



LAKE MARY CITY COMMISSION

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

**Regular Meeting
AGENDA**

THURSDAY, NOVEMBER 05, 2015 7:00 PM

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes: October 1, 2015**
- 6. Special Presentations**
 - A. Lake Mary Heathrow Festival of the Arts - DeLores Lash**
 - B. Proclamation - Pancreatic Cancer Awareness Month and World Pancreatic Cancer Day**
 - C. Proclamation - National American Indian Heritage Month**
- 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 - none

9. New Business

A. Resolution No. 972 - Revise Neighborhood Beautification Grant Program (Steve Noto, City Planner)

B. Request for a \$4,404.20 Neighborhood Beautification Grant for the Sun Oaks subdivision (Steve Noto, City Planner)

C. Intergovernmental/Interlocal Agreement between the City of Sanford and the City of Lake Mary for the Wellness Centers (Jackie Sova, City Manager)

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

a. Surplus Sewer Video Inspection System

B. Items for Information

12. Mayor and Commissioners Report

13. City Attorney's Report

14. Adjournment

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

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

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

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.

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

UPCOMING MEETINGS

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

4
5
6 1. Call to Order
7

8 The meeting was called to order by Mayor David Mealor at 7:06 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 – Absent
19 Commissioner Sidney Miller
20 Commissioner Jo Ann Lucarelli
21

Jackie Sova, City Manager
Carol Foster, City Clerk
Dianne Holloway, Finance Director
John Omana, Community Dev. Dir.
Steve Noto, City Planner
Bruce Paster, Public Works Director
Tom Tomerlin, Economic Dev. Mgr.
Mike Biles, Police Lieutenant
Frank Cornier, Fire Chief
Katie Reischmann, City Attorney
Mary Campbell, Deputy City Clerk
22
23
24
25
26
27

28 5. Approval of Minutes: September 17, 2015
29

30 **Motion was made by Commissioner Brender to approve the minutes of the**
31 **September 17, 2015, meeting, seconded by Jo Ann Lucarelli and motion carried**
32 **unanimously.**
33

34 Mayor Mealor announced that Deputy Mayor George Duryea had successful surgery
35 and returned home today. He is missed and we wish him the very best.
36

37 Mayor Mealor announced that effective today, Steve Noto was promoted and is now our
38 City Planner. He extended congratulations.
39

40 6. Special Presentations
41

42 A. Lake Scary 5k for UCP – Lake Periman and Daniel Lopez
43

44 Lake Periman and Daniel Lopez of Lake Mary Prep came forward. Lake thanked the
45 Commission for giving them the time.
46

1 Daniel said this is the second year as student coordinators of the Lake Scary 5k for
2 UCP and is the fourth year of the event itself. This event was created by four of our
3 former classmates. We were in eighth grade then. One of them had cerebral palsy and
4 those four decided to create an event to help out not only our friend but all the children
5 in the community with cerebral palsy or other sorts of disabilities. They started looking
6 to UCP. Recently they moved away so Lake and I took over the Lake Scary 5k. This is
7 our second year doing this. The reason we are doing this is because when we saw the
8 kids at UCP, we made the connection with Ben. We know there is a kid behind every
9 kid with disabilities—a real person who has feelings and the same abilities as all of us.
10 That's how we took this over.

11
12 Lake said since then we have evolved this event into several different events to raise
13 awareness amongst students at LMP and adults alike around the Lake Mary community
14 to show them how to be leaders and how they too can help others in need. We are the
15 voice for these kids. They need assistance and because of that we would like to
16 challenge you to come out to our race on Saturday, November 7th, and participate or to
17 find a local business that wants to help support our cause or even reach out to someone
18 and help them in their time of need.

19
20 Daniel said to come out and help us reach our goal. We hope to see all of you at the
21 event.

22
23 Mayor Mealor said Lake and Daniel provided each of them a nice folder with some very
24 good information. We admire what you are doing. Ben was a very special person with
25 very unique abilities. It is admirable that we are continuing on almost a legacy project
26 for Lake Mary Prep.

27
28 Commissioner Lucarelli thanked Lake and Daniel for carrying on Ben's legacy. She
29 said she has an older brother who was born with cerebral palsy and she totally gets it
30 and appreciates what they are doing. She thanked them.

31
32 Commissioner Miller suggested taking a picture of Lake and Daniel with the Mayor and
33 getting it on Facebook.

34
35 Lake and Daniel's mothers took pictures of Daniel and Lake with the Mayor,
36 Commission and City Manager.

37
38 Mayor Mealor said we spend a lot of time talking about the youth and our future and if
39 that's any indication, we are going to be well served.

40
41 7. Citizen Participation – This is an opportunity for anyone to come forward and
42 address the Commission on any matter relating to the City or of concern to our
43 citizens. This also includes: 1) any item discussed at a previous work session; 2)
44 any item not specifically listed on a previous agenda but discussed at a previous
45 Commission meeting; or 3) any item on tonight's agenda not labeled as a public

1 hearing. Items requiring a public hearing are generally so noted on the agenda
2 and public input will be taken when the item is considered.

3
4 No one came forward at this time and citizen participation was closed.

5
6 8. Unfinished Business

7
8 There was no unfinished business at this time.

9
10 9. New Business

11
12 A. Request to begin concrete work before 7:00 A.M. for Florida Hospital
13 Emergency Department; Jim Pearce, Project Manager, Barton Malow
14 Construction, applicant (Steve Noto, City Planner)

15
16 Mr. Noto said we recently had our pre-construction meeting for the Rinehart Place
17 Florida Hospital Emergency Department at 950 Rinehart Road. At that meeting the
18 applicant notified us that it would be very helpful if they could do concrete work before
19 7:00 A.M. There is a process to have that approved which is outlined in the staff report
20 per Section 91.16.

21
22 Mr. Noto said they provided us with a letter and outlined five points as to why it would
23 be helpful to allow them to start work before 7:00 A.M. but not before 5:00 A.M. Product
24 quality, public safety, timely concrete deliveries, workers' safety, and weather conditions
25 were the five quick points. It's a matter of quality control with the concrete. It's a tight
26 site with how certain areas have to be closed off for safety reasons. This is something
27 that would help them get moving, get in there and get the concrete done, and get out
28 and allow the interior construction to move forward.

29
30 Mr. Noto said they are looking to doing this between the dates of October 12, 2015, and
31 November 6, 2015. It wouldn't be every single day during that time period but just a
32 certain number of days. He was speaking with the applicant before the meeting and
33 they haven't chosen which days they would do the work just yet. They wanted to see
34 the outcome of the meeting. We could be looking at a two-week timeframe when most
35 of the work would be done. They would be doing the slab and then the fill walls on site
36 as well.

37
38 Mr. Noto stated staff is recommending approval of the exemption into the work hours to
39 allow no work prior to 5:00 A.M. between the dates of October 12, 2015, and November
40 6, 2015. He noted the applicant was present.

