



## **LAKE MARY CITY COMMISSION**

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

**Regular Meeting  
AGENDA**

**THURSDAY, DECEMBER 17, 2015 7:00 PM**

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes: December 3, 2015**
- 6. Special Presentations**
- 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. 1535 - Amending Chapter 53 of the City's Code of Ordinances to Establish Customer User Rates and Charges for Wastewater Services Provided by the City of Sanford to Users Located within the Incorporated Area of the City of Lake Mary - Second Reading (Public Hearing) (Dianne Holloway, Finance Director)**

**9. New Business**

- A. Final Plat for the 16-Lot Crystal Reserve Subdivision; Pulte Homes Corporation, applicant (Public Hearing) (Steve Noto, City Planner) (Postponed 11/19/15, 12/3/15)**
- B. Resolution No. 977 - Adopting the 2015-2020 Seminole County Floodplain Management Plan (Bruce Paster, Public Works Director)**

**10. Other Items for Commission Action**

**11. City Manager's Report**

**A. Items for Approval**

- a. Request for approval to attend FBI Academy - Lt. Mike Biles**

**B. Items for Information**

- a. Monthly Department Reports**

**C. Announcements**

**12. Mayor and Commissioners Report**

- A. Annual Appointments/Reappointments to Advisory Boards**

**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: January 7, 2016**

1 MINUTES OF THE LAKE MARY CITY COMMISSION WORK SESSION held  
2 December 3, 2015, 5:00 P.M., Lake Mary City Commission Chambers, 100 North  
3 Country Club Road, Lake Mary, Florida.  
4

5

6 The work session was called to order by Mayor David Mealor at 5:05 P.M.  
7

|                                  |                                     |
|----------------------------------|-------------------------------------|
| 8 Mayor David Mealor             | Jackie Sova, City Manager           |
| 9 Commissioner Gary Brender      | Carol Foster, City Clerk            |
| 10 Deputy Mayor George Duryea    | Dianne Holloway, Finance Director   |
| 11 Commissioner Sidney Miller    | John Omana, Community Dev. Dir.     |
| 12 Commissioner Jo Ann Lucarelli | Steve Noto, City Planner            |
| 13                               | Bryan Nipe, Parks & Recreation Dir. |
| 14                               | Tom Tomerlin, Economic Dev. Mgr.    |
| 15                               | Bruce Paster, Public Works Director |
| 16                               | Steve Bracknell, Police Chief       |
| 17                               | Wendy Niles, Fire Division Chief    |
| 18                               | Mary Campbell, Deputy City Clerk    |
| 19                               |                                     |

20 **ITEMS FOR DISCUSSION**  
21

22 1. Review of Downtown Development Plan relating to large parcels  
23

24 Ms. Sova said John Omana and Steve Noto have presentations. We are going to look  
25 at the larger parcels in Downtown. We have had some interest in them. Station House  
26 is complete and we've seen what a large development could look like Downtown. We  
27 are about at the ten-year point since we last approved what we thought the Downtown  
28 would look like. We think it's time to review where we stand.  
29

30 Mr. Omana said a number of years ago the Commission asked us to set the regulatory  
31 table for potential development in the Downtown. With that direction the City created  
32 the TDR program, the TOD overlay, the density bonus incentives, the DDD land use  
33 designation, and the Downtown Master Plan. Those 124+/- acres have the DDD land  
34 use designation and all the items that were included in that regulatory table.  
35

36 Mr. Omana said we developed some TOD concepts. The transit oriented model  
37 involves an intermodal transportation system. In this case it is the SunRail system.  
38 Generally the model says go with high densities on the perimeters and as you go to the  
39 inter lands it decreases in density and you have your mix of non-residential uses in that  
40 model. That is pretty much what we laid out in our codes based on the Commission's  
41 direction. The Station House with its 200 luxury apartment units has come in. They got  
42 their CO's and are now over 70% occupied. There is incredible success with what  
43 Shaw Construction has done with their developments on Fourth Street and the  
44 Lakeview Avenue area. We know what's happened with the SunRail Station in the  
45 middle of our Downtown. It is one of the busiest stations in Seminole County and along  
46 the corridor itself.

1  
2 Mr. Omana said we set that regulatory table and we have had some things happen. We  
3 have had the shock and awe of projects like the Station House development. The  
4 Commission gave direction and created the codes to make it happen. We did the  
5 conversions and we have 260 units available now under our TDR bank. That is a huge  
6 mechanism for redevelopment.

