CENTER	7	27	9	37
EMPLOYEE HEALTH CLINIC	0	1	1	3
FLEET	3	11	2	6
FRANK EVANS MUSEUM	3	5	2	7
LIBERTY PARK	2	4	0	0
MUNICIPAL COMPLEX	8	29	11	39
PARKS BUILDING	2	8	7	19
POLICE DEPARTMENT	12	37	10	31
PUBLIC WORKS BUILDING	4	12	5	22
SPORTS COMPLEX	2	16	8	18
STATION #33	5	18	7	19
STATION #37	7	18	7	13
TENNIS CENTER	5	19	1	18
TRAILHEAD PARK	0	5	1	3
WATER TREATMENT PLANT	2	6	2	8
TOTALS	78	294	93	314

WORK ORDERS BY CATEGORY

FACILITY	Feb-15	YTD	Feb-14	YTD
APPLIANCES	5	20	6	13
DOORS - INT, EXT, & HARDWARE	10	28	5	19
ELECTRICAL	21	111	33	110
FIRE ALARM SYSTEMS	0	1	1	7
FIRE SPRINKLER SYSTEMS	0	0	0	0
HVAC	3	16	7	20
JANITORIAL	1	5	2	14
MISCELLANEOUS	9	32	7	41
PAINT - INTERIOR & EXTERIOR	0	3	1	2
PEST CONTROL	0	3	0	3
PLUMBING	4	22	7	28
PREVENTATIVE MAINTENANCE	25	49	24	56
SECURITY SYSTEMS	0	4	0	1
SEPTIC TANKS	0	0	0	0
VENDING	0	0	0	0
TOTALS	78	294	93	314



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



Monthly Report

February 2015

Administration and Emergency Operations

We responded to 343 emergency alarms, had 144 transports, and accumulatively participated in 1,003 hours of EMS and fire related training during the month of February.

Emergency Operations personnel had an additional 53 public contacts for sharps boxes, blood pressures, child car seat installations, public relations, etc.

Administrative personnel continue work on the 2015/2016 budget proposal.

Fire Prevention

Fire inspectors conducted 140 combined inspections and 48 plan reviews.

Activities included – training new fire inspector, site visits for several projects to resolve issues, served as an evaluator for a neighboring jurisdiction's new fire alarm class, employee evaluation, created new business emergency plan program for ABB, researched grants, worked on budget and conducted UL fire alarm service tests.

Meetings attended – EMOT, First Step, Florida Hospital status, Relay For Life, DRC and FFMI Board. Also participated in FFCA/FFMIA State Legislative Conference Call.

Classes attended – UL Central Station and Clean Agent.

Conducted (1) fire investigation – determined to be suspicious in nature and turned over to the SFMO.

Public Education Events –

Fire Safety Talk/Q & A – Lake Mary Landings Homeowners' Association Mtg. – 12 in attendance.

Emergency Plan Talk and P/P Presentation – ABB – 15 in attendance.

Juvenile Firesetter Class – Resident (held at Station 37) – 4 in attendance.

**CITY CLERK'S OFFICE MONTHLY REPORT
FEBRUARY 2015**

	FY 2015		FY 2014	
	FEB. 15	YTD	FEB. 14	YTD
MINUTES PREPARED (SETS)	3	10	2	8
ORDINANCES CREATED	0	0	0	0
ORDINANCES PREPARED	0	2	0	2
RESOLUTIONS CREATED	0	0	0	0
RESOLUTIONS PREPARED	0	2	0	0
PROCLAMATIONS PREPARED	3	8	3	5
PUBLIC HEARING NOTICES PUBLISHED	0	3	1	2
OCCUPATIONAL LICENSES				
NEW	24	138	13	115
RENEWALS	14	317	17	237
TRANSFERS	4	23	6	24
REVENUE GENERATED	\$2,381.25	24,036.25	\$1,752.50	\$23,001.00
CITY ELECTIONS HELD	0	0	0	0
DOCUMENTS RECORDED	6	20	1	12
RECORDS DESTROYED (CUBIC FEET)	0	0	0	0