41
42 Mayor Mealor said there are the five items but one is public convenience. Beyond
43 safety, it is convenient to stage that. He observed the large project at Seminole State
44 and it worked to everyone's interest to do it on off hours.

1 Commissioner Miller said it seems there is no one that could be disturbed by it. There
2 are no residents within a half mile circumference.

3
4 Mr. Noto said it is about 1,000 feet from the closest residents.

5
6 Jim Pearce, Project Manager with Barton Malow Construction, Orlando, Florida, came
7 forward. He said when we initially wrote this letter, we weren't sure when we would
8 have our permit to start. That date range shifted a couple of weeks later. It is the same
9 range but we are looking more around October 28th to start that period of work.

10
11 **Motion was made by Commissioner Miller to approve the request to begin**
12 **concrete work before 7:00 A.M. but not before 5:00 A.M. for a two-week period**
13 **beginning around October 28, 2015, for the Florida Hospital Emergency**
14 **Department, seconded by Commissioner Lucarelli and motion carried**
15 **unanimously.**

16
17 10. Other Items for Commission Action

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

20
21 11. City Manager's Report

22
23 A. Items for Approval

24 a. Annual allocation of P.O.'s over \$35,000

25
26 Ms. Sova said the first item is the annual allocation of purchase orders over \$35,000.
27 The City's purchasing policy requires that any purchase order in excess of \$35,000
28 receive Commission approval. The purchase orders are listed in the staff report. Most
29 of these are for ongoing approved contracts but we do issue purchase orders for the
30 encumbrances to be able to make the payments. It is a much more efficient way to do
31 these on an annual basis than to issue them monthly or in smaller increments.

32
33 Ms. Sova requested the Commission approve the listed purchase orders for the
34 2015/2016 budget year and allow the City Manager to execute the purchase orders.

35
36 **Motion was made by Commissioner Lucarelli to approve the purchase orders**
37 **listed in the staff report and authorize the City Manager to execute the purchase**
38 **orders, seconded by Commissioner Miller and motion carried unanimously.**

39
40 b. Purchase of fire truck and surplus Vehicle No. 337

41
42 Ms. Sova said this is a request for the purchase of a fire truck and to surplus Vehicle
43 No. 337 which is the truck coming out of service. The 2016 budget has allotted
44 \$550,000.00 for the purchase of a truck. They take seven to nine months to build. We
45 do visit before we accept the truck while it's under construction as it nears completion.
46 We are going to utilize the State of Florida Sheriff's Bid 15-11-0116 to purchase a

1 Sutphen Monarch chassis at a cost of \$437,596.55. It will need additional apparatus
2 such the light tower, intercom system, cabinetry, and a foam supply system adding
3 another \$60,912.45 making this truck total \$498,509.00. Once the truck is accepted
4 and delivered to us, it will need about another \$50,000.00 worth of equipment put on it
5 before it is put into service.
6

7 Ms. Sova said for the fire pumper it is replacing and we are taking out of service, they
8 only offered us \$5,000.00 as a trade in. We found that not acceptable. We believe we
9 can get more money selling it on the open market. If we are only going to get \$5,000.00
10 we could probably find a volunteer department in need before we would give it up that
11 cheap.
12

13 Ms. Sova requested the Commission approve the purchase of a Sutphen Monarch fire
14 pumper in the amount of \$498,509.00 and surplus the 1994 E One, Vehicle No. 337.
15

16 **Motion was made by Commissioner Lucarelli to approve the purchase of a**
17 **Sutphen Monarch fire pumper in the amount of \$498,509.00, declare the 1994 E**
18 **One fire pumper Vehicle No. 337 surplus and authorize the City Manager to**
19 **dispose of. Seconded by Commissioner Brender and motion carried**
20 **unanimously.**
21

22 Mayor Mealar said while it seems like an expensive proposition, we pride ourselves on
23 the response to our citizens and the services we provide them. This will only enhance
24 that.
25

26 Ms. Sova said this particular truck was selected by a whole team of firefighters. They
27 have been working towards this for more than a year.
28

29 Ms. Sova said in observance of Fire Safety Month, the fire department will be holding a
30 fire safety event this Saturday, October 3rd, from 11:00 A.M. to 2:00 P.M. at the Home
31 Depot in Lake Mary. There will be a live fire demonstration, Sparky the fire dog, a
32 coloring contest, popcorn, and snow cones so it will be a good occasion to bring kids.
33

34 Ms. Sova reminded everyone that National Night Out is scheduled for Tuesday, October
35 6th, from 5:30 P.M. to 8:30 P.M. at Central Park. There will be K-9 and Taser
36 deployment demonstrations, DUI simulation, games and activities for the kids, and food
37 trucks.
38

39 Ms. Sova said WineART Wednesday is scheduled for October 7th from 5:00 P.M. to
40 9:00 P.M. The Daily City.com Food Truck Bazaar will be here from 5:00 P.M. to 9:00
41 P.M. in Central Park. We always have a great art stroll, beer and wine, good food and
42 good music.
43

44 Ms. Sova asked the Commission to cancel the October 15, 2015, City Commission
45 meeting. We don't have anything scheduled to put on the agenda.
46

1 **Motion was made by Commissioner Brender to cancel the October 15, 2015, City**
2 **Commission meeting, seconded by Commissioner Lucarelli and motion carried**
3 **unanimously.**

4
5 Ms. Sova said if the Commission has no objection she would like to allow non-
6 emergency personnel to use accrued time off and take the Thursday before Christmas
7 and the Thursday before New Year's off. We would close City offices and allow the
8 employees to have long weekends. There was no objection from the Board.

9
10 12. Mayor and City Commissioners' Reports - 1

11
12 Mayor Mealor had no report at this time.

13
14 Commissioner Brender said CALNO will be held at the Sanford Airport in the Vigilante
15 Room on October 7th at 6:00 P.M.

16
17 Commissioner Miller said he attended the Firemen's Award Ceremony held at the
18 Events Center. He said he was extremely glad we had allowed them to use the Events
19 Center. It was a great venue for that. The whole thing came off professionally run. Our
20 fire chief was extraordinary as he delivered the awards.

21
22 Commissioner Miller said this morning he attended the Seminole Chamber event with
23 President John Hitt, President Ann McGee, and School Superintendent Walt Griffin at
24 the Events Center. They had a capacity crowd. The only conclusion anybody can
25 make after watching the three of them in a 40-minute Q & A session is that we are
26 blessed with the people who run our education system in Seminole County. It was an
27 extraordinary day and we are fortunate to have the people that we have in charge of the
28 institutions.

29
30 Mayor Mealor said he was also in attendance. It is three unique educational delivery
31 systems from Pre-K to 12, the state college system, the state university that are all
32 superlative, all with national recognition for what they do. They have a collaborative,
33 unified approach to making sure that students not only have access but have the
34 opportunity to be successful. It was most impressive.

