



## **LAKE MARY CITY COMMISSION**

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

**Regular Meeting  
AGENDA  
THURSDAY, APRIL 02, 2015 7:00 PM**

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes: March 19, 2015**
- 6. Special Presentations**
  - A. Seminole State College's 50th Anniversary - Dr. Anne McGee, President**
  - B. Presentation of the SunRail Bell - Commissioner Brenda Carey, Chairman, Board of County Commissioners**
- 7. Citizen Participation - This is an opportunity for anyone to come forward and address the Commission on any matter relating to the City or of concern to our citizens. This also includes: 1) any item discussed at a previous work session; 2) any item not specifically listed on a previous agenda but discussed at a previous Commission meeting or 3) any item on tonight's agenda not labeled as a public hearing. Items requiring a**

public hearing are generally so noted on the agenda and public input will be taken when the item is considered.

**8. Unfinished Business**

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

**9. New Business**

**A. Conditional Use Approval to allow a Pre-K to 3rd grade childcare center/charter school (UCP Seminole Campus) in the PO (Professional Office) Zoning District, 756 N. Sun Drive; UCP of Central Florida/Dr. Ilene Wilkins, applicant (Public Hearing) (quasi-judicial) (Steve Noto, Deputy City Planner)**

**B. Resolution No. 961 - Establishing an alternate 401 Money Purchase Plan and an alternate 457 Deferred Compensation Plan (Dianne Holloway, Finance Director)**

**10. Other Items for Commission Action**

**11. City Manager's Report**

**A. Items for Approval**

**a. Amendment of Public Works purchase order for Ferguson Enterprises, Inc.**

**b. Surplus JLG Articulating Boom Lift/purchase lift**

**B. Items for Information**

**12. Mayor and Commissioners Report - (3)**

**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: April 16, 2015**

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

4  
5  
6 1. Call to Order  
7

8 The meeting was called to order by Mayor David Mealor at 7:02 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  
Bryan Nipe, Parks & Recreation Director  
Tom Tomerlin, Economic Development Mgr.  
Wanda Broadway, Human Resources Mgr.  
Steve Bracknell, Police Chief  
Frank Cornier, Fire Chief  
Katie Reischmann, City Attorney  
Mary Campbell, Deputy City Clerk  
22  
23  
24  
25  
26  
27

28 5. Approval of Minutes: February 19, 2015 – Regular Meeting  
29 February 26, 2015 – “Special Called” Meeting  
30 Work Session/Strategic Planning  
31

32 **Motion was made by Commissioner Lucarelli to approve the minutes of the February 19,**  
33 **2015, meeting, seconded by Commissioner Brender and motion carried unanimously.**  
34

35 **Motion was made by Commissioner Brender to approve the minutes of the February 26,**  
36 **2015, Special Called Meeting, Work Session/Strategic Planning Session, seconded by**  
37 **Commissioner Lucarelli and motion carried unanimously.**  
38

39 6. Special Presentations  
40

41 There were no special presentations at this time.  
42

43 7. Citizen Participation  
44

45 No one came forward at this time and citizen participation was closed.  
46

1 8. Unfinished Business

2  
3 There was no unfinished business at this time.

4  
5 9. New Business

6  
7 A. Ordinance No. 1524 – Amending Sections 92.30 – 92.39 of the Code of Ordinances,  
8 Lake Mary Events Center – First Reading (Public Hearing) (Bryan Nipe, Parks &  
9 Recreation Director)

10  
11 The City Attorney read Ordinance No. 1524 by title only on first reading.

12  
13 Ms. Sova said this is clarification of Events Center fees. Staff does have considerable  
14 problems from time to time calculating fees because people add them on, take them off, and  
15 the sales tax has to be added, sales tax has to be removed. We go through a lot of financial  
16 manipulation without a great result.

17  
18 Mayor Mealor said Leadership Orlando held one of their organization sessions at our Events  
19 Center this week and he received a number of positive compliments.

20  
21 Mr. Nipe said this is a proposal to update the ordinance and fees for the Lake Mary Events  
22 Center. The proposal will allow us to be more efficient and provide more clarity to our  
23 customers as they are researching our fees online or in our book. Currently when you look at  
24 our fees we have a three-page fee structure before you get to some common questions. More  
25 often than not people look at this and say they don't understand what's going on and then  
26 make a phone call and staff handles the phone call. It would allow our staff to focus on  
27 planning, the facility, and everything else. With our automated booking software all the  
28 information in here becomes cumbersome and bogs the system down. This would allow us to  
29 be more efficient.

30  
31 Deputy Mayor Duryea asked if they were changing the fee structure or just consolidating it.

32  
33 Mr. Nipe said we are changing the fee structure. We are removing some fees that we don't  
34 feel are applicable anymore. We are raising the fees just a bit to cover the AV which will be  
35 consolidated. For example, any time you rent the ballroom the AV will be provided. This  
36 makes it easier for our day-of staff. If you don't initially rent with AV but then show and say I  
37 would like to have AV then our day-of staff has to take the cash and it has to be added to the  
38 contract and that becomes cumbersome. This also would be added value. When you come to  
39 our facility we say AV is included.

40  
41 Commissioner Brender said he noticed the weekend rates which are Friday, Saturday and  
42 Sunday are going to be whole building rentals.

43  
44 Mr. Nipe said they were already whole building rentals. Thursdays now will be a whole  
45 building rental because that is a busy day. He gave an example. Say January 2016 I come to  
46 the facility and want to rent Ballroom B which partitions up the ballroom and I just want to rent

1 that for a couple of hours on a Thursday night. We can rent that to you but what if somebody  
2 else comes next week and they want to have a full building rental for a wedding. You then  
3 have the whole building that could be rented out to 300 people but now you have it isolated to  
4 a partition and you only have 20 people for a night.

5  
6 Ms. Sova said when we established our original fees we did not have our new community  
7 building. We have an alternative now rather than having to break the building up into smaller  
8 portions.

9  
10 Mr. Nipe said that is where the hourly rates come into play.

11  
12 Commissioner Brender asked Mr. Nipe if he had noticed things declining with the Community  
13 Center and the Noah's event center.

14  
15 Mr. Nipe said we had our busiest month at the Events Center the month of February so we are  
16 doing very well. We are almost covering our costs at the Community Center. Both places are  
17 busy. When we can't meet the demand of a smaller party at the Events Center, our staff at the  
18 Events Center is doing cross selling and sending them to our Community Center. It is working  
19 out quite well.

20  
21 Commissioner Miller asked if they had compared our rates to Noah's.

22  
23 Mr. Nipe said Noah's is quite a bit higher. In terms of rates we did do a rate increase two  
24 years ago but we are much lower than Noah's.

25  
26 Mayor Mealor asked if anyone wanted to speak in reference to Ordinance No. 1524. No one  
27 came forward and the public hearing was closed.

28  
29 **Motion was made by Commissioner Lucarelli to approve Ordinance No. 1524 on first**  
30 **reading, seconded by Commissioner Miller and motion carried by roll-call vote:**  
31 **Commissioner Brender, Yes; Deputy Mayor Duryea, Yes; Commissioner Miller, Yes;**  
32 **Commissioner Lucarelli, Yes; Mayor Mealor, Yes.**

33  
34 10. Other Items for Commission Action

35  
36 There were no items to discuss at this time.

37  
38 11. City Manager's Report

39  
40 A. Items for Approval

41 1. Request for support of Seminole Cultural Arts Council (SCAC) beautification  
42 program along 17-92

43  
44 Ms. Sova said this is a request from the Seminole Cultural Arts Council to provide  
45 beautification for crime prevention through environmental design along the 17-92 corridor by  
46 wrapping traffic signal boxes with art.

1  
2 Mr. Noto showed some examples of the art on the overhead.  
3

4 Ms. Sova said what they would like to do is gain the cities' support prior to taking it to the  
5 County CRA on April 14<sup>th</sup>. On the screen are examples from the County Commission's packet,  
6 examples of wrapping the traffic signal boxes with different forms of art. We have one in the  
7 city on 17-92.  
8

9 Ms. Sova said what they are looking to ask the CRA over a three-year period is \$28,000 for the  
10 first year, \$25,000 the second year, and \$7,000 in the third year. This would be a CRA item  
11 and we are a member of that CRA. Staff has no recommendation.  
12

13 Commissioner Lucarelli said she didn't think they are going to get anywhere with this knowing  
14 the direction of the CRA Board right now. They have cut out many grants, have cut out a lot of  
15 funding, and they want it specific to infrastructure and things that are going to actually help the  
16 CRA develop rather than aesthetics. They have said they would not fund any more  
17 landscaping which concerns her. She wasn't sure she wanted Lake Mary to continue in the  
18 CRA. We have been promised our project as far as the median on 17-92 when DOT does  
19 their improvements. It was still going to be a City/County partnership and was not sure where  
20 that stands right now. We are basically putting money in and getting nothing out.  
21

22 Mayor Mealor asked Commissioner Lucarelli if her recommendation would be to stand silent  
23 on this item.  
24

25 Commissioner Lucarelli answered affirmatively.  
26

27 **It was the consensus of the Commission to stand silent on this item.**  
28

29 2. Request for expenditure from Law Enforcement Trust Fund  
30

31 Ms. Sova said this is a request for expenditure from the Law Enforcement Trust Fund for items  
32 that will raise awareness of crime prevention and safety practices with our police department.  
33 These are handout materials: pens, whistles, magnets, challenge coins, stickers and things  
34 they hand out at public events and schools. For large community events they are requesting a  
35 personalized pop-up tent for their community relations booth. The total cost for the handout  
36 items would be \$10,077.88 and the cost for the tent \$1,467.37. She asked the Commission to  
37 authorize the purchase of these law enforcement materials in an amount not to exceed  
38 \$11,545.25.  
39

40 **Motion was made by Commissioner Miller to authorize the expenditure from the Law**  
41 **Enforcement Trust Fund in an amount not to exceed \$11,545.25 for handout items**  
42 **outlined in staff report and a pop-up tent, seconded by Commissioner Lucarelli and**  
43 **motion carried unanimously.**  
44

45 Commissioner Brender asked what was left in the Law Enforcement Trust Fund.  
46

1 Ms. Holloway said she would let them know.

2  
3 3. Surplus of Glock Handguns

4  
5 Ms. Sova said this is a request to surplus three Glock handguns. The serial numbers are listed  
6 for these Generation I Glock 22's. With authorization we intend to trade these in. She  
7 requested the Commission declare these handguns surplus and authorize them to be traded  
8 in.

9  
10 **Motion was made by Commissioner Brender to declare three Generation I Glock 22**  
11 **handguns (Serial Nos. DWF959, DWF960, DEU314) surplus and authorize City Manager**  
12 **to dispose of via trade, seconded by Commissioner Lucarelli and motion carried**  
13 **unanimously.**

14  
15 4. Surplus of Sound System

16  
17 Ms. Sova said this is a request to surplus the smaller sound system used by the Parks &  
18 Recreation Department. It has ended its useful life. We will not be purchasing another one.  
19 We feel we can do short-term rentals at a better return for the City. She requested the  
20 Commission declare the sound system surplus and authorize its disposal.

21  
22 **Motion was made by Commissioner Miller to declare Anchor XTR 550 sound system at**  
23 **the Community Center surplus and authorize City Manager to dispose of, seconded by**  
24 **Commissioner Lucarelli and motion carried unanimously.**

25  
26 B. Items for Information

27 1. Appointment to Metroplan's Transportation Systems Management and  
28 Operations (TSMO) Committee

29  
30 Ms. Sova said in the packets is a letter to Metroplan Orlando appointing John Omana and as  
31 an alternate Steve Noto to the Transportation Systems Management and Operations  
32 Committee.