Lake Mary Police Department

MONTHLY REPORT - FEBRUARY 2015

	FY 2015 FEB	FY 2015 YTD	FY 2014 FEB	FY 2014 YTD
Monthly Call Volume	4,023	22,079	4,291	23,134
Response Times (in minutes)				
Priority 1	3.5		4.78	
Priority 2	3.81		3.71	
Priority 3	7.88		7.27	

UCR Crimes

Murders	0	0	0	0
Sex Offenses, Forcible	0	1	0	2
Robbery	0	1	1	2
Assault/Battery	13	46	5	36
Burglary	4	34	1	22
Theft, all other	10	75	9	75
Motor Vehicle Theft	2	4	0	2
Theft of Motor Vehicle Parts	0	6	2	8
Arson	0	0	0	0
D.U.I.	4	18	3	9

Total Arrests

Adults	23	157	39	152
Juveniles	1	13	1	16

Traffic Calls

Crashes	59	319	49	256
Criminal Citations	9	53	24	72
Citations- non criminal	128	911	328	1,494
Parking citations	7	28	22	54
K9 Deployments	10	48	7	49
Agency Assist; outside Jurisdiction	48	230	57	270

Alarms

Total	58	468	88	480
Business	35	258	57	318
Residential	23	210	31	162

Total Responses to City Ordinance Violations

32	46	16	85
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Lake Mary Police Department IMPORTANT EVENTS

Patrol Division

Special Ops, along with other officers, provided security for Nascar Drivers/Exxon Mobil Group for the Daytona 500 Kick Off held at the Marriott.

Both LMPD K-9's successfully completed their annual drug certifications.

Officer DelGenio presented a K-9 Demo at Seminole State College.

An "Evading Honesty" class was hosted at LMPD by Special Operations, it was attended by officers from Tampa to Mississippi, with excellent feedback from attendees.

Sgt. Gregory represented LMPD at the funeral of our former Officer Adam Creamer.

Honor Guard took part in a multi-agency graduation ceremony at Southern Police Institute.

Criminal Investigations Division

Two vehicle grand theft cases were assigned, both vehicles taken from same property.

A suspicious fire at a residence was turned over to State Fire Marshal for investigation.

CID received seven vehicle burglaries and three residential burglaries in February.

Eleven cases were routed to the Economic Crimes unit.

Attended training sessions on Firearms/Pawn, Domestic Violence, Active Shooter, First Aid, Evading Honesty and Crime Scene Barrier.

CID attended intel meetings with Seminole, Volusia and Lake Counties, and represented LMPD at Safehouse Board, Human Trafficking and Multi-Disciplinary Team meetings.

Community Relations Division

Ofc. Gillett gave a presentation to over 50 residents at the annual Fountain Parke HOA Meeting covering crime prevention, community policing and Nextdoor.com.

A cub scout troop received a tour and presentation on crime prevention and 911 best practices.

CRD reserves assisted with Bike Rodeo at Lake Mary Elementary.

Attended HOA meetings for Woodfield Estates and Lake Mary Woods, provided info on crime prevention and staying up-to-date with LMPD and their neighborhoods via Nextdoor.com

CRD and LMPD's Financial Crimes detective conducted a class for Lake Mary senior residents on fraud, identity theft, scams and residential crime prevention. Turnout was excellent and the residents commented on how much they had learned at the class.

Charisma Media's CEO and upper management were trained on Workplace Violence for Management, covering Threat Assessment, Building Security, Types of Violence and other workplace security topics. Plans to train entire workforce (100+) were set for March 18th.

Active Shooter and Workplace Violence - Training conducted for security division of Lake Mary Church, covering types of violence, de-escalation techniques and active shooter response to over 20 attendees.

Support Services Division

Sr. Records Specialist Ashley Greenhut and Supervisor Suzanne Garfinkel attended a Public Records training hosted by the State Attorney's Office, Uniform Crime Reporting training and Crime Stat training.