35
36 Commissioner Lucarelli said October is Domestic Violence Awareness Month and is
37 something she is very passionate about. Next Saturday at Lake Baldwin, Harbor House
38 and the Orange County Domestic Violence Task Force is having a walk which is an
39 awareness event and fundraiser. You can go to harborhousefl.com. They have a
40 Purple Purse fundraising event that she was part of to try to raise money. It is to help
41 women who are not only in an abusive situation with their children but are under
42 financial abuse which prevents them from being able to leave. You don't have money,
43 you don't have a job, and you are being controlled. It's a difficult situation. She thanked
44 Chief Bracknell and the police department for having Harbor House as part of the Night
45 Out Against Crime. Harbor House is an amazing organization. They have an open
46 house this coming week for the Morgan and Morgan building because he donated a

1 building for them. She had a flyer for the walk and asked if they wanted to put it at the
2 police station.

3
4 Mayor Mealor said he chaired the board of directors for what is now Harbor House as
5 well as served on the Domestic Abuse Task Force when he was in Tallahassee. They
6 do remarkable work. The unfortunate thing is it is very necessary. It is a learned cycle
7 that needs to be terminated. These kinds of efforts go a long way in making that effort.
8 He said Commissioner Lucarelli's leadership in that area is appreciated.

9
10 13. City Attorney's Report

11
12 Ms. Reischmann had no report at this time.

13
14 14. Adjournment

15
16 There being no further business, the meeting adjourned at 7:28 P.M.

17
18
19
20
21 _____
22 David J. Mealor, Mayor

Mary Campbell, Deputy City Clerk

23
24
25 ATTEST:

26
27
28
29 _____
30 Carol A. Foster, City Clerk



Lake Mary, Florida
Office of the Mayor
Proclamation

- Whereas,* in 2015, an estimated 48,960 people will be diagnosed with pancreatic cancer in the United States and 40,560 will die from the disease; and
- Whereas,* pancreatic cancer is one of the deadliest cancers, is currently the fourth leading cause of cancer death in the United States, and is projected to become the second by 2020; and
- Whereas,* pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just seven percent; and
- Whereas,* when symptoms of pancreatic cancer present themselves, it is generally late stage, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis while 93 percent of pancreatic cancer patients die within the first five years; and
- Whereas,* approximately 2,980 deaths will occur in Florida in 2015; and
- Whereas,* pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and
- Whereas,* there will be an estimated 367,000 new pancreatic cancer cases diagnosed globally in 2015; and
- Whereas,* the good health and well-being of the residents of Lake Mary are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

NOW, THEREFORE, through the authority vested in me as Mayor of the City of Lake Mary, Florida, I, David J. Mealor, do hereby proclaim the month of **November 2015**, as:

"PANCREATIC CANCER AWARENESS MONTH"

and further proclaim **November 13, 2015**, as:

"WORLD PANCREATIC CANCER DAY"

Duly proclaimed this 5th day of November, A.D., 2015.



CITY OF LAKE MARY, FLORIDA

By: _____
DAVID J. MEALOR, MAYOR

Carol Foster

From: Christopher Bundy <cbundy@pancanvolunteer.org>
Sent: Saturday, October 17, 2015 7:23 PM
To: Carol Foster
Subject: Word Pancreatic Cancer Day Proclamation
Attachments: LakeMary.doc

Good evening Carol

First I want to thank you and the Mayor for helping us secure the proclamation recognizing November as Pancreatic Cancer Awareness month in Orlando for the last few years. I was hoping we would be able to do the same this year. It will now be for World Pancreatic Cancer Day on Nov. 13th. I've attached the language we have, please let me know if you need anything more from me. We would love for this to be presented at a commission meeting if possible.

Thank you!

--

Christopher Bundy, Volunteer

Community Engagement Chair

Central Florida Affiliate, Pancreatic Cancer Action Network

www.pancan.org

407-547-9734

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**Lake Mary, Florida
Office of the Mayor
Proclamation**

Whereas, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

Whereas, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

Whereas, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

Whereas, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

Whereas, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned.

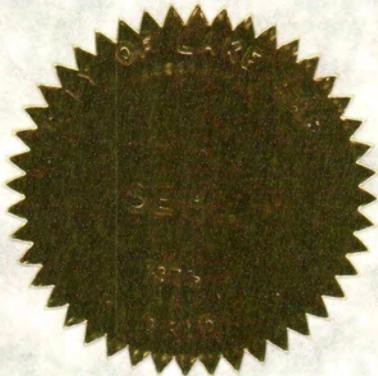
NOW, THEREFORE, through the authority vested in me as Mayor of the City of Lake Mary, Florida, I, David J. Mealor, do hereby proclaim November 2015 as:

“NATIONAL AMERICAN INDIAN HERITAGE MONTH”

Duly proclaimed this 5th day of November, A.D., 2015.

CITY OF LAKE MARY, FLORIDA

By: _____
DAVID J. MEALOR, MAYOR



October 21, 2015

City Commissioners

City of Lake Mary, Florida

ATTENTION: Ms. Carol Foster, City Clerk

Dear Ms. Foster,

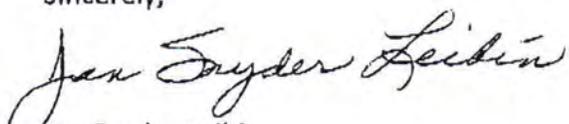
Appreciate talking to you today about our interest in the American Indian Committee of the Sallie Harrison Chapter, National Society of Daughters of the American Revolution, NSDAR. Our membership includes residents throughout Seminole County, including Lake Mary. I was impressed to learn that your Grandmother was an active member.

Native American Heritage Recognition Month was established by Congress in 1990 and is therefore celebrated each year in November. Every Chapter is encouraged to have a proclamation signed in their own community recognizing the contributions of the Native Americans. In addition to a number of our members within our own Chapter who enjoy having some Native American ancestry in their family genealogies, there are also those within the Lake Mary area who likewise share their Native American ancestors. They have contributed much to our area's rich historic and cultural heritage. This timely event is in accordance with our organization goals of recognizing and preserving our history.

The attached copy of NSDAR's recommended proclamation, to be tailored to our own local City, is suggested to be approved and then duly issued by the Mayor and the City Commissioners of the historic City of Lake Mary, Florida. We would be so pleased with this honor, and would request notification for the real pleasure of attending the meeting whenever it is voted upon, signed and issued. You mentioned the next meeting is Nov 5.

Thank you so much for this opportunity and your help in accomplishing this important recognition. We look forward to hearing from you soon.

Sincerely,



Jan Snyder Leibin

American Indian Committee, Chair

Jsldarland@yahoo.com

407-488-4381



MEMORANDUM

DATE: November 5, 2015

TO: Mayor and City Commission

FROM: Stephen J. Noto, AICP
City Planner

THRU: John Omana, Community Development Director

VIA: Jackie Sova, City Manager

SUBJECT: Resolution No. 972 - Revise Neighborhood Beautification Grant Program
(Steve Noto, City Planner)

DISCUSSION: On November 15, 2012, the City Commission adopted Resolution No. 909 which created the City of Lake Mary Neighborhood Beautification Grants Program for the 2012-2013 Fiscal Year. Subsequently, the City Commission adopted Resolution No. 925 which allowed for yearly adjustments to the program to reflect funding availability.