7  
8 Commissioner Brender asked if it was 260 units of residential including townhomes.

9  
10 Mr. Omana said residential development across the board.

11  
12 Mr. Omana said we as staff have gotten quite a few calls regarding this potential density  
13 and intensity available through the TDR program and the density bonus program. In  
14 terms of what's out there in those 124 acres, we have picked out a couple of areas  
15 where that could possibly happen. He pointed out the Sweatt/Pankretic property which  
16 is 8.7 acres for the Sweatt property and 2.5 for the Pankretic property next door. We  
17 have the shopping center across the street on Country Club that is roughly 4.7 acres.  
18 We have areas along Wilbur Avenue where people have attempted to aggregate  
19 parcels for purposes of townhouse development through density bonuses and the  
20 straight land use designation of DDD. There are opportunities within the Downtown  
21 where these densities associated with the TOD model can occur. We have gotten a lot  
22 of calls.

23  
24 Mr. Omana said he had Mr. Noto lay out some examples and used a unit count of about  
25 250.

26  
27 Mr. Noto said 250 to 300 units with a parking garage, swimming pool, and five to seven  
28 stories tall. It is a full mixed use building with commercial on the first floor and  
29 apartments above.

30  
31 Mr. Omana said going back to those large parcel areas that we picked out, generally  
32 they were parcels of maybe four acres and higher where these types of mixed use  
33 developments could go—across the street, where the Sjoblom building is, on the  
34 Sweatt/Pankretic property and if there is additional aggregation that may occur internally  
35 then it could go there as well.

36  
37 Mr. Omana said that begs the question of where do we go from here. This is more of a  
38 checking the course and are we on the right track type of assessment. We are seeking  
39 feedback from the Commission this evening. We have laid out some options that we  
40 would like you to consider and discuss amongst yourselves as to where do we go from  
41 here. The first one would be to allow the TDR program to continue. The other would be  
42 to discontinue the TDR program. The third item would be to reset the regulatory table  
43 through doing some modifications to the TDR program or create some density  
44 thresholds.

1 Mr. Omana said what is important is how are these big projects happening. The answer  
2 is it is through the TDR program. The TDR program is enabling the higher densities up  
3 to 70 units per acre to happen. Going back to the options, that is something you want to  
4 weigh in your deliberations and direction.

5  
6 Mr. Noto said you saw three parcels where that type of project can be placed. With that  
7 260 units, someone could come in and snatch all of those up and there is really just  
8 room for one using the TDR program. It is a situation where there are all these parcels  
9 but it might just happen in one area. We are not sure at this point and would pretty  
10 much be out of units.

11  
12 Deputy Mayor Duryea said this is all well and good but there are some underlying  
13 difficulties that make an increase in density moot. One is the traffic. We have to solve  
14 those problems first before we can talk about increasing density.

15  
16 Mr. Omana said those are good observations. When a development comes in we have  
17 to review it based on its merits. When the project asks for the TDR, that TDR program  
18 falls back on the Commission to make the decision if we want to pursue that bonus on a  
19 particular project. The TDR assignment of value is something the Commission will  
20 decide on. That will help determine on whether they get that density or not. Let's say  
21 you arrive at a value of X for so many TDR units and the developer says I'm not going  
22 to buy off on this. You have the ability to say I'm going to hold true to that amount and if  
23 you don't like it that's just too bad and the project dies. There are internal checks and  
24 balances within the TDR program that would help control that potential density. The  
25 traffic would have to be addressed. The TDR program has some checks and balances  
26 that you control as a commission.

27  
28 Mr. Omana said the second issue as it relates to traffic and all these impacts is that in  
29 the past the City has done on its own initiative parking lots and parking areas. We have  
30 one behind the Fourth Street Bar and Grill, we have one on Lakeview, and one by the  
31 Community Center. As a matter of policy does the City want to continue that approach  
32 to help mitigate the potential parking, traffic, and circulation? That would be a policy  
33 decision.

34  
35 Deputy Mayor Duryea said he could see that being a possibility. Residential seems to  
36 be more intense on a daily basis.

37  
38 Mayor Mealor said back when we did the TOD we had a lot of external input as to what  
39 it would take to drive the economy. The SunRail Station and the development around it  
40 went to 70 dwelling units per acre. The County thought we should go much higher and  
41 we said no. The second option is to go back to the original standard of 18 units. The  
42 third option is that we reevaluate what would be the appropriate number of dwelling  
43 units per acre. It could be anywhere from 18 to 70 or beyond. The 70 was no magic  
44 number but was our number based on what we felt we could accommodate at the time.