33  
34 Ms. Sova said Family Fun Day will be held on April 4<sup>th</sup> from 10:00 A.M. to 3:00 P.M. at Central  
35 Park.

36  
37 Ms. Sova said youth summer camp will be held June 1<sup>st</sup> through August 14<sup>th</sup> at the Community  
38 Center. Registration for city residents will be held March 30<sup>th</sup> through April 10<sup>th</sup> with open  
39 registration beginning April 13<sup>th</sup>. One-week sessions are \$100 for residents and \$125 for non-  
40 residents. The camp is available for children 6 to 11 years old.

41  
42 Ms. Sova said to stop by the Lake Mary Historical Museum at 158 North Country Club Road  
43 beginning Saturday through May 25<sup>th</sup> as they honor our military, both current and past.  
44 Uniforms, books, toys and many artifacts from the past will be on display. The museum is  
45 open Tuesdays and Saturdays from 10:00 A.M. to 3:00 P.M. and Wednesdays and Thursdays  
46 from noon until 8:00 P.M.

1  
2 Ms. Sova said April 1 is coming up and is when all of our exempt employees are evaluated for  
3 the year. She will have the City Clerk send the Commission one for herself.

4  
5 Mayor Mealor asked if those reports come through him or are they sent to HR.

6  
7 Ms. Sova said for hers the clerk would send them out and the Commission can send them  
8 back through the her.

9  
10 12. Mayor and Commissioners Reports (2)

11  
12 Mayor Mealor said there was the very successful opening of our Lake Mary Little League and  
13 we received a lot of positive comments about the work that our staff has done in making that  
14 facility available to our Lake Mary families.

15  
16 Mayor Mealor said the Timacuan Homeowners' Association had their spring meeting and  
17 appreciated those in attendance and Commissioner Miller serving as the informal liaison to  
18 that group.

19  
20 Mayor Mealor said the Forest Talent Show was a big hit.

21  
22 Mayor Mealor said the Private Business Association of Seminole in Lake Mary hosted John  
23 Mica last week. His update was most informative and he has been incredibly helpful to this  
24 city. We appreciate his efforts.

25  
26 Deputy Mayor Duryea said Mr. Nipe was able to repair the batting cages. Those should be  
27 falling down by now.

28  
29 Mr. Nipe said they are over 20 years old. Between our electrician and a gentleman who works  
30 on our maintenance staff that repairs Humvees one weekend a month for the National Guard,  
31 they were able to get them up and running. We spray painted them and made them look fairly  
32 new. We did budget for replacement but we've got them tweaked and they are running pretty  
33 well right now. We hope to expand the operation out there to get some more hours so we can  
34 open it up to guys who want to hit a ball on Sunday.

35  
36 Deputy Mayor Duryea asked about the screening.

37  
38 Mr. Nipe said that was replaced a few years back and the product put in place has held up  
39 well. Our staff goes out with zip ties and ties up any holes that may have started but for the  
40 most part it is in pretty good shape. It is our asset and we are trying to keep it running the best  
41 way possible.

42  
43 Commissioner Miller said he went to the Florida League of Cities meeting in Tallahassee. The  
44 League had prepared about ten items they wanted to meet with representatives and senators  
45 to discuss in the area of unfunded mandates and protecting home rule.

1 Commissioner Miller said there were three meetings that he attended that were extremely  
2 interesting. The one most productive and valuable was Senator Allen Hayes and the Mayor of  
3 Apopka were in the same meeting. Both of them were doing things to clean up Lake Apopka  
4 but neither of them knew what the other was doing. When they shared information with the  
5 two of them it is going to make a huge difference. The silt in some places in Lake Apopka is  
6 15 feet deep. They have plans for how to harvest that silt and recycle it. That was a great  
7 meeting because of the synergy between those two guys.

8  
9 Commissioner Miller said there was a lot of discussion about pension funds. There is a bill  
10 floating around that might require all the cities to use the same actuarial table. The cost to  
11 some cities to do that in the current year would be \$500,000 they would have to put into the  
12 fund. The reason the legislature wants to do that is if a city goes belly up and cannot fund its  
13 pension plan, it falls to the state to take care of it so they feel they have some skin in the game.  
14 He believed the way it would finally come out is there will be a recommended actuarial table  
15 and they won't mandate what it is. He was amazed to hear some of the people talk about the  
16 percent of their pension fund that was funded. How about 60% funded. There is a  
17 requirement that it be at least 80% but there were a number of cities that were clearly in  
18 trouble with funding their pension plan.

19  
20 Deputy Mayor Duryea said it sounded like a bailout to him. The idea of the state collecting  
21 monies over and above the cities' contributions to ensure that all of the cities and entities  
22 within the state have enough money to cover their pension plans.

23  
24 Commissioner Miller said what the state was saying was in the event that a city cannot fund its  
25 pension plan and goes belly up because of it and cannot fund it then it falls to the state to do  
26 that. It would be like a disaster if some city suddenly has it. The state is not putting any  
27 money in unless some city goes belly up and can't fund its pension plan.

28  
29 Commissioner Brender asked where the money was coming from.

30  
31 Commissioner Miller said nobody has gone belly up but what they're worried about is some  
32 cities have been irresponsible with their pension funds and they have actuarial tables that are  
33 grossly outdated. They use those outdated actuarial tables to justify what they are doing. The  
34 state wants to have them come up to a better standard. That's what the issue was. Where the  
35 League of Cities comes out is they don't want the state to mandate what actuarial table they  
36 use. Our financial company that helps us with our pension funds picks or recommends the  
37 actuarial tables we use. All the other cities have the same kind of thing happening in their  
38 area.

39  
40 Commissioner Miller said the bill he was most interested in and David Simmons is leading the  
41 charge on is there are 33 springs that run from Orlando and north and the bill is saying there  
42 will be an assessment in a certain district around those springs. They will assess the septic  
43 tank and nitrogen runoff from fertilizers. When they complete that assessment they will  
44 implement a plan to correct all of those. Where it got emotional and stressful is the bill is being  
45 written saying they will uphold the homeowners harmless in this effort. In other words if you  
46 have to provide sewer to there. What David Simmons is saying about this is they have tried to

1 do this for a number of years. The aquifer is being polluted because of what we have done  
2 with septic tanks and nitrogen around our springs. If we don't fix it now then we are all going to  
3 have polluted water supplies. They have tried to do it before but the homeowners are so  
4 powerful. Down Markham Woods is septic tanks, Alaqua, Alaqua Lakes are septic tanks and  
5 those people are generally well-to-do powerful people who will cause that law to get taken off  
6 the books if you make them responsible for it. David Simmons' point is we permitted those  
7 septic tanks, the cities, counties and state have created this problem by allowing people to  
8 build homes and put septic tanks in those areas and we need to fix it. The emotion got to be  
9 the League of Cities was saying initially the state wasn't going to provide any funding and  
10 David Simmons said that was totally wrong. What we are going to do is assess the problem,  
11 figure out what the fix is, and then we are going to have those people who need to spend  
12 money to fix it apply to the state for help and we will figure out how we pay for it. This is a  
13 long-term problem and a long-term fix.

14  
15 Mayor Meador said we appreciate Commissioner Miller representing the City with the League.

16  
17 Commissioner Lucarelli said she had a wonderful week. She went to Pigeon Forge,  
18 Tennessee with her daughter for a break. We have gotten moved and settled into our new  
19 home and couldn't be happier.

20  
21 Commissioner Brender said he got an e-mail from the Florida League of Cities and the  
22 discussion was a training program for cities in CRAs. They had a brief discussion about pros  
23 and cons. We started this process of our own CRA with the County 18 years ago. He decided  
24 after reading that e-mail to pose some questions and with the help of the City Manager and Dr.  
25 Tomerlin, the numbers for the CRA from a financial point of view we are doing the City a real  
26 wrong even remaining in this thing for another two years. We have funded close to \$700,000  
27 in the CRA. We have gotten back about \$175,000 in some things around Weldon Boulevard  
28 which benefits the college more than the City. The end result for our \$700,000 we have netted  
29 zero. He could not stand here and say it is the responsible thing to do to remain in it. He  
30 proposed the City Manager schedule a work session for 20 minutes and go over some of these  
31 numbers.

32  
33 Ms. Sova said we would like to do that April 2<sup>nd</sup> at 6:30 P.M. There were no objections from  
34 the Board.

35  
36 13. City Attorney's Report

37  
38 Ms. Reischmann said there is a bill to add a new cause of action for the governments that  
39 place what are termed illegal conditions on land use approvals or permits. There was a bill  
40 filed to create a new cause of action with attorney's fees and it would be one of its kind in the  
41 nation. The League is actively opposing.

42  
43 Commissioner Brender asked Ms. Reischmann if she could attend the April 2<sup>nd</sup> meeting  
44 because there would be some legal questions.

45  
46 Ms. Reischmann answered affirmatively.

1  
2 Commissioner Miller said he read the article in the paper about the NuRF they are doing on  
3 Soldiers Creek. That is magnificent what they are doing trying to clean up Lake Jessup.  
4 NuRF is the acronym and it is a chemical called alum that they put in there and it bonds with  
5 the polluted materials, sinks to the bottom then they can clean that off. That came up with  
6 Apopka too and they are doing the same thing there. He said he didn't think we have any  
7 liability with any septic tanks near any springs.

8  
9 Ms. Sova said we are just outside of that area.

10  
11 Commissioner Brender said part of Heathrow is technically in the Wekiva Springs Basin but  
12 most of Heathrow is sewer. They have been trying to get this through for years but in order to  
13 fund what the state says they will hold harmless the residents from, the only way to do that is  
14 to make it really big. We may find the entire City of Orlando is now in the Wekiva River Basin.

15  
16 Commissioner Miller said one of the things that was said about this is there is a new kind of  
17 septic tank and believed the word they used was aerobic septic tanks. It may be the solution is  
18 not providing sewer to all these places but having them upgrade to aerobic septic systems.

19  
20 14. Adjournment

21  
22 There being no further business, the meeting adjourned at 7:37 P.M.

23  
24  
25  
26  
27 \_\_\_\_\_  
28 David J. Mealor, Mayor

29  
30  
31 \_\_\_\_\_  
32 Mary Campbell, Deputy City Clerk

33  
34  
35 ATTEST:

36 \_\_\_\_\_  
Carol A. Foster, City Clerk



## MEMORANDUM

DATE: April 2, 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 - Second 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 city 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.

\* Continuous contracts are defined in Parks and Recreation policies.