In the three years the program has been running, the City has had six applicants/neighborhoods receive funding. The total amount awarded is roughly \$51,000, which includes \$25,000 to the Hills of Lake Mary. It has been received well by all applicants.

Recently, however, staff has encountered issues with timing of the program as it relates to being provided a strong recommendation from the Parks & Recreation Board. When the program was created, the thought was to have a recommending body review the projects to assist the City Commission in making their decision. That being said, there have been issues with obtaining a quorum at recent Parks and Recreation Board meetings which has prevented staff from twice receiving a strong voice of support. Most recently, a meeting was cancelled when a grant item was to be heard, creating an unnecessary delay. Due to these issues, the grant requests either get delayed or the program does not work as intended.

As a result, staff is recommending the City Commission approve an adjustment to the program that would allow a grant request to be heard only by the City Commission after the initial staff review. This will remove 30-45 days from the grant review window, and allow applicants to complete their projects in a timelier manner. Additionally, applicants tend to be prepared to start their projects upon submittal, having such a timely review process (60-90 days), can impact their initial estimates from contractors.

RECOMMENDATION: Staff recommends approval of Resolution No. 972, allowing Neighborhood Beautification Grant applicants to have their requests heard by the City Commission after staff review.

ATTACHMENTS:

- Resolution No. 972
- Updated Neighborhood Beautification Grant Program (as “Attachment ‘A’”)

RESOLUTION NO. 972

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

WHEREAS, the City Commission adopted Resolution Number 909 on November 15, 2012, which adopted the “City of Lake Mary Neighborhood Beautification Grants” Program (“The Program”); and

WHEREAS, adopted Resolution Number 925 on October 3, 2013, allowing “The Program” to be updated from time-to-time to reflect the available funding without creating a new Resolution; and

WHEREAS, while “The Program” has been successful for three years, it has become a lengthy process due to the multiple levels of review required as well as challenges in obtaining direction from the recommending body due to a lack of quorum; and

WHEREAS, to assist in a more expeditious review process, “The Program” shall be revised so that applicants will have their projects reviewed by the City Commission after the initial staff review, whereby saving up to a month in review time.

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

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

PASSED AND ADOPTED this 5th day of November 2015.

CITY OF LAKE MARY, FLORIDA

MAYOR, DAVID J. MEALOR

ATTEST:

CITY CLERK, CAROL A. FOSTER

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

CATHERINE REISCHMANN, CITY ATTORNEY



NEIGHBORHOOD BEAUTIFICATION GRANT PROGRAM



APPLICATION PACKAGE

CITY OF LAKE MARY

COMMUNITY DEVELOPMENT DEPARTMENT

NEIGHBORHOOD BEAUTIFICATION GRANT PACKAGE

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PURPOSE

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

WHO CAN APPLY?

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

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

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

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

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

GRANT MATCH

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



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

GRANT PROGRAMS

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

ELIGIBILITY

All projects must meet the following eligibility criteria:

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

GRANT ACTION PLAN (GAP)

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

MAINTENANCE PLAN

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

In no event shall project funds be used for:

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



NEIGHBORHOOD ENTRY BEAUTIFICATION (NEB) GRANTS

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

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

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

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

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

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

COMMUNITY BEAUTIFICATION (COB) MINI-GRANT

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

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

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



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

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

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

APPLICATION SUBMITTAL

The following items shall be attached to the Grant application:

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

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

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

STAFF CONTACT

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





MEMORANDUM

DATE: November 5, 2015

TO: Mayor and City Commission

FROM: Stephen J. Noto, AICP
City Planner

THRU: John Omana, Community Development Director

VIA: Jackie Sova, City Manager

SUBJECT: Request for a \$4,404.20 Neighborhood Beautification Grant for the Sun Oaks subdivision (Steve Noto, City Planner)

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

DESCRIPTION OF PROJECT: The Sun Oaks subdivision plat was approved in 1990, and consists of 17 lots. Since the subdivision was approved, the HOA has had to allocate funds not only for general maintenance, updated lighting and signage, but also for repairs to the perimeter brick walls and irrigation. In addition, the HOA views their neighborhood as part of the new gateway into the City along with Misty Oaks and The Station House. As such, they are looking to update their subdivision entrance landscaping, similar to what Misty Oaks has done.

The total grant amount requested is \$4,636, which is also the total project cost. The HOA will be providing the minimum 5% match of \$231.80. The amount awarded would be \$4,404.20.

Discussion: This project qualifies within the NBG program as a Neighborhood Entry Beautification (NEB) Grant. Per the approved program, the maximum amount of funds that can be allotted for NEB requests is \$5,000.00 (The City Commission has the ability to approve funding above that amount on an as-requested basis). A minimum of 5% community contribution in the form of cash or in-kind services is required.

Proposed Improvements: The project will accomplish the following goals:

- Remove/replace existing vegetation, create uniform look
- Irrigation service and repair

The landscape plans call for installation of Podocarpus, Loropetalum Plum, Schefflera, Jasmine Ground Cover, Triple Roebelenii Palms, and fresh mulch. A concept graphic has been provided as Exhibit "F" of the application package.

FINDING OF FACT: Staff has found that the request for a Neighborhood Beautification Grant for the Sun Oaks subdivision meets the requirements of the Neighborhood Beautification Program. Staff recommends approval of \$4,404.20 in grant funding.

ATTACHMENTS:

- Sun Oaks Neighborhood Beautification Grant Application Package

Sun Oaks Homeowners Association
c/o Michael Wright
320 Sun Oaks Court
Lake Mary, FL 32746

RECEIVED
JUL 21 2015
CITY OF LAKE MARY
COMMUNITY DEVELOPMENT DEPT.

July 16, 2015

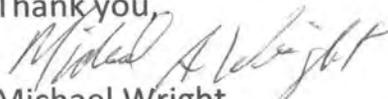
Mr. Stephen Noto, Planner
City of Lake Mary
Community Development Department
Planning & Zoning Division
911 Wallace Court
Lake Mary, FL 32746

RE: Application for Neighborhood Beautification Grant (NBG)
Sun Oaks Homeowners Association
2015

Dear Mr. Noto:

In accordance with the City of Lake Mary's Permit and development assistance program, attached are the items needed for submission of the initial First Step Process for a Neighborhood Beautification Grant (NBG) to be considered for the 2015 fiscal budget. Attached please find the completed and executed application with attachments for your review, approval and or/processing.