CITY MANAGER'S REPORT

DATE: March 3, 2015

TO: Mayor and City Commission

FROM: Bobbie Jo Keel, Permitting/Zoning Coordinator

THRU: John Omana, Community Development Director

VIA: Jackie Sova, City Manager

SUBJECT: February Monthly Report

BUILDING PERMITS ISSUED					BUILDING PERMIT VALUATIONS			
ACTIVITY - PERMIT TYPE	Feb-15	YTD	Feb-14	YTD	Feb-15	YTD	Feb-14	YTD
COMMERCIAL - NEW	0	1	0	20	\$ -	\$ 1,032,000	\$ -	\$ 624,599
COMMERCIAL - ALTERATION	8	45	8	37	\$ 677,363	\$ 12,529,289	\$ 972,312	\$ 13,907,073
RESIDENTIAL - NEW	1	12	1	10	\$ 350,000	\$ 3,005,214	\$ 457,852	\$ 28,552,350
RESIDENTIAL - ALTERATION	12	53	10	47	\$ 166,301	\$ 509,227	\$ 131,962	\$ 784,791
ELECTRICAL - NEW/ALTERATION	14	108	24	84	\$ 159,895	\$ 1,679,995	\$ 494,581	\$ 18,311,728
ELECTRICAL - TEMP/PREPOWER	3	28	0	44	\$ 300	\$ 4,660	\$ -	\$ 4,300
MECHANICAL - NEW/ALTERATION	26	119	28	90	\$ 6,317,366	\$ 7,535,655	\$ 151,058	\$ 3,730,564
PLUMBING - NEW/ALTERATION	7	71	18	56	\$ 164,879	\$ 508,267	\$ 69,978	\$ 1,553,484
ROOFING - TILE, METAL & FLAT	8	16	0	38	\$ 307,971	\$ 363,362	\$ -	\$ 1,179,753
RE-ROOFING	28	131	19	52	\$ 620,205	\$ 2,418,527	\$ 214,809	\$ 956,816
SWIMMING POOL	1	6	2	9	\$ 22,000.00	\$ 2,283,000.00	\$ 71,695	\$ 247,965.00
SCREEN ENCLOSURE	2	7	0	7	\$ 9,287	\$ 42,444	\$ -	\$ 72,486
FENCE	9	35	5	17	\$ 30,244	\$ 77,568	\$ 10,105	\$ 50,368
SIGN	2	11	6	13	\$ 2,675	\$ 33,303	\$ 21,992	\$ 186,081
FOUNDATION ONLY	0	0	0	1	\$ -	\$ -	\$ -	\$ -
DEMOLITION	0	2	1	1	\$ -	\$ 13,700	\$ 8,000	\$ 12,000
TOTALS	121	645	122	526	\$ 8,828,486	\$ 32,036,211	\$ 2,604,344	\$ 70,174,358

BUILDING INSPECTIONS PERFORMED				
TYPE	Feb-15	YTD	Feb-14	YTD
BUILDING	251	1128	221	1329
ELECTRICAL	88	456	136	556
MECHANICAL	54	203	56	303
PLUMBING	58	277	58	223
TOTALS	451	2064	471	2411

MAJOR PROJECTS

1. Fountain Parke
2. Station House
3. Central Parc
4. My Neighborhood Storage

FIRST STEP MEETINGS

1. Florida Hospital-Rinehart Place
2. Office Building-7131 Business Cent
3. Residential Subdivision
4. Florida Hospital-Rinehart Place



CITY MANAGER'S REPORT

Date: March 19, 2015
To: Mayor and City Commission
FROM: Gary Schindler, City Planner
THRU: John Omana, Community Development Director
VIA: Jackie Sova, City Manager
RE: February 2015 Planning and Development Activity