~~(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.~~

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

|                 |      |     |     |
|-----------------|------|-----|-----|
| Ballroom B      | 1344 | 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<br/>Monday<br/>Thursday</i> | <i>Hourly Rates<br/>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/<br>lakeside<br>ceremony<br>site  | \$350<br>2 hour rental<br>fee               | \$350<br>2 hour rental<br>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.

|   |                                   |
|---|-----------------------------------|
| <b><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></b> |                                   |
| <b><i>Daytime Block Rental</i></b>  | <b><i>Daytime Block Rates</i></b> |
| 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   | <del>\$850</del> \$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.  |                                   |

|  |                                   |
|--|-----------------------------------|
| <b><i>Weekday evening blocks are Monday - Wednesday 6:00 p.m. through 11:00 p.m.</i></b> |                                   |
| <b><i>Monday - Wednesday Evening Block Rental</i></b>                                    | <b><i>Evening Block Rates</i></b> |
| 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. |       |

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

|   |                                   |
|---|-----------------------------------|
| <b>Friday evening block is 3:00 <del>5:00</del> p.m. through 11:00 p.m.</b>   |                                   |
| <b>Friday Evening Block Rental</b>  | <b>Friday Evening Block Rates</b> |
| Full building rental**  | <del>\$2,500</del> \$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.~~

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

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

|   |                   |
|---|-------------------|
| <b>Sunday** Rentals -<br/>Prior to a Monday<br/>Holiday</b>   | <b>Daily Rate</b> |
| 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.<br>(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.

| <b>Building Use</b>                               | <b>Damage Deposit</b> |
|---|-----------------------|
| 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><b>Event</b></i> | <i><b>Evenings Available</b></i> | <i><b>Duration</b></i> | <i><b>Room</b></i> |
|---------------------|----------------------------------|------------------------|--------------------|
| Monthly meeting     | Monday Thursday                  | 3-hour maximum         | Conferen ce 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.~~

| <b><i>Rotunda (Monday - Friday)</i></b>            | <b><i>Rental Rate</i></b> |
|--|---------------------------|
| 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.~~

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

~~— (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



## MEMORANDUM

DATE: April 2, 2015

TO: Mayor and City Commission

FROM: Stephen J. Noto, AICP  
Deputy City Planner

THRU: John Omana, Community Development Director

VIA: Jackie Sova, City Manager

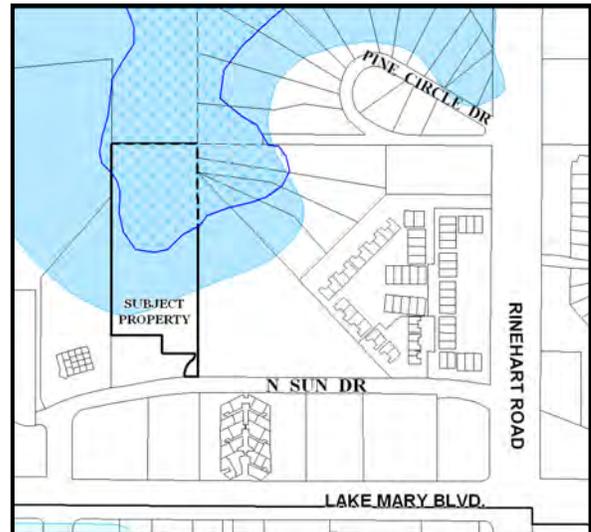
SUBJECT: 2015-CU-01, Request for the UCP Seminole Campus, a Pre-K to 3<sup>rd</sup> grade childcare center/charter school, to be located at 756 N. Sun Dr.

---

**APPLICANT:** UCP of Central Florida, Dr. Ilene Wilkins

**REFERENCE:** City Code of Ordinances and Comprehensive Plan

**REQUESTS:** The applicant is requesting conditional use approval for the operation of a Pre-K to 3<sup>rd</sup> grade Childcare Center/Charter School to be located at 756 N. Sun Dr., which is zoned Professional Office (PO). Per Section 154.68, Elementary, Middle, and High Schools are a conditional use within the PO zoning district. Section 154.68 also outlines additional location criteria that will be reviewed after the Conditional Use findings below.



**DISCUSSION:**

**Background:** On October 22, 1996, the Planning & Zoning Board approved a conditional use on the subject property for a childcare center. Subsequently, on March 11, 1997, the Planning & Zoning Board approved the Kids Together site plan, with conditions. On December 3, 1998, the City Commission approved a Preliminary Subdivision Plan for Kids Together, which rectified an illegal subdivision done by the property owner. As a result, a plat was recorded in October 1999 for the Kids Together property, and the adjacent property to the west.

The current operation of Kids Together has a DCF license for 239 children, there are 25 staff, and hours are from 6:30am to 6:30pm.

**Description:** The applicant is proposing to operate a Childcare Center/Charter School within the existing +/- 15,000 sq. ft. building on the subject property. The projected enrollment of the Pre-K through 3<sup>rd</sup> Grade levels is 175. The proposed hours of operation are 6:30am to 6:30pm. There will be approximately 45 employees.

**Zoning**

|                    |                      |                        |
|--------------------|----------------------|------------------------|
| <b>NW</b><br>C1    | <b>N</b><br>PUD      | <b>NE</b><br>R3/R1A/A1 |
| <b>W</b><br>C1     | <b>SITE</b><br>PO    | <b>E</b><br>R3         |
| <b>SW</b><br>PO/C1 | <b>S</b><br>C1/C2/PO | <b>SE</b><br>PO        |

**Future Land Use**

|                  |                    |                      |
|------------------|--------------------|----------------------|
| <b>NW</b><br>COM | <b>N</b><br>COM    | <b>NE</b><br>LDR/HDR |
| <b>W</b><br>COM  | <b>SITE</b><br>OFF | <b>E</b><br>HDR      |
| <b>SW</b><br>COM | <b>S</b><br>COM    | <b>SE</b><br>COM     |

**FINDINGS OF FACT:** § 154.72 of the Code states that before any conditional use permit be approved, the Planning and Zoning Board shall make a written finding that the granting of the permit will not adversely affect the public interest, and that satisfactory provisions have been made concerning the following matters, where applicable:

|  |  |
|--|--|
| <b>PROVISION No. 1:</b>  |  |
| Compliance with all applicable elements of the comprehensive plan. |  |
| <b>FINDINGS OF FACT No. 1:</b>                                     |  |
| Provision met?   | The operation of a Childcare Center/Charter School at this location complies with all applicable elements of the City's Comprehensive Plan, specifically FLU Policy 1.4, Table GOP-1, Objective 7. |
| 1. YES   |  |

**PROVISION No. 2:**

Acceptable ingress and egress, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

**FINDINGS OF FACT No. 2:**

|                |  |
|----------------|--|
| Provision met? | The proposed Childcare Center/Charter School will be operating in an already constructed facility that was approved by the City through the site plan process.   |
| 1. YES         | Vehicular access to the site is from N. Sun Dr. A left-turn lane was constructed going eastbound on N. Sun Dr. when the facility was originally constructed. Pedestrian access is available via sidewalks to and from the site. There are also cross-access easements for parking and vehicular access between the two properties. |

**PROVISION No. 3:**

Acceptable economic, noise, glare, or odor effects of the conditional use on adjoining properties and properties generally in the district.

**FINDINGS OF FACT No. 3:**

|                |   |
|----------------|---|
| Provision met? | The use of the space as a Childcare Center/Charter School will not present any economic, noise, glare or odor effects to adjoining properties or other properties. There has been a childcare center on site since the late 1990's. |
| 1. YES         | Additionally, the original developer provided a solid wall along the eastern property line to provide additional buffering.   |

**PROVISION No. 4:**

Acceptable location, availability, and compatibility of utilities.

**FINDINGS OF FACT No. 4:**

|                |   |
|----------------|---|
| Provision met? | The location is acceptable and is compatible to utilities. The City is currently working with the applicant to provide reuse water to the site. |
| 1. YES         |   |

|                                     |   |
|-------------------------------------|---|
| <b>PROVISION No. 5:</b>             |   |
| Acceptable screening and buffering. |   |
| <b>FINDINGS OF FACT No. 5:</b>      |   |
| Provision met?                      | The site currently has acceptable screening and buffering. As stated earlier, the original developer provided additional screening and buffering when the site was developed and there was neighboring residences. The site is now adjacent to other commercial uses. |
| 1. YES                              |   |

|  |   |
|--|---|
| <b>PROVISION No. 6:</b>  |   |
| General compatibility with adjacent properties and other properties in the district. |   |
| <b>FINDINGS OF FACT No. 6:</b>   |   |
| Provision met?   | The Childcare Center/Charter School is compatible with adjacent properties. N. Sun Dr. is composed of a mix of Commercial, Office, and Medium & High Density Residential future land use. There is a similar mix of zoning districts (C-1, C-2, PO, and R-3). |
| 1. YES   |   |

**FINDINGS OF FACT No. 7:**

Staff finds that the request to operate a Childcare Center/Charter School to be located at 756 N. Sun Dr. within the Professional Office (PO) zoning district does not adversely affect the public interest, and is a reasonable request based on the aforementioned findings of fact.

**SIMILAR CONDITIONAL USE REQUESTS:**

**2014-CU-01:** On August 7, 2014, the City Commission approved a conditional use for the Seminole Science Charter School to be located at 3580 N. US. HWY. 17/92, within the C-1, General Commercial, zoning district.

**ADDITIONAL LOCATIONAL CRITERIA:** § 154.68 of City Code states that in reviewing a proposed location for consistency with the Comprehensive Plan, the city shall consider the following additional locational criteria during the public hearing process:

**PROVISION No. 1:**

The school site shall be of sufficient size to ensure that the building and ancillary facilities are located away from flood plains, flood prone areas, wetlands and other environmentally sensitive areas, including historic or archeological resources. School size and land area requirements for public schools should meet the minimum standards of the Seminole County School Board.

**FINDINGS OF FACT No. 1:**

|                |   |
|----------------|---|
| Provision met? | The proposed Childcare Center/Charter School will be located within an existing facility. The original site plan was approved with a 25' conservation easement and 100' setback from the high water line. |
| 1. YES         |   |

**PROVISION No. 2:**

Public schools shall be centrally located within their intended attendance zones to the maximum extent possible.

**FINDINGS OF FACT No. 2:**

|                |   |
|----------------|---|
| Provision met? | Charter Schools do not have attendance zones. |
| 1. YES         |   |

**PROVISION No. 3:**

Central water and sewer facilities shall be available to the site and stormwater provisions must meet extent possible.

**FINDINGS OF FACT No. 3:**

|                |  |
|----------------|--|
| Provision met? | The proposed Childcare Center/Charter School is located in an existing facility with the appropriate infrastructure. |
| 1. YES         |  |

**PROVISION No. 4:**

Access to the site shall be from a collector or minor collector road and sufficient vehicle stacking lanes should be provided to avoid detrimental impacts on adjacent roads.

**FINDINGS OF FACT No. 4:**

|                |   |
|----------------|---|
| Provision met? | Access is available from N. Sun Dr. via both Rinehart Rd. and Lake Mary Blvd. There is a left-hand turn lane on eastbound N. Sun Dr. to ease access onto the site. There is pedestrian access via sidewalks to and from the site. |
| 1. YES         |   |

|  |   |
|--|---|
| <b>PROVISION No. 5:</b>  |   |
| Schools shall be designed to minimize the impacts to adjacent land uses through control of site aspects such as traffic, landscaping, buffers and building layout. Schools shall also provide safe access for pedestrians, cars, and buses and shall be encouraged to provide for convenient access to mass-transit. |   |
| <b>FINDINGS OF FACT No. 5:</b>   |   |
| Provision met?   | Access is available from N. Sun Dr. via both Rinehart Rd. and Lake Mary Blvd. There is a left-hand turn lane on eastbound N. Sun Dr. to ease access onto the site. Additionally, there is a small bus shelter for LYNX service at the intersection of N. Sun Dr., and Lake Mary Blvd. |
| 1. YES   |   |

|  |   |
|--|---|
| <b>PROVISION No. 6:</b>  |   |
| School sites shall be located away from land uses that generate noise, odors, dust, truck traffic and/or other hazards to the health and safety of the students. |   |
| <b>FINDINGS OF FACT No. 6:</b>   |   |
| Provision met?   | The surrounding land uses are commercial and office in nature that do not generate noise, odors, dust, truck traffic and/or other hazards to the health and safety of the students. |
| 1. YES   |   |

|  |  |
|--|--|
| <b>PROVISION No. 7:</b>  |  |
| New elementary, middle or high schools shall not be located in the city's High Tech Industrial Corridor which is targeted for major economic growth and development. |  |
| <b>FINDINGS OF FACT No. 7:</b>   |  |
| Provision met?   | The subject property is not within the City's High Tech Industrial Corridor. |
| 1. YES   |  |

|  |   |
|--|---|
| <b>PROVISION No. 8:</b>  |   |
| Elementary and middle schools should be located where land uses are predominately low-medium to high density residential and include housing types and densities sufficient to meet the school's enrollment capacity with students that are predominately within walking distance of the school. |   |
| <b>FINDINGS OF FACT No. 8:</b>   |   |
| Provision met?   | The subject property is within 1000' of Feather's Edge, a medium/high density residential community. The Rinehart Rd. corridor has a mix of medium and low density residential communities (Fountain Parke, Woodbridge Lakes, Manderley, Legends Apartments, and Timacuan). |
| 1. YES   |   |

|  |  |
|--|--|
| <b>PROVISION No. 9:</b>  |  |
| High schools shall be located away from residential areas unless there is sufficient buffering to protect the adjacent land uses from the intensity and activity of the school. The campus should provide adequate onsite parking. |  |
| <b>FINDINGS OF FACT No. 9:</b>   |  |
| Provision met?   | The proposed Childcare Center/Charter School will not have high school grades. |
| 1. YES   |  |

|  |  |
|--|--|
| <b>PROVISION No. 10:</b>   |  |
| If the city determines that the site is consistent with the Comprehensive Plan as outlined above, the only remaining requirements to commence construction is city determination that the site plan complies with state and local laws, building permit and site permit issuance, as applicable. |  |
| <b>FINDINGS OF FACT No. 10:</b>  |  |
| Provision met?   | The site is consistent with the Comprehensive Plan as outlined above and will coordinate with the applicant to ensure that the site complies with state and local laws, building permit and site permit issuance, as applicable. |
| 1. YES   |  |

**FINDINGS OF FACT No. 11:**

Staff finds that the applicant has met the intent of the 10 locational provisions of Chapter 154.98.