Thank you,


Michael Wright

President, Sun Oaks Homeowners Association
Project Manager (PAT)

**CITY OF LAKE MARY
NEIGHBORHOOD BEAUTIFICATION GRANT APPLICATION**

Applicant Org. Name: <u>Sun Oaks HOA</u>	Alt. Contact: <u>Terry Smith</u>
Project Team Leader: <u>Michael Wright</u>	Address: <u>317 Sun Oaks Ct.</u>
Address: <u>320 Sun Oaks Ct.</u>	City/State/Zip: <u>Lake Mary, FL 32746</u>
City/State/Zip: <u>Lake Mary, FL 32746</u>	E-Mail: <u>TAS@610@AOL.com</u>
E-Mail: _____	Phone: <u>407.323.0434</u> Alt. Phone: <u>407.782.7373</u>
Phone: <u>407.948.2753</u> Alt. Phone: <u>407.383.6354</u>	

Grant Requested: Neighborhood Entry Beautification Community Beautification

Name of Neighborhood: Sun Oaks

Location of Neighborhood (Roadway Boundaries): Old Lake Mary & Sun Oaks Ct.

Project Location (Address Required for Permitting): 320 Sun Oaks Ct

Has the Neighborhood Won Grant Funding in the Past? Yes No

If Yes, When and How Much? _____

Brief Description of Project:
Project will be for both, east & west sides of the entry of subdivision. The grant will allow us to clean up, freshen & beautify the entry. We want to compliment the residents and the new station surroundings. Our HOA is 17 homes w/NO funds for this large undertaking

Grant Amount Requested: \$ 4636.00 Neighborhood Match Amount: \$ 231.80
(min. 5% of Grant Amount)

REQUIRED ATTACHMENTS

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

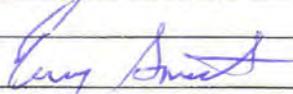
<p>THE ABOVE INFORMATION IS SOLELY PROVIDED FOR PURPOSES OF APPLYING FOR THE NEIGHBORHOOD BEAUTIFICATION GRANT (NBG) AND UNDERSTAND IT DOES NOT IMPLY APPROVAL. I CERTIFY THE ABOVE INFORMATION TRUE. I HAVE RECEIVED, READ, AND AGREE WITH THE NBG PACKAGE.</p>	Signed: <u></u>
	Print Name: <u>TERRY SMITH</u>
	Title: <u>PAT Member</u>
	Date: <u>7-20-15</u>

EXHIBIT "A"

NEIGHBORHOOD BEAUTIFICATION GRANT (NBG)

PAGE 1 – PROJECT NARRATIVE

PAGE 2- ELIGIBILITY

EXHIBIT "A"

Project Narrative and Request for Grant
Sun Oaks Homeowners Association

RE: Application and Request for a Neighborhood Entry Beautification Grant (NBG)

Amount of Request: \$4,636.00

Amount of Contribution by Association: \$231.80 (Required 5% contribution)

Fiscal year: 2015

Name of Project: Sun Oaks Homeowners Association

Location: East of Misty Oaks, one block on Old Lake Mary Road, in the City Limits of Lake Mary Seminole County.

Total Number of Houses: 17

Original Construction: Started in 1990

Allocation of Homeowner Association Funds since inception:

Maintaining common areas, including retention ponds to deep drains clear and free of debris for proper drainage.

Repairs made to brick wall to maintain integrity.

Several irrigation repairs to maintain plants, trees and grass on both sides of entry.

New lighting on both sides of entry.

Signage updated

EXHIBIT "A"

ELIGIBILITY REQUIREMENT

This grant will allow the Sun Oaks entry to look fresh, updated and cared for. With the new Sun Rail and Station House Apartments, recently introduced to our community, the current state of our entry is neither a complement to our association or to the City of Lake Mary. Attached as Exhibit "C" is an image of the current appearance of our entries.

We believe the grant will enable us to have a beautiful, fresh look, as we are a key part of the cities entrance of the new train station area gateway and to our ever growing downtown area. When city properties and homeowners entries look beautiful, people want to live here in Lake Mary! Please find attached Exhibit "F" renderings of how the proposed beautification will look after completion.

Attached as Exhibit "E" are authorized and notarized meeting minutes of the Sun Oaks Homeowners Association, Project Action Team (PAT), dated July 15, 2015. Also a copy of the HOA meeting in November 2014, where we discussed the city grant and voted on going forward with application, the Project Action Team was formed at this time. July's meeting was Project Action Team members only to approve the grant application.

As required in this Eligibility Section, our current images will show you that the entrance is not uniform on both sides and where trees had to be taken out on the west entry. The entrances need updating and a little tender love and care. With only 17 house and one belonging to the Bank of America, our funds are too insignificant for such a large project.

Project Action Team (PAT) consists of 6 residents as outlined below:

Michael Wright – 320 Sun Oaks Court – 407-948-2753

Karen Peters – 320 Sun Oaks Court – 407-383-6354

Terry Smith – 317 Sun Oaks Court – 407-782-7323

Cheryl Smith – 317 Sun Oaks Court – 407-474-6265

Kenny Counce – 309 Sun Oaks Court – 925-550-7628

Craig Gootee – 305 Sun Oaks Court – 541-218-0177

Debbie Portuese – 329 Sun oaks Court – 407-314-8266

EXHIBIT "B"

QUOTES AND BUDGET:

1. REW Landscape Corp. - \$4933.00
2. John Armour's Clip N Trim - \$4636.00
3. DS Landscape & Maintenance, INC. - 4,704.32

QUOTE #2 REPRESENTS BUDGET

EXHIBIT B
REW
LANDSCAPE CORP.
Customer Service Comes Natural To Us

Mailing: PO Box 951484, Lake Mary, FL 32795-1484
Physical: 5079 Ohio Avenue, Sanford, FL 32771 • Phone 407-328-9425 • Fax 407-324-9448

May 27, 2015

Sun Oaks
Att: Michael Wright
320 Sun Oaks Ct.
Lake Mary, FL 32746

Delivery Method: email: 5/27/2015
Mikewright316@att.net

Job Name: Installation of new shrubs at two front entry monuments.

• Install (62) 3gal. Podocarpus @ \$12.00 ea.	\$ 756.00
• Install (46) 3gal. Loropetalum Plum @ \$12.00ea.	\$ 552.00
• Install (20) 3gal. Gold Duranta @ \$12.00ea.	\$ 240.00
• Install (4) 5' triple trunk Roebelenii @ \$275.00 ea.	\$ 1,100.00
• Install (30) 3gal. Parsoni Juniper @ \$12.00	\$ 360.00
• Install (1) pallet of Pine bark @	\$ 350.00
• Site preparation 8 hours @ \$175.00 per hr.	\$ 1,400.00
• Trash disposal fee @	\$ 175.00

Total= \$ 4,933.00

We appreciate your consideration concerning this project. Please contact me with any questions and/or forward approval documentation to allow scheduling.

Sincerely

AL

Acceptance Signature:

Al Melendez, Manager
REW Landscape Corp.