1 Commission Brender said Station House is 200 units so 260 units would be one more  
2 development on one more parcel and is probably going to be apartments. He asked  
3 where we start adding in the townhomes. We have lots 20 feet by 600 feet and if you  
4 line up townhomes all the way around you can get a lot of townhomes on a block. He  
5 asked if that was treated separately. You are saying in the entire Downtown we have  
6 260 units.

7  
8 Mayor Mealor interjected with our current standards.

9  
10 Mr. Omana said with the current TDR count. What is interesting about the TDR and how  
11 it relates to the townhome portion of the overall model is that if you are able to  
12 aggregate and put together a number of parcels and if your aggregation is enough to  
13 yield you a good yield that doesn't mess up your bottom line you may not have to take  
14 advantage of the TDR program. In terms of townhouses, the usage of the TDR  
15 becomes a function of how well you are able to aggregate parcels.

16  
17 Commissioner Brender said we have no blocks that are aggregated but we know that is  
18 going to happen. When somebody aggregates an entire block you can probably get 40  
19 or 50 townhomes in a block. Several years ago we were talking about having three or  
20 four blocks that could have been townhomes which means that is over 200 units.  
21 Where is their density?

22  
23 Mr. Omana said where did those scenarios go. What we were able to discern from the  
24 developers and the people proposing these things is that they ran into the aggregation  
25 problem. Let's say they were able to get three parcels and the guy next door wanted a  
26 half million for his lot and the guy next door started seeing dollar signs and wanted  
27 \$600,000.

28  
29 Commissioner Brender said he was not willing to accept the fact that there will never be  
30 an aggregation Downtown.

31  
32 Mr. Omana said he wasn't suggesting that it won't happen.

33  
34 Commissioner Brender said you are limiting 260 units and 250 of them on an apartment  
35 complex. That means we can build ten townhomes in the Downtown District.

36  
37 Mr. Omana said the 260 is strictly the TDR. If you come in and only do townhouses and  
38 you were able to aggregate so many that it is able to meet your bottom line and you  
39 don't need additional density then you don't need the additional on the 260. Right now  
40 everyone has 18 units per acre within the Downtown. If I buy a bunch of property on  
41 Wilbur I'm already assigned that 18 units per acre.

42  
43 Commissioner Brender asked the density of Feather Edge.

44  
45 Mr. Noto said six units per acre.

46

1 Commissioner Brender said he was for that kind of development but questioned how to  
2 get them out of here. He drove here and Lake Mary Boulevard is backed up almost to  
3 Longwood-Lake Mary Road. We can't develop that until we deal with traffic.

4  
5 Mayor Meador said we will just have to deal with it. It's like College Park. Even with the  
6 proposed apartments, everybody knows it's a nightmare and they will deal with it if they  
7 want to live there.

8  
9 Commissioner Miller questioned if we want to do that.

10  
11 Mayor Meador said we have some difficult decisions. We didn't want Lake Mary  
12 Boulevard widened and we know what it did to the businesses in Longwood. He asked  
13 what we are going to do with Country Club, right-of-way acquisition and costs  
14 associated with that. It is not something that needs to be ignored but it is a confounded  
15 variable. We may want to purchase across from City Hall and do this high-end  
16 development that has density with all the confounding variables we have talked about.  
17 With the exception of City staff he thought Deputy Mayor Duryea was the only one who  
18 deals with it on a daily basis. He said he just passes through.

19  
20 Commissioner Miller said if someone is going to do it across the street then that fixes a  
21 problem we have with what that strip is and makes it a nicer place. It also facilitates  
22 business for all the Downtown vendors.

23  
24 Mayor Meador said if a group came in and wanted to do the highest density of 70  
25 dwelling units per acre and take advantage of the banking system, he asked what  
26 happens to the property in the far corner (the Pankretic property). He asked if they  
27 were limited to 18 units.

28  
29 Mr. Omana said they are limited to 18 units per acre plus whatever may be left over  
30 from the TDR bank unless the Commission gives them more.

31  
32 Mr. Tomerlin said we put all the options relative to the TDR bank because the TDR bank  
33 is attached to the larger size parcels. The assembly of 18 dwelling units per acre is  
34 background density.