**PLANNING AND ZONING BOARD:** At their regular March 10, 2015 meeting, the Planning and Zoning Board voted unanimously, 5-0, to recommend approval of proposed Conditional Use, per the stated findings of fact.

**ADDITIONAL INFORMATION:**

§ 154.72(B) In approving any conditional use, the Planning and Zoning Board may also require appropriate conditions and safeguards as part of the terms under which the conditional use permit is granted. Violations of those conditions and safeguards shall be deemed a violation of this section.

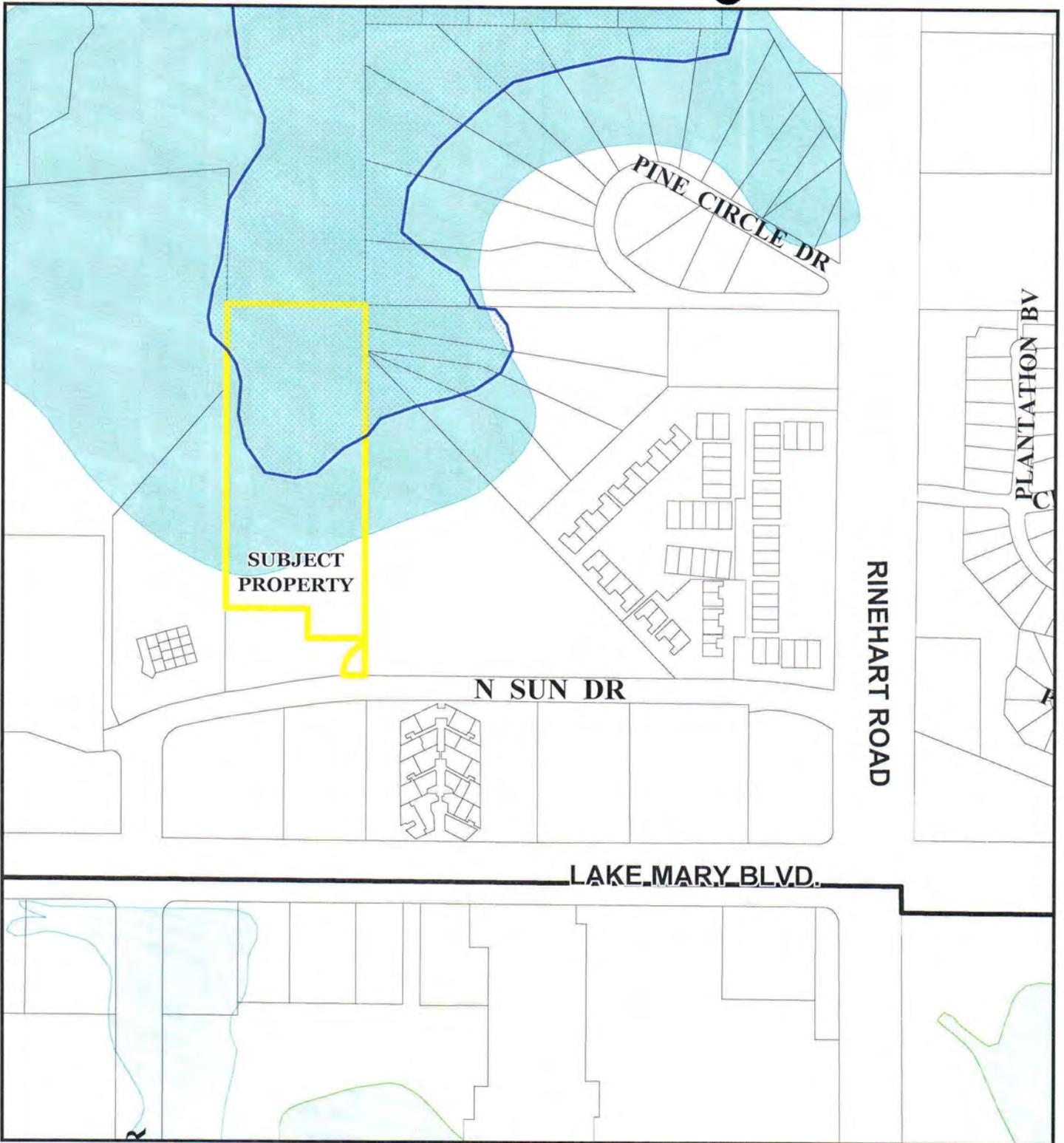
§ 154.73(A) Any conditional use approved as required by this subchapter shall expire one year after the conditional use permit was granted unless a building permit based upon and incorporating the conditional use is obtained within the aforesaid 12-month period.

§ 154.73(B) An extension of one additional year may be granted on request of the applicant where conditions have not changed during the first year. The request for the conditional use approval extension must be filed with the city at least 30 days prior to the expiration of the aforesaid 12-month period.

**ATTACHMENTS**

- Location map
- Zoning Map
- Future Land Use Map
- Aerial of Property
- 1997 Site Plan
- Copy of UCP Pamphlet
- March 10, 2015 Planning & Zoning Board Minutes

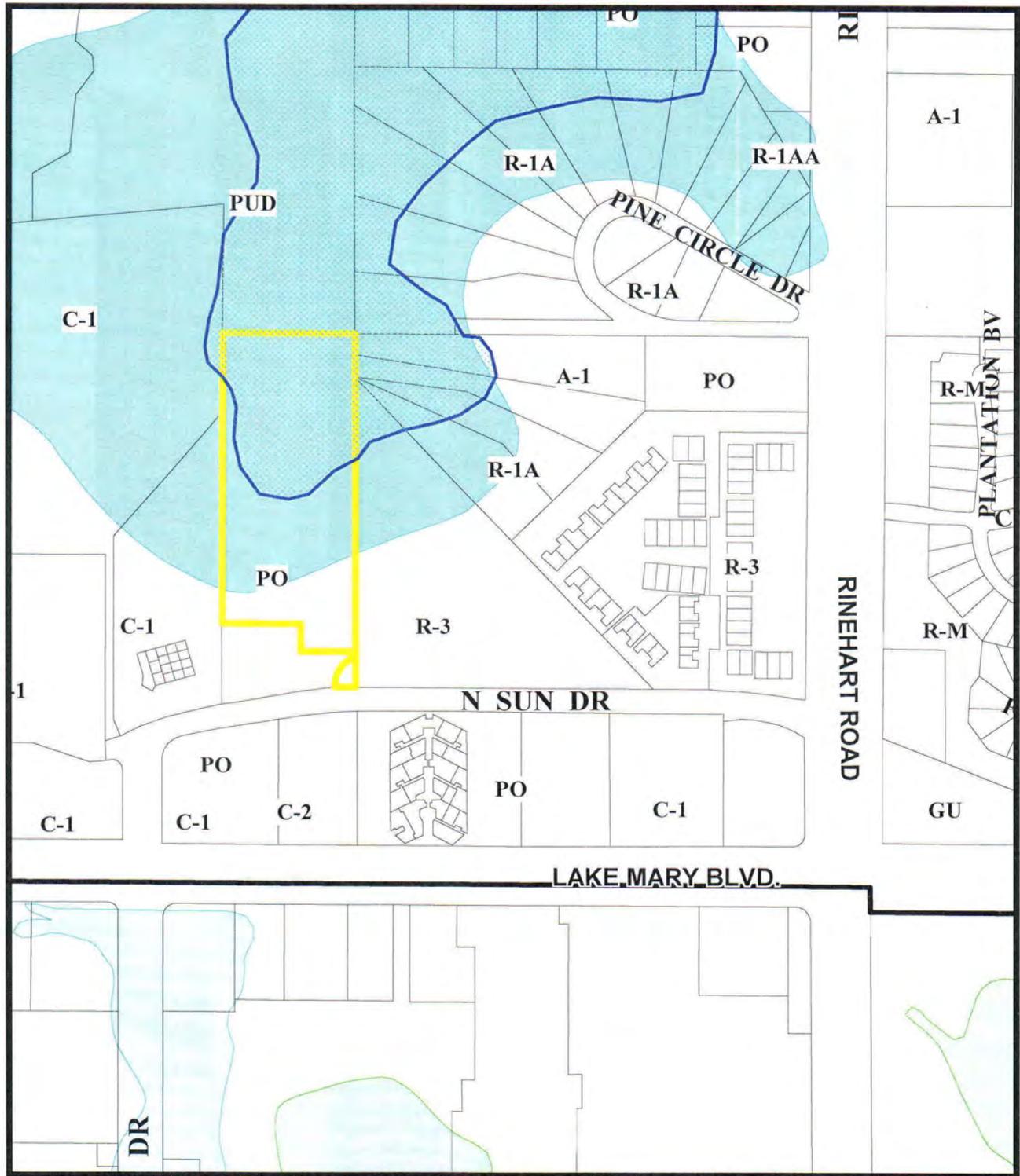
Z:\commdev\staff reports\Conditional Use\2015-CU-01 UCP of Central Florida CC.doc