PRINT NAME:

Date

JOHN ARMOUR'S CLIP N TRIM

EXHIBIT B

Estimate

791 BLAIRMONT LANE
LAKE MARY, FL 32746

Date	Estimate #
6/10/2015	4

Name / Address
Sun Oaks 305 Sun Oaks Ct. Lake Mary, FL 32746

Project

Description	Qty	Rate	Total
3 Gal. Podocarpus	62	12.00	744.00
3 Gal. Loropetalum Plum Delight	46	12.00	552.00
3 Gal. Schefflera	20	12.00	240.00
1 Gal. Jasmine Ground Cover	200	4.00	800.00
5 Ft. Triple Roebelenii Palm	4	250.00	1,000.00
4 Yards Mulch	4	50.00	200.00
Site Preperation		1,000.00	1,000.00
Trash Disposal		100.00	100.00
Total			\$4,636.00

2156
SUN OAKS HOA
320 SUN OAKS COURT
LAKE MARY, FL

EXHIBIT B

Property Address:
320 SUN OAKS COURT
LAKE MARY

Proposal For
2370 - FRONT ENTRANCE RELANDSCAPE

Proposed on 05/26/15 Salesman NIC

Description	Quantity	Unit		
IRRIGATION INSPECTION/ADJUSTMENTS	4.00	EA		
GIANT IRIS, 3 GAL	4.00	EA		
ARBORICOLA, TRINET 003 GAL	20.00	EA		
CROTON, MAMMY 3 GALLON	44.00	EA		
DELIVERY	1.00	EA		
HAULING AND DUMP FEES	1.00	EA		
JASMINE ASIA 1 GAL	200.00	EA		
FOREMAN LABOR	26.50	HR		
GENERAL LABOR	13.30	HR		
MOBILIZATION	1.50	HR		
MULCH PINE BARK BAGS(3CUFT)	50.00	EA		
PALM, TRIPLE ROBELENII, FIELD GROWN	4.00	EA		
ROCK, BOULDER MEDIUM	4.00	EA		
STUMP GRINDING	2.00	EA		
			Sub Total.....	4,704.32
			Tax.....	0.00
			Total.....	4,704.32

REMOVE ALL PLANT MATERIAL AT BOTH SIDES OF ENTRANCE. LANDSCAPE PER NICKS DESIGN WITH THE PLANT MATERIAL PROVIDED AND DISIGN TO AID IN PLANT PLACEMENT.

CONTRACT

05/26/15

Estimate Submitted to:

Job Name and Location:

SUN OAKS HOA
320 SUN OAKS COURT
LAKE MARY, FL
Attn:

SUN OAKS HOA
320 SUN OAKS COURT
LAKE MARY FL

Customer Number: 2156

Project Number: 2370

We hereby submit specifications and estimates outlined in attached Proposal for:

SUN OAKS HOA
SUN OAKS HOA

For the total contracted price of:

\$ 4,704.32

We propose hereby to furnish labor and material to complete in accordance with the provided specifications as outlined in attached Proposal for Project Number 2370 at Job Name and Location as specified above for the total contracted price as specified above.

All materials and workmanship are guaranteed and covered through DS Landscape & Maintenance Inc. written warranty and/or our Service Plan. See attachments. Any Alteration or deviation from above specifications involving extra costs will be executed only upon a written Change Order, and will become an extra charge over and above the estimate.

Authorized Signature: Alta Belt
Note: This Contract may be withdrawn if not accepted within 30 days.

Acceptance Agreement

The above prices, specifications, and conditions are satisfactory and are hereby accepted. DS Landscape & Maintenance Inc. is authorized to do the work as will be made as outlined above and in attached Terms and Conditions . Additional Terms and Conditions and DS Landscape & Maintenance Inc.'s warranty and/or Service Policy is included with the Contract and is made part of this agreement. I have read and understand these conditions.

Name:

Date of Acceptance:

Signature:

EXHIBIT "C"

PHOTOS OF EXISTING SITE
(TWO EXHIBITS)

East Side

EXHIBIT C



SUN OAKS

DYING TREE

Dead TREE K

West Side

EXHIBIT C

SUN OAKS

DEAD TREES
HAVE BEEN REMOVED



EXHIBIT 'D'

A CLEAN SITE PLAN SHOWING TWO LOCATIONS

EXHIBIT "E"

NOTARIZED MINUTES FROM BOARD OF DIRECTORS AUTHORIZING
APPLICATION, DATED NOVEMBER 16, 2014

Sun Oaks Homeowners' Association

Annual Meeting

November 16, 2014

5pm

Attendees:

300	320 Michael Wright and Karen Peters
304 Foreclosure	321 Proxy
305 Greg and Charis Gootie	324
308	325
309 Kenny Counce	328 Cheryl Rode
312 John Pippin	329 Kay Orr and Deb Portuese
313 George and Doris Harrington	332 Patty Trimpey
316 Sold	338
317 Terry and Cheryl Smith	

Meeting called to order by President Michael Wright.

Attendees were urged to make sure we have their contact information correct and also emergency contact information. Unfortunately there has been a robbery from the garage of 312 and an attempted robbery at 305. Please keep your garages closed when you are not out and about your yard.

Old Business:

- Conserving funds/Cutting costs –had agreed last year to cancel Massey lawn services and Mike would handle the fertilizing. John Armour has done a great job with lawn maintenance and has not raised prices in years.
- “Children Playing “ signs were hung
- Officers have signed a form stating they understand the bi-laws. And those are on file.

New Business

- Treasurer’s Report was handed out: Mike has cut are lawn costs to 20% of what they were. There are members that are in arrears in their HOA dues. We are looking into hiring an attorney to send letters of demand to these members. The members in arrears are now responsible for current dues, back dues and legal fees. The laws have changed further. A member in arrears can forfeit their home to the HOA but not the

outstanding mortgage. Monies from the sale of this home is kept in a separate account to cover expenses incurred to maintain the neighborhood. Thank you to all members who are current and a special "thank you" for those who pay ahead for the entire year.

- Insurance on the Brick Wall – we have a \$60,000 policy for replacement w/o depreciation. And have added wind coverage. There is also a million dollar liability policy in case someone gets hurt and wishes to sue. The traffic outside our subdivision has increased and will only increase more once the apartments are open.
- The Front entrance to our subdivision could use an overhaul. The City of Lake Mary has a Neighborhood Beautification Grant available every year to those areas needing a helping hand. There are steps to qualify. The first being a committee set-up of at least 5 residents to meet and provide updates to the City on the last Friday of every month. All projects to be completed by 6 months. A community can be granted up to \$5,000 and the HOA must match those funds with no less than 5% and no more than 25%. Most of the work is to be done by professionals and all the plans/bids will have to be submitted for approval from the city and our HOA members. A vote was called for applying for said Grant. All said **yes**. Volunteers for the committee all reside in Sun Oaks – Terry(317), Cheryl(317), Deb(329), Karen(320), Kenny(309) and Greg(305). The application process will begin in January.
Our Neighbors in Misty Oaks have recently gone thru this process and are just about done with their new front. Karen is going to ask for tips on how to get started and what to expect.