FY2014-2015 WORKLOAD DATA

	FY2014		FY2015	
	FEB.	Total YTD	FEB.	Total YTD
Land Use Amendments	0	0	0	0
Rezoning	0	3	0	0
Conditional Use	0	1	1	2
Subdivisions/Plat	1	4	0	1
Site Plans	0	4	0	1
Variances	0	1	0	0
Vacates	0	0	0	0
Annexations	0	0	0	0
DRI Development Agreement & Amendments	0	0	0	0
PUD Development Agreement & Amendments	0	1	0	0
Development Agreements, New	0	0	1	1
DRC Reviews	2	3	0	2
Home Occupation Review	2	23	3	18
Business License Review	30	125	27	146
Arbor Permits (non-development related)	9	62	15	62
Zoning Verification Letters	0	3	2	4
Site Permits Issued	0	5	1	4
Building Permits Review	30	156	33	147
Number of Pages Scanned	0	0	0	0

Significant Meetings & Issues:

- Feb. 2 - State of the City prep. with Tom Tomerlin
- Feb. 3 - GoodWill First Step mtg. & Midtown Key property discussion
- Feb. 4 - Shoppes of Lake Mary update mtg.
- Feb. 5 - Florida Hospital/Rinehart Place mtg.
- Feb. 6 - Leadership Seminole
- Feb. 9 - Station House signage mtg. & MetroPlan funding hearing
- Feb. 10 - Griffin property mtg.
- Feb. 11 - Downtown Master Plan update mtg.
- Feb. 12 - Lake Mary Landings grant inspection, 7131 Business Park Lane First Step mtg., and Stelling property (powerline property) First Step mtg.
- Feb. 17 - Whit Blanton mtg.
- Feb. 19 - Griffin property mtg. (developers), Florida Hospital Trauma Center update mtg. & Griffin property mtg. (owners)
- Feb. 23 - FDOT rep. with Tom Tomerlin & Winter Park CRA tour
- Feb. 24 - United Cerebral Palsy First Step mtg.
- Feb. 25 - Fountain Parke First Step update mtg. & MetroPlan Bicycle and Pedestrian Advisory Comm. mtg.
- Feb. 27 - MetroPlan Advisory Comm. mtg.

PUBLIC WORKS UPDATE

February 2015

Streets/Sidewalks – 432

1. Station House area parking, utility and road improvements substantial completion August 13th. Final Completion dependent upon Station House schedule (March).
2. Parking lot for Community Building bid date April 6th.
3. Emma Oaks Trail sidewalk waiting on Duke transmission pole replacements.
4. Street pavement condition survey to be completed in March.

Water Treatment – 434

1. Designing a variable frequency drive unit for high service pump number 1 to provide more efficient operation.
2. 12-month average daily water demand 2.96 million gallons (equal to previous 12 months). CUP allowance 4.94 MGD. 12-month maximum day demand 5.46, plant capacity 9.99 MGD.

Water Distribution/Wastewater Collection – 435

1. Public Works Equipment Canopy Notice to Proceed early February.
2. Meter Change-out Program – ongoing.
3. Continuing decommission of galvanized water mains downtown.
4. Lift station pump maintenance program – all stations have been repaired/modified; we are experiencing a 25% reduction in electric use over 2011.
5. Palmetto Street Turn Lane and Lake Mary Blvd. Sewer design complete and to Finance for bidding.

	Feb-15	FYTD	Feb-14	FYTD
Work Orders Completed	22	118	30	128
Sidewalks Repaired (Feet)	10	260	20	1,380
Street Signs Installed	20	63	19	69
Streets Paved (Miles)	0	0.00	0	3
Paved Streets Maintained (Asphalt - Tons)	3.00	13.00	2.00	14
Millions Gallons Treated	81.0	438	69.0	428
New Water Meters Installed	1	8	4	22
Waterlines Installed (Feet)	100	100	70	230
Waterline Breaks Repaired	16	93	18	96
Meters Exchanged	69	196	11	167
Turn-On/Turn-Off (Customer Request)	144	607	105	626
Turn-Offs/Non-Payment	19	106	19	88
Water System Dist. Valves Exercised	30	65	10	140
Vehicle Preventative Maint. Inspections	52	250	53	242
Vehicles/Equipment Serviced	79	446	79	386