# LOCATION MAP

## 756 N. Sun Dr.



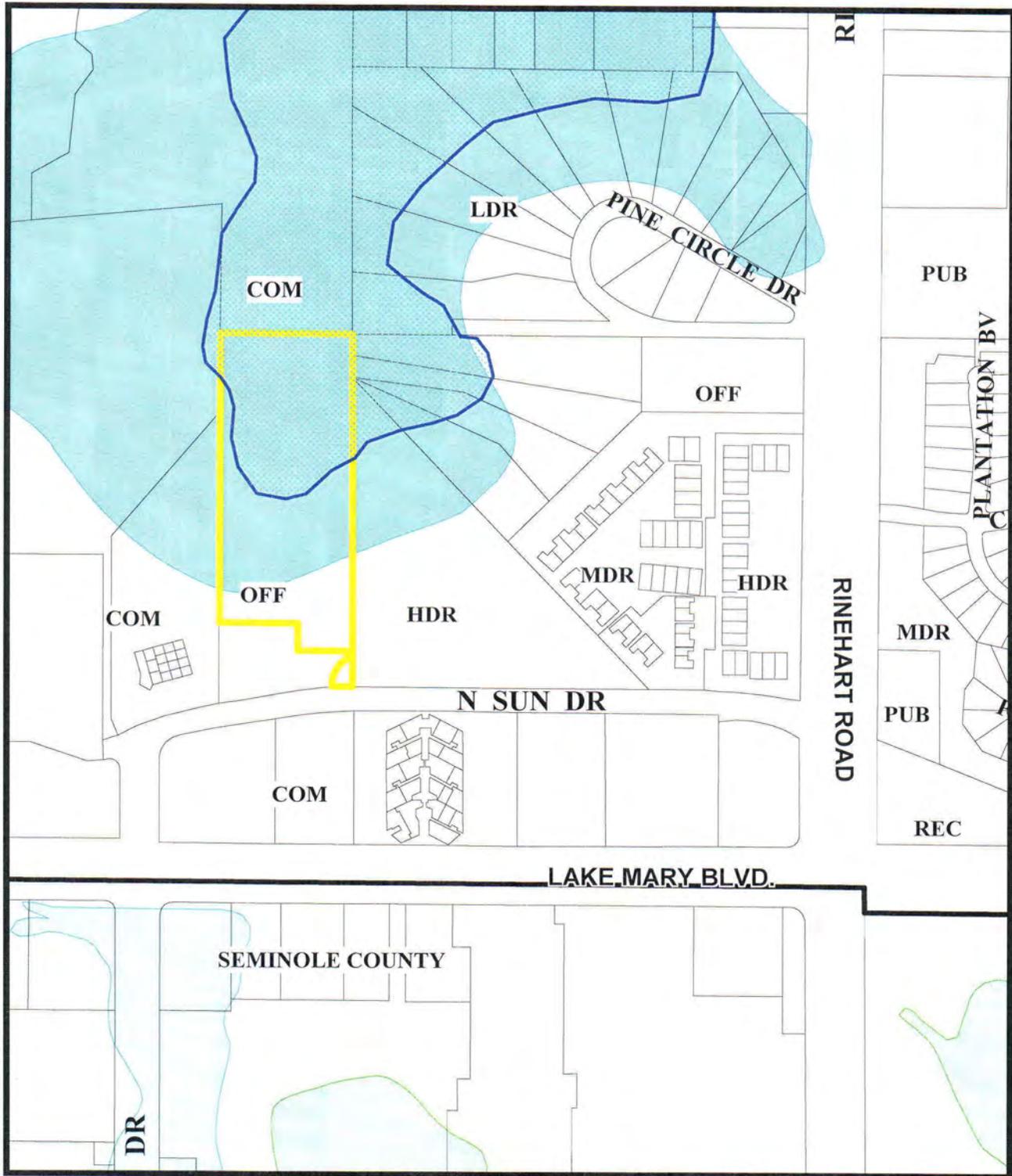


## Zoning Map



|                                 |                             |                                     |                              |
|---------------------------------|-----------------------------|-------------------------------------|------------------------------|
| <b>A-1</b> Agriculture          | <b>R-1AAA</b> Single Family | <b>PUD</b> Planned Unit Development | <b>M-1A</b> Light Industrial |
| <b>RCE</b> Rural Country Estate | <b>R-M</b> Residential      | <b>PO</b> Professional Office       | <b>M-2A</b> Industrial       |
| <b>R-1A</b> Single Family       | <b>R-2</b> One & Two Family | <b>C-1</b> General Commercial       | <b>DC</b> Downtown Center    |
| <b>R-1AA</b> Single Family      | <b>R-3</b> Multiple Family  | <b>C-2</b> Commercial Commercial    | <b>GU</b> Government Use     |



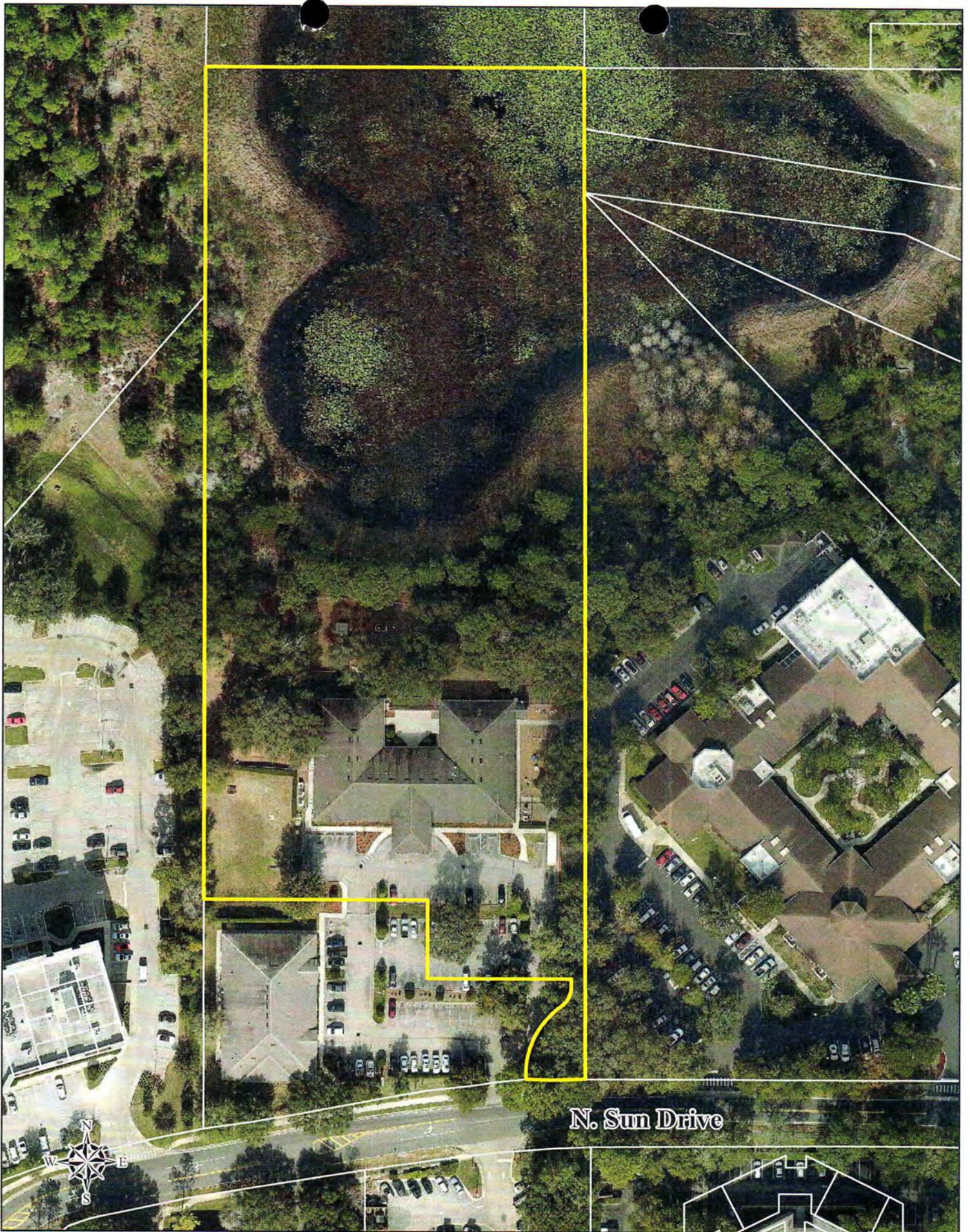


## Future Land Use Map



|             |   |              |                                    |              |                               |
|-------------|---|--------------|------------------------------------|--------------|-------------------------------|
| <b>RR</b>   | Rural Residential                                     | <b>OFF</b>   | Office                             | <b>PUB</b>   | Public / Semi-Public Lands    |
| <b>LDR</b>  | Low Density Residential<br>(Max 2.5 DU / Acre)        | <b>RCOM</b>  | Restricted Commercial              | <b>DDD</b>   | Downtown Development District |
| <b>LMDR</b> | Low / Medium Density Residential<br>(Max 4 DU / Acre) | <b>COM</b>   | Commercial                         | <b>REC</b>   | Recreation                    |
| <b>MDR</b>  | Medium Density Residential<br>(Max 6 DU / Acre)       | <b>IND</b>   | Industrial                         | <b>SC PD</b> | Seminole County PD            |
| <b>HDR</b>  | High Density Residential<br>(Max 9 DU / Acre)         | <b>HIPTI</b> | High Intensity Planned Development |              |                               |





N. Sun Drive





## UCP of Central Florida

At UCP of Central Florida, we believe every child deserves excellent academics to help them learn, grow and excel. Our research-based academics lay the foundation for each student's future success. By opening our classrooms to children with and without special needs in a unique education model called inclusion, not only are we breaking down barriers but we are teaching children at a very young age to embrace differences. Our unique education approach promotes a valuable skill set that creates stronger, more open-minded leaders for the future.

### Education

- A tuition-free public charter school and free for other eligible students through a variety of funding sources including 4C, Early Steps and VPK
- Infant, toddler and pre-K through 5th grade inclusive charter schools
- Transitional Learning Academy for middle and high school students with disabilities
- College/Career Transition Program for young adults ages 18 to 21 with disabilities
- Low student-teacher ratios
- Before and after-school care available
- Summer enrichment and camp programs



### Therapy

- Physical, speech and occupational therapy available during school or before/after school. Medicaid, commercial insurance and private/prompt pay options
- Private/prompt rate is \$45 per 30 minute session.

### Support

- Individual and family counseling
- Support groups for parents and siblings

### UCP's Convenient Locations

To reach the following campuses, please dial the UCP main number (407)852-3300 and then the corresponding extension.

Downtown Orlando-ext. 7368

East Orlando (Near UCF)-ext. 1004

Kissimmee-ext. 6000

Pine Hills-ext. 4005

Lake Mary-ext. 2004

Winter Garden-ext.5002

TLA-ext. 8356

### Register Today!

(407) 852-3300 | [www.ucpcf.org](http://www.ucpcf.org) | [referrals@ucpcf.org](mailto:referrals@ucpcf.org)



## UCP of Central Florida

Education • Therapy • Support



(407) 852-3300 | [www.ucpcf.org](http://www.ucpcf.org)

1 VIII. New Business

2  
3 A. 2015-CU-01: Recommendation to the City Commission regarding a conditional  
4 use to allow the operation of a Pre-K to 3<sup>rd</sup> grade childcare center/charter school  
5 (UCP Seminole Campus) in the PO (Professional Office) Zoning District, 756 N.  
6 Sun Drive, Lake Mary, Florida; Applicant: UCP of Central Florida/Dr. Ilene  
7 Wilkins (Public Hearing)

8  
9 Juan (John) A. Omana, Jr., Community Development Director, said, just a couple  
10 of housekeeping items. Since this is a conditional use, it is subject to the quasi-  
11 judicial proceeding process. We have a sign-in sheet in the back of the room for  
12 anybody who wishes to be kept abreast of this matter as it goes through our  
13 process here and through the City Commission (see attached). Also, as a matter  
14 of record, I was a member of the UCP of Central Florida Board of Directors a  
15 number of years ago. I am no longer on the Board, but I needed to disclose that,  
16 and also to note, for the record, that our review internally by staff and my review,  
17 as Director of the Department, was based on Sections 154.72 of the Land  
18 Development Code, as well as Section 154.68 under additional locational criteria.  
19 That analysis was done based on the evidence and material that was presented  
20 by the representatives of UCP. I just wanted to get that onto the record.