- Time to Vote for Officers of the HOA
Cheryl Smith has been our Treasurer for 7/15 years and has asked to step down. Volunteers interested in the position were asked to step forward. Charis Gootee was gracious to volunteer. Charis Gootee was voted by all to be the Treasurer. We also welcomed our new board member –Ken Counce. All other officers have been retained in office.

President – Michael Wright

Vice-President – Kay Orr

Treasurer – Charis Gootee

Secretary – Deborah Portuese

Board Members – Terry Smith, John Pippin, and Ken Counce

Important Dates :

Hanging Christmas Lights – 12-6 10am then taking down 01-03-2015 10 am
(Thank you Vince and Sandra for always supplying the lights and helping us)

HOA Picnic – May 2 11am Retention area

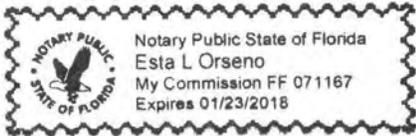
Garage Sale – Date to be determined. Want to coordinate with Misty Oaks.

Meeting Adjourned by our President, Mike Wright.

Meeting Minutes Submitted by Sun Oaks HOA Secretary Deborah Portuese.



June 9, 2015 (personally known to me)
Esta L Orseno, Notary



Sun Oaks Homeowners Association
Neighborhood Beautification Grant Team (NBG)
Signature Page

The following members have agreed on July 15, 2015 to the PBG Proposal:

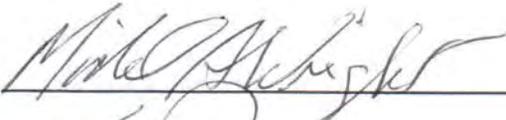
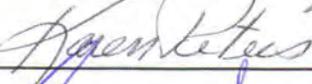
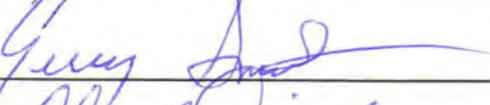
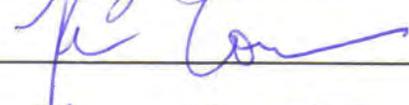
Michael Wright		320 Sun Oaks Court – 407-948-2753
Karen Peters		320 Sun Oaks Court – 407-383-6354
Terry Smith		317 Sun Oaks Court – 407-782-7323
Cheryl Smith		317 Sun Oaks Court – 407-474-6265
Kenny Counce		309 Sun Oaks Court – 925-550-7628
6 Craig Gootee		305 Sun Oaks Court – 541-218-0177
Debbie Portuese		329 Sun oaks Court – 407-314-8266

EXHIBIT "F"

A GRANT ACTION PLAN FOR SIX (6) MONTHS, AND
RENDERINGS SHOWING PROPOSED UPGRADES

EXHIBIT F



EXHIBIT "F"

Grant Action Plan (GAP)

A Grant Action Plan (GAP) is attached as Exhibit "F" outlining how the project will be completed in the required 6 month timeline – the required five (5) year maintenance plan will be included as a requirement for our contracted landscape vendor.

The project will be located in 2 distinct areas with all improvements located within the confinements of the designated common areas of the Sun Oaks Homeowners Association.

(The east and west side of the entrance, off of Old lake Mary Road and Sun Oaks Court.)

PLEASE NOTE THE FOLLOWING;

This project is not part of our regular budget, but a special request, the ongoing maintenance will become part of our regular budget with our contractor vendor providing this service.

There are no gifts of appreciation, nor work without receipts, no food is included, and all of the work does not include any reimbursement for purchases made prior to receiving this funding.

The project consists of the following improvements: Landscaping, including shrubbery, flowers, ground plan



MEMORANDUM

DATE: November 5, 2015

TO: Mayor and City Commission

FROM: Wanda Broadway, Human Resources Manager

VIA: Jackie Sova, City Manager

SUBJECT: Intergovernmental/Interlocal Agreement between the City of Sanford and the City of Lake Mary for the Wellness Centers

DISCUSSION: The original Memorandum of Understanding Relating to City of Sanford and the City of Lake Mary Wellness Centers was executed on October 8, 2013, with extensions executed on February 21, 2014, and August 7, 2014. This agreement for the sharing of our wellness centers was changed to an Intergovernmental/Interlocal Agreement based upon the recommendation of the City of Sanford's City Attorney, William L. Colbert.

The primary reason for the change is to allow the agreement to be in effect for an indefinite effective period with each party being allowed to terminate with no less than ninety (90) days advance written notice. One revision includes defining eligible participants of the wellness clinic to include not only eligible employees, but eligible retirees, COBRA participants, as well as eligible dependents for each of these groups. The revised agreement is attached for your review.

RECOMMENDATION:

Request Commission authorize Mayor to execute the Intergovernmental/Interlocal Agreement between the City of Sanford and the City of Lake Mary.

Attachment

**INTERGOVERNMENTAL/INTERLOCAL AGREEMENT BETWEEN THE CITY OF
SANFORD AND THE CITY OF LAKE MARY**

This Intergovernmental/Interlocal Agreement, is made and entered into this _____ day of _____, 2015, by and between the City of Sanford, a municipality of the State of Florida, whose address is 300 North Park Avenue, Sanford, Florida 32771 (hereinafter referred to as the "COS"), and the City of Lake Mary, a Florida municipality, whose address is City Hall, 100 North Country Club Road, Lake Mary, Florida 32746 (hereinafter referred to as the "COLM").

W I T N E S S E T H

Whereas, the COS and the COLM desire to cooperate and collaborate in the activities implemented by the two cities to encourage the health and wellness of their eligible employees, retirees, COBRA participants, as well as eligible dependents for each of these groups; and

Whereas, each of the parties operate wellness centers for the benefit of their eligible employees, retirees, COBRA participants, as well as eligible dependents for each of these groups; and

Whereas, the eligible employees, retirees, COBRA participants, as well as eligible dependents for each of these groups and of the parties to this Intergovernmental/Interlocal Agreement often times live, recreate and work proximate to the non-employing party's wellness center; and

Whereas, the parties to this Intergovernmental/Interlocal Agreement desire to maximize the wellness center usage of their eligible employees, retirees, COBRA participants, as well as eligible dependents for each of these groups as well as the health and well-being of their eligible employees, retirees, COBRA participants, as well as

eligible dependents for each of these groups; and

Whereas, this Intergovernmental/Interlocal Agreement serves a public purpose and is authorized pursuant to the provisions of Chapter 166, *Florida Statutes* and other applicable law; and

Whereas, the above recitals are true and correct and form a material part of this Intergovernmental/Interlocal Agreement upon which the parties have relied.

Now, Therefore, in consideration of the premises and the promises, covenants, agreements and commitments contained herein and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged by both parties, the COS and the COLM agree as follows.

Section 1. Recitals. The above recitals are true and correct and form a material part of this Intergovernmental/Interlocal Agreement upon which the COS and the COLM have relied.

Section 2. Definitions. For purposes of this Intergovernmental/Interlocal Agreement, the term "Eligible" shall mean those persons that are enrolled in either COLM's or COS's insurance plan.