21  
22 Stephen Noto, Deputy City Planner, presented Item A. and the related  
23 Memorandum (Staff Report). The colored aerial attached to the Staff Report was  
24 on the overhead projector. He stated, this conditional use request is a bit unique.  
25 There is currently a daycare facility at the subject property already, at 756 N. Sun  
26 Drive. It is the Kids Together Daycare. The history of the site goes back to the  
27 mid to late 90's when the Kids Together had their Site Plan approved and  
28 Conditional Use approved for a daycare facility to operate at this location. UCP  
29 is more than a daycare. It's also a charter school. So, we had to do a new  
30 conditional use to update the numbers for the daycare portion of it, and then  
31 under the PO Zoning District, a school is a conditional use on its own. So, we  
32 have two different sets of review criteria that are outlined in your Staff Report.

33  
34 Mr. Noto said, the building that is on the property – there is an aerial on the  
35 overhead right now created by our GIS Department – it's about 15,000 square  
36 feet. The UCP business would be operating Pre-K to 3<sup>rd</sup> grade at about 175  
37 students. That, of course, will be incorporated with DCF regulations. The  
38 conditional use will rely on those numbers as far as a maximum is concerned, the  
39 maximum number of students. The hours of operation are 6:30 a.m. to 6:30 p.m.  
40 with about 45 employees. They have an existing charter that's good until 2019.  
41 They are doing some revisions to that right now.  
42

1 Mr. Noto stated, I am going to put up a different aerial on the overhead projector.  
2 This is from the Bing search engine, the Microsoft search engine, just so you can  
3 get a better idea of – a closer look at what the site looks like, more or less, today.  
4 Access from the site is from Sun Drive. You do see the turn lane that was put in  
5 as part of the original Site Plan. So, you have full access onto Sun Drive and the  
6 – the signalized intersection at Sun Drive and Lake Mary Boulevard. That is a  
7 key aspect of our review for the conditional use access, in and out of the site.  
8 There is also a pedestrian access already available. There is also cross-access  
9 onsite. A bit interesting and unique. You can see the property boundary. Dr.  
10 Hawkins, you may recall this. The owners, at the time, or the developers at the  
11 time, did a subdivision illegally, which is why you have these quirky-looking lines.  
12 As a result, staff was made aware – they processed variances and cleaned it up  
13 from our perspective, from our side of it. There are cross-access easements for  
14 parking and access and all those other things that are required. Those were  
15 recorded almost 20 years ago and they are continuing now. So, that was just  
16 something that was part of our review of the project.

17  
18 Chairman Hawkins interjected asking, so, that's all been cleaned up?

19  
20 Mr. Noto answered, it's all cleaned up. The property is still split, as you see it,  
21 but they have the necessary legal agreements to continue.

22  
23 Mr. Noto said, Provision No. 3, as part of the conditional use, has to do with  
24 screening. I'll put back up the Bing aerial – actually, a different one here on the  
25 overhead projector. And, again, this is just some history on the site. It's a little  
26 bit harder to see, but there is a solid wall generally located there (indicating to  
27 overhead projector). There used to be residences located east of this property.  
28 Now, it's a health office complex, but they do have more than sufficient buffering  
29 along the perimeter of the property.

30  
31 Mr. Noto stated, so, the conditional use findings were all acceptable, and the  
32 most similar conditional use request was back in August when the stem charter  
33 was approved, ironically, right down the road from where UCP is today on U.S.  
34 17-92, and now UCP is looking to move to this location. I mentioned at the  
35 outset that since it's a school, they have some additional locational criteria that  
36 they have to abide by through the Land Development Code. There are ten  
37 additional provisions that are outlined in your Staff Report. They are somewhat  
38 similar to the conditional use requirements. I'll just point out a couple really  
39 quick. Provision No. 8 – actually, let me back up. Provision No. 7, having to do  
40 with the High Tech. Corridor; this property is not within the High Tech. Corridor.  
41 Also, Provision No. 2, having to do with attendant zones; as a charter, that is not  
42 something they need to worry about. And then Provision No. 8 having to do with  
43 location around low density and medium-density development, there is some text

1 – I will put up the first aerial. This isn't exactly a corridor map, but Feather's  
2 Edge is right around the corner, and then, of course, we have the entire Rinehart  
3 corridor made up of multiple subdivisions that help this provision be met.  
4 Mr. Noto said, that being said, not only has the Applicant met the requirements of  
5 the conditional use findings, but also the school locational criteria that is outlined  
6 as part of 154.68.

7  
8 Mr. Noto concluded his presentation by saying, staff is recommending approval  
9 of the conditional use request. This item will go to the City Commission cycle in  
10 April. We have the Applicant present and also other members of the UCP  
11 organization. I would request that if you have specific questions about UCP as a  
12 company, how they will operate on a day-to-day basis, that they be directed to  
13 the Applicant and the other members of UCP as they are much more engrained  
14 in it than I am. There is also, as an attachment to your package, an information  
15 sheet on UCP -- I will just put it up on the overhead -- that provides a brief outline  
16 of their program. I will be happy to take any questions.

17  
18 Chairman Hawkins questioned, do you know if they anticipate any Site Plan  
19 revisions?

20  
21 Mr. Noto responded, no. None.

22  
23 Vice Chairman Taylor asked, I'm not sure if this should go to you or to the  
24 Applicant. I see in the material -- I was reading that earlier and I saw that they  
25 are generally through 5<sup>th</sup> grade and the application is through 3<sup>rd</sup> grade. Is it  
26 anticipated adding years, which is pretty normal with schools, and, if so, has that  
27 been contemplated; parking and space and all of that?

28  
29 Mr. Noto replied, I can handle at least the parking side of it. They have more  
30 than ample parking based on the Code. That's the way it's written for schools  
31 and having to do with -- the largest area in the building where most of the kids  
32 can be at one time -- it's about 1,000 square feet. So, they have more than  
33 ample parking, but as far as expansion goes, I would direct that to the Applicant.

34  
35 Vice Chairman Taylor questioned, would it need to go through any other  
36 revisions with the City if they were to add additional grades?

37  
38 Mr. Noto answered, yes. If they were to go above and beyond what this  
39 conditional use outlines, they would have to do a new conditional use.

40  
41 Chairman Hawkins requested the Applicant come forward and address the  
42 Board.

43  
**MARCH 10, 2015-5**  
**PLANNING AND ZONING BOARD**

1 Dr. Ilene Wilkins, CEO of UCP of Central Florida, 3750 Pepper Vine Drive,  
2 Orlando, Florida (gave no zip code), came forward in favor of the proposed  
3 conditional use.  
4

5 Chairman Hawkins asked, do you have anything further to add to Mr. Noto's  
6 presentation?  
7

8 Ms. Wilkins responded, no. We are excited about the possibility of moving to a  
9 new and better space for the children. As he pointed out, we are currently over  
10 on 17-92; have been there for probably 10-ish years, give or take. Have really  
11 outgrown that space, as well as looking for something that's more school-like for  
12 our kids. To answer the question about increased grades, we actually have  
13 seven campuses and the majority actually only go to 3<sup>rd</sup> grade at this time. It  
14 could be something to consider in the future, but right now we only go to  
15 kindergarten, so we would add 1<sup>st</sup> grade next year. So, it will be a couple of  
16 years before we even got to that consideration.  
17

18 Chairman Hawkins opened the hearing to public comment. Hearing none, he  
19 closed that portion and entertained board discussion and/or a motion.  
20

21 **MOTION:**  
22

23 **Member Fitzgerald moved to recommend approval to the City Commission**  
24 **the request by UCP of Central Florida/Dr. Ilene Wilkins regarding a**  
25 **conditional use to allow the operation of a Pre-K to 3<sup>rd</sup> grade childcare**  
26 **center/charter school (UCP Seminole Campus) in the PO (Professional Office)**  
27 **Zoning District, 756 N. Sun Drive, Lake Mary, Florida, consistent with staff's**  
28 **11 locational criteria and the 7 Findings of Fact listed in the Memorandum**  
29 **(Staff Report). Member York seconded the motion, which carried**  
30 **unanimously 5-0.**  
31

32 Mr. Omana announced this item will tentatively move forward to the City  
33 Commission on April 2; that staff will notify the Applicant of the time and date.  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

**QUASI-JUDICIAL SIGN-IN SHEET**  
3/10, 2015  
**PLANNING AND ZONING BOARD MEETING**  
(please print)

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_

**Name** \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Item of Interest \_\_\_\_\_



## MEMORANDUM

DATE: April 2, 2015

TO: Mayor and City Commission

FROM: Dianne Holloway, Finance Director

VIA: Jackie Sova, City Manager

SUBJECT: Resolution No. 961 - Establishing an alternate 401 Money Purchase Plan and an alternate 457 Deferred Compensation Plan (Dianne Holloway, Finance Director)

---

**DISCUSSION:** At the Strategic Planning Session held on February 26, 2015, staff discussed the opportunity to provide a voluntary additional option for both the City's 401 Money Purchase Plan for general employees and the City's 457 Deferred Compensation Plan for all employees. Because investing in these plans is entirely self-directed and investment risk is borne by the employee, it would be helpful to get improved investment and financial planning advice at lower cost options that could lead to expense savings and improved returns. Certified Financial Group of Altamonte Springs has offered to provide these optional services at no cost to the City. These options would also improve our fiduciary responsibilities as plan sponsors. It was the consensus of the City Commission to provide the additional options.

**RECOMMENDATION:** Adopt Resolution No. 961 providing additional administration and investments options for the City of Lake Mary's 401 Money Purchase and 457 Deferred Compensation Plans.

## RESOLUTION NO. 961

**A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA, PROVIDING GENERAL EMPLOYEES WITH ADDITIONAL ADMINISTRATION AND INVESTMENT OPTIONS FOR THE CITY OF LAKE MARY MONEY PURCHASE PLAN; PROVIDING ALL EMPLOYEES WITH ADDITIONAL ADMINISTRATION AND INVESTMENT OPTIONS FOR THE CITY OF LAKE MARY 457 DEFERRED COMPENSATION PLAN; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake Mary employees render valuable services and;

**WHEREAS**, the City of Lake Mary has established a General Employee 401 Money Purchase Plan and Trust (401) to provide certain employees retirement and other benefits for their beneficiaries in the event of death; and

**WHEREAS**, the City of Lake Mary has established a 457 Deferred Compensation Plan (457) to provide retirement income and other deferred benefits to all employees; and

**WHEREAS**, currently the City of Lake Mary's 401 and 457 plans are exclusively administered by the International City Management Corporation (ICMA) and its funds are exclusively invested in the ICMA Retirement Trust; and

**WHEREAS**, it is the desire of the City to provide additional administrative and investment options to participants of each plan through the management of Certified Financial Group located in Altamonte Springs, Florida.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Commission of the City of Lake Mary, Florida, that:

**Section 1.** The City Commission hereby establishes an alternate 401 Money Purchase Plan and an alternate 457 Deferred Compensation Plan (the "Plans") to be managed by Certified Financial Group of Altamonte Springs, Florida, in addition to the currently existing 401 and 457 Plans.

**Section 2.** The City Manager or designee shall be the coordinator for the Plans; shall receive necessary reports, notices, etc., from Certified Financial Group; and make necessary decisions on behalf of the City to comply with the terms of the Plans.

**Section 3.** The City Manager is hereby authorized to execute all necessary agreements or other documents with the Certified Financial Group incidental to the administration of the Plans.

**Section 4. Effective Date:** This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 2nd day of April 2015.

CITY OF LAKE MARY, FLORIDA

\_\_\_\_\_  
MAYOR, DAVID J. MEALOR

ATTEST:

\_\_\_\_\_  
CITY CLERK, CAROL A. FOSTER



## *CITY MANAGER'S REPORT*

DATE: April 2, 2015  
TO: Mayor and City Commission  
FROM: Jackie Sova, City Manager  
SUBJECT: City Manager's Report

---

### **ITEMS FOR COMMISSION ACTION:**

1. Amendment of Public Works purchase order for Ferguson Enterprises, Inc.
2. Surplus JLG Articulating Boom Lift/purchase lift.



## CITY MANAGER'S REPORT

DATE: April 2, 2015

TO: Mayor and City Commission

FROM: Bruce Paster, P.E., Director of Public Works

VIA: Jackie Sova, City Manager

SUBJECT: Amendment of Public Works purchase order for Ferguson Enterprises, Inc.

---

**DISCUSSION:** Staff is requesting that the Commission allow the amendment of the Ferguson Enterprises, Inc. purchase order (PO) from an amount of \$32,000 to \$45,000. This PO is used to restock tools and materials used in the maintenance of the City's water treatment plant, water distribution system, wastewater collection system, and reuse water distribution system. Purchases include utility pipe, fittings and appurtenances as well as tools from common wrenches to specialty items. To date we have spent \$30,188.10 of the original PO.

We are piggybacking off a City of Volusia County contract (attached). Funds for these items have been budgeted and approved under the Water and Sewer Fund.

**RECOMMENDATION:** Request Commission authorize the City Manager to approve a Change Order to the purchase order to Ferguson Enterprises, Inc. for an additional \$13,000.



**COUNTY OF VOLUSIA, FLORIDA**

**PURCHASING DIVISION**

123 W. Indiana Ave

DeLand, FL 32720-4608

Telephone: (386) 943-7009 Fax: (386) 740-5158

E-mail: akokitus@volusia.org

**Master Agreement Renewal Request**

|   |                      |
|---|----------------------|
| To: Ferguson Enterprises, Inc.  | From: Andrew Kokitus |
| Attn: Justin Montandon  | Date: 6/9/2014       |
| E-Mail: Justin.montandon@ferguson.com   |                      |
| Subject: Renewal of Master Agreement 3630A for<br>Materials for Water and Sewer |                      |

MESSAGE: The current Master Agreement expires 7/31/2014 . The County would like to extend the above-mentioned Master Agreement until 7/31/2015 at the same prices, terms and conditions. Please notify us of your willingness to extend this agreement by having an authorized person sign this form and returning it to my attention.

**In order for the above Master Agreement to be extended, the County also requires a current ACORD insurance form identifying the solicitation number or project name and Purchasing Agent/contact and naming Volusia County as an additional insured.**

Thank you for your prompt reply.

Yes, we are interested in doing business with the County, as outlined above.

No, we are not interested in doing business with the County, as outlined above.

Authorized Signature Justin Montandon Date 6/10/2014

Firm's address: 1470 Bobby lee Point  
Sanford, Fl 32771

Email address: justin.montandon@ferguson.com

Please return to Andrew Kokitus via email: [akokitus@volusia.org](mailto:akokitus@volusia.org) or fax (386) 740-5158

If you have any questions regarding this communication, please don't hesitate to contact me at the numbers or e-mail address indicated above.



# Master Agreement

NO. 780 3630B - 2

TERM: 2014-08-01 to 2015-07-31

Page 1 of 1

Date Issued: 08/25/14

|   |  |   |
|---|--|---|
| <b>Vendor contact:</b><br><b>Name:</b> STEVE WILSON<br><b>Phone:</b> 407-639-3030<br><b>E-mail:</b><br><b>Ext.:</b>           | <b>County contact:</b><br><b>Name:</b> SCOTT HEIL<br><b>Phone:</b> 386-822-6465<br><b>E-mail:</b> SHeil@co.volusia.fl.us<br><b>Ext.:</b>   | <b>Bill To:</b><br><b>County of Volusia</b><br>AS REQUIRED BY<br>USING DEPARTMENT<br>VOLUSIA COUNTY, FL 32720 |
| <b>Vendor Name:</b><br>FERGUSON ENTERPRISES INC<br>ORLANDO WATERWORKS #126<br>POST OFFICE BOX 399<br><br>COCOA, FL 32923-0399 | <b>Vendor No.</b> FEE22900000  | <b>Ship To:</b><br>AS REQUIRED BY<br>USING DEPARTMENT<br>VOLUSIA COUNTY, FL 32720                             |
| <b>Solicitation Number:</b> 2006, 10-B-86KW<br><br><b>Award Date:</b><br><br><b>Award Authorization:</b> COUNCIL              | <b>Purchasing Analyst:</b> ANDREW KOKITUS<br><b>Phone:</b> 386-943-7009<br><b>E-mail:</b> akokitus@volusia.org<br><b>Ext.:</b><br><br><b>Payment Terms:</b> Net 45 Days, FOB Dest, Freight allowed |   |
| <b>Document Description:</b> Materials for water & Sewer Operations   |  |   |

| Line Item | Commodity Code | Unit | Description  | Unit Price or Contract Amount |
|-----------|----------------|------|--|-------------------------------|
| 1         | 65900          | EA   | Materials for water and sewer operations in accordance with 10-B-86KW, per attached price list. Related items not specifically listed can be purchased using this master agreement at the percentage discounts listed. | 0.00000                       |

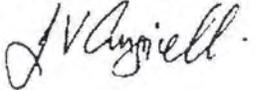
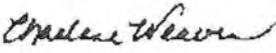
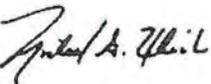
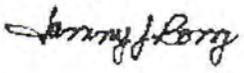
Jeaniene Jennings CPPB  
Purchasing & Contracts Director

County of Volusia  
Sales Tax Exemption Number  
85-8012622393C-9

Remainder of page is blank

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with County of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

|  |   |   |   |   |
|--|---|---|---|---|
| <b>Date:</b> 08/07/2014  |   | <b>AGENDA ITEM</b>  |   | <b>Item:</b> 50                           |
| <input type="checkbox"/> Ordinance   |   | <input type="checkbox"/> Resolution   |   | <input checked="" type="checkbox"/> Other |
| <b>Department:</b> Public Works  |   |   |   |   |
| <b>Division:</b> Water Resources and Utilities   |   |   |   |   |
| <b>Subject:</b> Renewal of contract for the supply of materials for water and sewer operations, 10-B-86KW.   |   |   |   |   |
| John Angiulli<br>Director Public Works<br>  | Jeaniene Jennings<br>Director Purchasing<br><br>Approved in Accordance with Purchasing Policies and Procedures | Legal<br>Daniel D. Eckert<br>County Attorney<br>Director Legal Department<br> | County Manager's Office<br>Charlene Weaver, CPA,<br>CFO<br>Deputy County Manager<br> |   |
| Michael Ulrich<br>Director Water and Utilities<br>  | Tammy Bong<br>Director Management and Budget<br><br>Approved as to Budget Requirements                         | Approved as to Form and Legality  |   |   |
| <b>Council Action:</b> Approved As Recommended   |   |   |   |   |
| <b>Modification:</b>   |   |   |   |   |
| <b>Fund Number(s)::</b>  | <b>Description:</b>   | <b>Amount:</b>  |   |   |
| 457 Water And Sewer Utilities  | 457-780-4000-4670 Water Operations, 457-780-5000-4670 Wastewater Operations, 457-780-6010-4670 Maintenance/Field Operations   | \$150,000.00  |   |   |
| <b>Total Item Budget: \$150,000.00</b>   |   |   |   |   |
| <b>Staff Contact(s):</b>   | <b>Phone:</b>   | <b>Ext.</b>   |   |   |
| John Angiulli  | 386 736 5965  | 12712   |   |   |
| Michael Ulrich   | 386 943 7027  | 12724   |   |   |
| <b>Summary/Highlights:</b>   |   |   |   |   |
| On August 5, 2010, the county council awarded Ferguson Enterprises, Inc., Orlando, Florida, and Hayes Pipe Supply, Lake Helen, Florida, contracts for the supply of materials for water and sewer operations. On July 11, 2013, the county council approved the first of two one year renewals. Staff recommends the approval of the second and final one year renewal. The estimated annual expenditures are \$150,000.00. Historical expenditure data is attached. |   |   |   |   |
| <b>Recommended Motion:</b> Approval.   |   |   |   |   |



## CITY MANAGER'S REPORT

DATE: April 2, 2015  
TO: Mayor and City Commission  
FROM: Bryan Nipe, Director of Parks and Recreation  
VIA: Jackie Sova, City Manager  
SUBJECT: Surplus JLG Articulating Boom Lift/purchase lift

---

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

### **2007 JLG Hydraulic Lift 450AJ Series II – City Inventory # 540**

The unit will be surplusued due to end of useful life and high cost to repair. Auction has been deemed the recommended sale method for maximum return.

We are requesting to purchase a replacement articulating boom lift. The lift is used in daily operation for tree trimming, parking lot light replacement, building maintenance, holiday lights, and other duties requiring high reach. A replacement lift was budgeted in fiscal year 2015 for \$80,000. Bid #15-02 was advertised on February 8, 2015, and two responses were received as follows:

Sunbelt Rentals, Inc.  
2015 JLG Hydraulic Lift 450 Series II: **\$72,287**  
Training included for estimated 30 employees  
Total with training: **\$72,287**

Hertz Equipment Rental Corporation  
2015 JLG Hydraulic Lift 450 Series II: **\$63,325**  
\$120 per employee trained, estimated at 30 employees.  
Total with training: **\$66,925**

**RECOMMENDATION**

Request Commission declare 2007 JLG Hydraulic Lift 450AJ Series II - City Inventory #540 - surplus and authorize City Manager to dispose of same via auction. In addition, request Commission authorize purchase of 2015 JLG Hydraulic Lift 450 Series II from Hertz Equipment Rental Corporation in an amount not to exceed \$66,925 to include training of employees.

Attachments

## Sue Thorne

---

**From:** Frank Crisci  
**Sent:** Friday, March 13, 2015 1:07 PM  
**To:** Bryan Nipe  
**Cc:** Bruce Paster  
**Subject:** FW: JLG 450aj lift estimate

FYI

---

**From:** Jason Gideon [mailto:jasongideon80@yahoo.com]  
**Sent:** Friday, March 13, 2015 11:21 AM  
**To:** Frank Crisci  
**Subject:** JLG 450aj lift estimate

Hello Frank,

We are estimating the auction of your lift to bring \$17000-\$18000. After our commission that should equate to roughly \$15,300-\$16200 back to the city. Should the item not meet any reserve you put on it there is no fee charged to the city.

**Jason Gideon**  
**Online Sales**  
**George Gideon Auctioneers**  
**407-383-0592**

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

1102 Crown Park Circle  
Winter Garden FL, 34787

Date: 10/29/2014  
Quote Number: S-CC188  
Expiration Date: 11/29/2014

**Customer**

CITY OF LAKE MARY (Acct: 1004860)  
911 Wallace Court  
Lake Mary FL, 32746

Cust. Contact: Frank Crisci

Sales Representative: Craig Cicero

Cell: (407) 865-4799

| Model            | Description  | Price              |
|------------------|--|--------------------|
| 2014 JLG - 450AJ | <b>45 FT ARTICULATING BOOMLIFT</b><br>Engine Type - DIESEL<br>Drive Type - 4WD | <b>\$87,982.00</b> |
| <b>Trade In</b>  |  | <b>Price</b>       |
| 2003 JLG - 450AJ |  | \$14,000.00        |
| <b>Total:</b>    |  | <b>\$73,982.00</b> |

**Notes**

**Standard Features:**

4ft 1in. (1.24) Articulating Jib, Platform 30 x 72 in. (0.76 x 1.83 m) Side Entry, 180 Degree Hydraulic Platform Rotator, Platform Console Machine Status Light Panel, 110V-AC Receptacle in the Platform, 5 Degree Tilt Alarm/Indicator Light, Rim Protector Lug Tread Tires, Swing Out Engine Module, Gull-wing Turntable Hoods, 12V-DC Auxiliary Power, Hourmeter, Hydrostatic Drive, Proportional Controls, Control ADE System, Lifting/Tie Down Lugs, Horn, Oscillating Axle, Cast Aluminum Control Box, Motion Alarm

**Optional Items included in quote:**

SWING GATE, TURF TIRES, TOOL TRAY, LIGHT PACKAGE, BEACON LIGHT

Quote includes FOB City of Lake Mary Facilities

Quote includes Pre-delivery Checklist, Operating & Safety Training to meet OSHA requirements

This quotation reflects present prices, but is subject to adjustment based on manufacturer's price increases and availability. Whether or not specifically set forth, this quotation is subject to any applicable federal, state, and local taxes and freight charges. This quotation is subject to any and all manufacturer's warranties respectively applicable to new equipment and is subject to the limitations and conditions of those warranties. No other warranties are implied or offered by H&E Equipment Services, Inc. unless specifically outlined on the face of this quotation. This quotation is subject to change without notice. This quotation is an invitation to offer and not binding until acceptance by H&E Equipment Services, Inc.'s Branch Manager. Unless otherwise stated, quotation expires on the Expiration Date listed on this quote and may be modified or withdrawn by H&E prior to acceptance.