Section 3. Term. This Intergovernmental/Interlocal Agreement shall become effective upon approval by the City Commissions of the COS and the COLM and shall remain in effect for an indefinite period subject to termination by either the COS or the COLM by providing the non-terminating party no less than ninety (90) days advance written notice.

Section 4. Collaboration; Shared Use Of Wellness Centers.

(a). The parties agree that the eligible employees, retirees, COBRA

participants, as well as eligible dependents for each of these groups are hereby authorized to use the wellness center of the other party, as well as COS and COLM pre-employment medical examinations, COS and COLM work related injury medical treatment and COS and COLM drug screening, whether pre-employment, post- accident, reasonable suspension or otherwise, subject to the terms and conditions of this Intergovernmental/Interlocal Agreement, and subject to the general rules and terms of usage for each of the wellness centers.

(b). The parties will provide information to one another relative to the availability of physician visits at the parties' wellness centers as well as other operating hours and available services.

(c). No party shall be liable for any damage or injury to any other party, other person, or to any property, which results from their participation in this Intergovernmental/Interlocal Agreement. Each party hereby, to the extent permitted by law, shall hold harmless and indemnify the other party from and against any and all liability, assertions, loss, claims, damages, costs, attorney's fees, judgments and expenses of whatsoever kind or nature which the other party may sustain, suffer or incur or be required to pay by reason of a loss resulting from the acts or omissions of one party. In the event that any action, suit or proceeding is brought against any party upon any alleged liability arising out of this Intergovernmental/Interlocal Agreement asserted to have resulted from the negligence, etc. of the other party, the party shall promptly provide notice in writing thereof to the other party by registered or certified mail.

(d). Persons employed by a party and the agents of the party taking actions pursuant to this Intergovernmental/Interlocal Agreement shall have no claim to pension,

workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the other party's officers and employees.

(e). The parties also agree that other local governments and similar entities (such as public educational institutions) may join into this agreement upon mutual consent being given by the city managers of each of the parties (in a form mutually agreed to by the city attorneys for each of the parties), said participation hereunder being under the same terms and conditions as set forth in this Intergovernmental/Interlocal Agreement.

Section 5. Force Majeure. In the event any party hereunder fails to satisfy a requirement imposed in a timely manner, due to a hurricane, flood, tornado, or other Act of God or *force majeure*, then said party shall not be in default hereunder.

Section 6. Binding Effect. This Intergovernmental/Interlocal Agreement shall be binding upon and inure to the benefit of the parties hereto and the successors in interest, transferees and assigns of the parties.

Section 7. Assignment. This Intergovernmental/Interlocal Agreement shall not be assigned by either party without the prior written approval of the other.

Section 8. Public Records. The COS and the COLM shall allow public access to all documents, papers, letters or other materials that have been made or received by the COLM or the COS in conjunction with this Intergovernmental/Interlocal Agreement, except where exempt or confidential.

Section 9. Notices.

(a). Whenever either party desires to give notice unto the other, notice may be sent to:

For the COS:

Mr. Fred W. Fosson
Director of Human Resources/Risk Management
City of Sanford
300 North Park Avenue
Sanford, Florida 32771

For the COLM:

Ms. Jackie Sova
City Manager, City of Lake Mary
City Hall
100 North Country Club Road
Lake Mary, Florida 32746

(b). Either of the parties may change, by written notice as provided herein, the addresses or persons for receipt of notices, reports or invoices. All notices shall be effective upon receipt.

Section 10. Indemnification; Insurance Programs. The COS and the COLM further agree that nothing contained herein shall be construed or interpreted as denying to any party any remedy or defense available to such parties under the laws of the State of Florida, nor as a waiver of sovereign immunity of COS and COLM beyond the waiver provided for in Section 768.28, *Florida Statutes*. The parties represent that they have insurance programs as local governments that address liability issues consistent with normative local government practices and procedures and will make information available as to such programs to one another.

Section 11. Conflict Of Interest. The COS and the COLM further agree that they will not engage in any action that would create a conflict of interest in the performance of their obligations pursuant to this Intergovernmental/Interlocal Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, *Florida Statutes*, relating to ethics in government.

Section 12. Compliance With Laws And Regulations. In performing under

this Intergovernmental/Interlocal Agreement, the COS and the COLM shall abide by all laws, statutes, ordinances, rules, and regulations pertaining to, or regulating the performance set forth herein, including those now in effect and hereafter adopted. Any violation of said laws, statutes, ordinances, rules, or regulations shall constitute a material breach of this Intergovernmental/Interlocal Agreement, and shall entitle the non-violating party to terminate this Intergovernmental/Interlocal Agreement immediately upon delivery of written notice of termination to the violating party.

Section 13. Headings. All sections and description headings in this Intergovernmental/Interlocal Agreement are inserted for convenience only, and shall not affect the construction or interpretation hereof.

Section 14. Entire Agreement. This Intergovernmental Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and may not be modified or amended except by a written instrument equal in dignity herewith and executed by the parties to be bound thereby. Any alterations, amendments, deletions, or waivers of the provisions of this Intergovernmental/Interlocal Agreement shall be valid only when expressed in writing and duly signed by the COS and the COLM.

Section 15. Counterparts. This Intergovernmental/Interlocal Agreement may be executed in any number of counterparts each of which, when executed and delivered, shall be an original, but all counterparts shall together constitute one and the same instrument.

In Witness Whereof, the parties hereto have caused this Intergovernmental/Interlocal Agreement to be executed on the day and year first above written.

Attest:

COLM

Carol Foster, City Clerk

David J. Mealor
Mayor
Date: _____

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

Catherine D. Reischmann, Esquire
City Attorney

Attest:

COS

Cynthia Porter
Cynthia Porter
City Clerk

By: Velma H. Williams
Velma H. Williams
Vice Mayor
Date: 9-28-15

For the use and reliance
of City of Sanford only.
Approved as to form and
legal sufficiency.

William L. Colbert
William L. Colbert, Esquire
City Attorney
Lonnie J. Groot
ACA



CITY MANAGER'S REPORT

DATE: November 5, 2015
TO: Mayor and City Commission
FROM: Jackie Sova, City Manager
SUBJECT: City Manager's Report

ITEMS FOR COMMISSION ACTION:

1. Surplus Sewer Video Inspection System.



CITY MANAGER'S REPORT

DATE: November 5, 2015
TO: Mayor and City Commission
FROM: Bruce Paster, P.E., Director of Public Works
VIA: Jackie Sova, City Manager
SUBJECT: Surplus Sewer Video Inspection System

DISCUSSION: The Public Works Department has the following item to be considered for surplus:

UEMSI Navigator 2, complete video inspection system which includes 200' of video push cable, camera head, 9" color monitor with VCR, and digital footage counter. System for use in 3" to 8" sewer pipes.

The Sewer Video Inspection System, which was purchased in 2002, is no longer functional and has reached the end of its useful life.

RECOMMENDATION: Request Commission declare the Sewer Video Inspection System surplus and authorize City Manager to dispose of same.