For sale of rental fleet, Buyer is hereby notified that H&E has assigned its rights (but not its obligations) in this agreement to sell the equipment described herein to H&E Equipment Exchange LLC, a qualified intermediary, as part of a Section 1031 exchange.

Any quoted interest rates and payment are subject to availability and credit approval. Payment Amounts do not include applicable taxes or fees.

H&E Branch Manager Acceptance:

Customer Acceptance of this proposal:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

## Sue Thorne

---

**From:** Contract Team <contractteam@sunbeltrentals.com>  
**Sent:** Wednesday, March 18, 2015 2:34 PM  
**To:** Jill Alvarez; Bryan Nipe  
**Cc:** Contract Team  
**Subject:** RE: Bid #15-02 model year clarification = 2015 model

Ms. Alvarez,  
The JLG 450 AJ Boom Lift quoted was for a 2015 model year.  
Please let me know if you need anything else from Sunbelt Rentals.  
Thank You,

**Becky Casella | Sunbelt Rentals, Inc. | Customer Contracts Facilitator**  
2341 Deerfield Drive | Fort Mill, SC 29715  
T: 803-578-5136 | F: 803.578.6850 | ✉ [rebecca.casella@sunbeltrentals.com](mailto:rebecca.casella@sunbeltrentals.com)  
*Making It Happen For Our Customers!*

*This e-mail (and all attachments) is intended solely for the use of the named addressee and may contain information that is confidential and proprietary, attorney-client, and/or attorney work product privileged. If you are not the named addressee, any reading, dissemination, distribution, copying or other use of this message or its attachments is strictly prohibited and may be unlawful. If you have received this message in error, please immediately notify the sender by replying to this message and then delete this message (and all attachments) and all copies and backups thereof from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message which arise as a result of e-mail transmission.*

---

**From:** Jill Alvarez [mailto:[jalvarez@lakemaryfl.com](mailto:jalvarez@lakemaryfl.com)]  
**Sent:** Wednesday, March 18, 2015 1:16 PM  
**To:** Contract Team  
**Cc:** Jill Alvarez; Bryan Nipe  
**Subject:** Bid #15-02 model year clarification

Good afternoon Ms. Ransone,

Please confirm the model year of the piece of equipment for which your company submitted a bid (see attached).

Should you have any questions, please do not hesitate to contact me.

Thank you,

Jill J. Alvarez  
Purchasing Coordinator  
City of Lake Mary  
Phone: (407)585-1403  
Fax: (407)585-1464  
[jalvarez@lakemaryfl.com](mailto:jalvarez@lakemaryfl.com)

*Be kinder than necessary, for everyone you meet is fighting some kind of battle.*

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City officials regarding City business are public records available to the public and Media upon request. Your e-mail communications may be subject to public disclosure.



Please consider the environment before printing this email.





# SALES QUOTE

## HERTZ EQUIPMENT RENTAL CORPORATION

Office: Sanford  
 Fax: 407-858-2995  
 Cell: 407-432-0498  
 Email: spacheco@hertz.com

Branch #: 9375

Sales Rep: Saul Pacheco 575

Date: 3/18/2015

### Customer Information

Name: **City of Lake Mary**  
 Contact: Bryan Nipe  
 Address: 260 North Country Club Road.  
 City, State: Lake Mary, FL  
 Zip: 32746  
 Phone: 407-585-1492  
 Fax: 407-585-1489

### Job Site Information

Name:  
 Contact:  
 Address:  
 City, State:  
 Zip:  
 Phone:  
 Fax:

| Qty                    | Description                    | Part Number | Unit Price | Unit of Measure | Extended Price     |
|------------------------|--------------------------------|-------------|------------|-----------------|--------------------|
| 1                      | 2015 JLG 45' ARTICULATING BOOM | 450AJ       | 63,325.00  | Ea              | 63,325.00          |
| Sub Total              |                                |             |            |                 | 63,325.00          |
| Transportation Charges |                                |             |            |                 |                    |
| Estimated Taxes 0.00%  |                                |             |            |                 | 0.00               |
| <b>Estimated Total</b> |                                |             |            |                 | <b>\$63,325.00</b> |

Sales Quote is valid through: 03/31/15

Comments :

*This price quote is for information purposes only and does not constitute an offer to rent or sell goods or equipment. All rentals or sales shall be subject to the terms and conditions of Hertz's Rental Contract or Sales Invoice.*

THANK YOU FOR CHOOSING HERTZ EQUIPMENT RENTAL



**City of Lake Mary**

**City Manager's Office, Lake Mary City Hall  
100 N. County Club Road, Lake Mary, FL 32746**

**IFB #15-02**

**Articulating Boom Lift Purchase**

**Bid Due: Monday, March 2, 2015 at 2:00 pm**

**Prepared by Sunbelt Rentals, Inc.  
2341 Deerfield Drive  
Fort Mill, SC 29715**

**Local Sunbelt Contact**

**Sunbelt Rentals Branch #077  
Rob Jones, Branch Manager  
600 E. Landstreet Road, Orlando, FL 32824  
Office: 407-251-4313 / Fax: 407-251-9899**

**Please contact Becky or Rob if there are any questions concerning this bid or pricing**

Submitted by:  
Becky Casella, Customer Contracts Facilitator  
T: 803-578-5136 F: 803-578-6850  
[Rebecca.casella@sunbeltrentals.com](mailto:Rebecca.casella@sunbeltrentals.com)  
[contractteam@sunbeltrentals.com](mailto:contractteam@sunbeltrentals.com)

**COPY**

**\*REVISED\* BID FORM**

To: City of Lake Mary  
 100 N. Country Club Rd  
 Lake Mary, FL 32746

The undersigned hereby declares that after carefully examining these bid documents, they are fully aware of all conditions affecting such work/items, for which bids were advertised to be returned by **MONDAY, MARCH 2, 2015** and does hereby submit the following bid for completion of said work/item.

The vendor shall have an established sales and service facility within the counties of Seminole or Orange or Volusia to provide complete field service and maintain a supply of parts for the units bid. Specify location(s) Sunbelt Rentals Branch #077, Rob Jones, Manager

600 E. Landstreet Road, Orlando, FL 32824  
P: 407-251-4313 / F 407-251-9899

Number of days for delivery from receipt of order: 28 days

|   |                     |
|---|---------------------|
| Articulating Boom Lift with jib, 45' as detailed (base bid) | \$ 72,287.00        |
| Training cost <b>per employee</b> (estimated 30 employees)  | included in pricing |

Quoted equipment: JLG 450 AJ

**Total Base Bid in Words:** \_\_\_\_\_  
Seventy Two Thousand, Two Hundred, Eighty-Seven dollars and 00/100

The Bidder hereby acknowledges receipt of the following Addenda, if any:

No. 1 Dated 2/24/15  
 No. \_\_\_\_\_ Dated \_\_\_\_\_

The following required information has been completed and is included with the bid submittal:

|   | <u>Bidder's Initials</u> |
|---|--------------------------|
| 1. Statement of Insurance Compliance      | <u>X</u>                 |
| 2. Bid Bond                               | <u>X</u>                 |
| 3. Non-Collusion Affidavit                | <u>X</u>                 |
| 4. Conflict of Interest Statement         | <u>X</u>                 |
| 5. Disputes Disclosure Form               | <u>X</u>                 |
| 6. Drug Free Workplace Certification Form | <u>X</u>                 |

As requested in the Instructions to Bidders, Submission of Bids section (item #7), attached is one marked "ORIGINAL", including ALL attachments, three copies marked "COPY" and one electronic copy.

X Yes \_\_\_\_\_ No (check one)

# Hertz

**HERTZ EQUIPMENT RENTAL CORPORATION**  
27500 Riverview Center Blvd., Bldg 7, Ste. 100  
Bonita Springs, FL 34134

**COPY**

February 27, 2015

City Manager's Office  
Lake Mary City Hall  
100 N. Country Club Rd.  
Lake Mary, FL 32746

RE: Articulating Boom Lift

To Whom it May Concern,

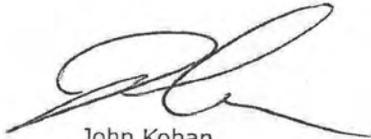
Thank you for giving Hertz Equipment Rental Corporation (HERC) the opportunity to provide information regarding the above-mentioned Bid.

Enclosed for your review are the following:

- One (1) Original Bid Document
- Three (3) Copies
- One (1) CD

If you have any questions please feel free to contact Saul Pacheco, Sales Representative in our Sanford, FL location at 407-268-3964 or you may contact me directly at (239)-948-4056 or [Jkoban@hertz.com](mailto:Jkoban@hertz.com).

Sincerely,



John Koban  
Sr. Sales Analyst

**\*REVISED\* BID FORM**

To: City of Lake Mary  
 100 N. Country Club Rd  
 Lake Mary, FL 32746

The undersigned hereby declares that after carefully examining these bid documents, they are fully aware of all conditions affecting such work/items, for which bids were advertised to be returned by **MONDAY, MARCH 2, 2015** and does hereby submit the following bid for completion of said work/item.

The vendor shall have an established sales and service facility within the counties of Seminole or Orange or Volusia to provide complete field service and maintain a supply of parts for the units bid. Specify location(s) 1501 W. 1st Street, Sanford, FL 32771

Number of days for delivery from receipt of order: \_\_\_\_\_

|   |            |
|---|------------|
| Articulating Boom Lift with jib, 45' as detailed (base bid) | \$ 63,325  |
| Training cost <b>per employee</b> (estimated 30 employees)  | \$ 120 PER |

**Total Base Bid in Words:** Sixty Three Thousand, Three Hundred Twenty Five Dollars

The Bidder hereby acknowledges receipt of the following Addenda, if any:

No. 1 Dated 02-24-15  
 No. \_\_\_\_\_ Dated \_\_\_\_\_

The following required information has been completed and is included with the bid submittal:

|   | Bidder's Initials |
|---|-------------------|
| 1. Statement of Insurance Compliance      | <u>X</u>          |
| 2. Bid Bond                               | <u>X</u>          |
| 3. Non-Collusion Affidavit                | <u>X</u>          |
| 4. Conflict of Interest Statement         | <u>X</u>          |
| 5. Disputes Disclosure Form               | <u>X</u>          |
| 6. Drug Free Workplace Certification Form | <u>X</u>          |

As requested in the Instructions to Bidders, Submission of Bids section (item #7), attached is one marked "ORIGINAL", including ALL attachments, three copies marked "COPY" and one electronic copy.

X Yes \_\_\_ No (check one)