35  
36 Mayor Meador said a group visited earlier and came up the 417 and down Lake Mary  
37 Boulevard and the first thing they said was they couldn't believe what we have done by  
38 the train station and it was fantastic. If you look down Lakeview to the east, it images  
39 exactly what we hoped it would be. It's attractive, it's a draw, and it is doing what it is  
40 supposed to do. Now what are the appropriate next steps. He asked Mr. Omana what  
41 he recommends with the knowledge base he has and knowing the dilemmas we are  
42 going to face.

43  
44 Mr. Omana said it would be staff's recommendation that Option No. 1 be the one that is  
45 pursued by the Commission and that is to allow the TDR Program to continue with the  
46 260 units remaining. By allowing the program to continue as-is at least one more high

1 density residential/mixed use project could be constructed. The reason we go this route  
2 is that it gives the Commission the final word and the most flexibility. The TDR Program  
3 as it is structured is strictly your call. The City Commission shall determine the number  
4 of TDR units to be sold to the applicant and the cost of each TDR unit. You have the  
5 final word on maximum density.

6  
7 Commissioner Lucarelli say a developer wanted to take the maximum units left. She  
8 asked if they could say no we don't want you to have that many units.

9  
10 Commissioner Miller said we can set the price of each unit.

11  
12 Mr. Omana said the Commission has the authority to set the price.

13  
14 Commissioner Miller asked what Station House paid.

15  
16 Mr. Omana said Station House was a unique agreement. We presented those as part  
17 of our proposal so there was no actual cost assigned. That was our contribution to the  
18 project.

19  
20 Commissioner Brender questioned where we were moving the cars to. Palmetto is  
21 coming with a light at Lake Mary Boulevard.

22  
23 Ms. Sova thought that should be functioning by the middle of January.

24  
25 Commissioner Brender said that was going to help a little bit with Country Club Road.  
26 Now you start adding 260 units to any one of the parcels we are talking about, at 12  
27 trips per day by 260 we are adding 3,000 to 4,000 cars. He said he was comfortable  
28 with the development of 260 units but was not comfortable with how well we are going  
29 to get them out of here when it's time to go home.

30  
31 Mr. Omana said when the City directed us to get with Kittleson to begin a traffic study,  
32 the traffic study was based on a number of traffic assumptions and traffic  
33 methodologies. One of those methodologies was a ten-year timeframe. Within that ten-  
34 year timeframe the roadway network would be able to handle at a certain level of  
35 service certain densities and intensities. The issue was within a ten-year timeframe 400  
36 residential units, which we already have 200, and approximately 217,000 square feet of  
37 non-residential development. Those could be accommodated provided certain  
38 parameters or certain operational items were carried out. One of those was a signal at  
39 Wilbur. The other was modifying with Seminole County the intersection of Lake Mary  
40 Boulevard and Country Club.

41  
42 Ms. Sova said Seminole County committed to the entire intersection with the Penny  
43 Sales Tax. There is money for lane miles and then there is intersection money.

44  
45 Mr. Omana said with the modification to that intersection, it was expected that  
46 intersection would be operating at level of service D or better through that ten-year

1 development scenario. Also adding the additional signal and doing the tie-in and  
2 phasing of the respective signals. Within that ten-year timeframe this type of  
3 development could occur and these levels of service would be maintained provided  
4 certain things were done in conjunction with the County. If you keep the program as-is  
5 and allow that one development to occur, have the parameters that were established in  
6 the traffic study carried out and see what else may be negotiated as part of a rezoning  
7 that would come to you under the Downtown Development District scenario. It's  
8 possible we may be able to get more.

9  
10 Commissioner Brender asked the level of service for Lake Mary Boulevard at peak.

11  
12 Mr. Omana said at peak it is a level of service E.

13  
14 Commissioner Brender asked if we knew that ten years ago when we established these  
15 parameters.

16  
17 Mr. Omana said the traffic study made some assumptions and established if you are  
18 going to allow certain intensities these are the things you need to do to keep it at a  
19 certain level of service. That is per our traffic engineers.

20  
21 Commissioner Miller asked the timing of the fixes we just talked about.

22  
23 Mr. Omana said Seminole County has agreed to help us with the design of the Wilbur  
24 Avenue signal which will save a substantial amount of money. From there we will  
25 proceed with construction and installation that is already budgeted. As far as the timing  
26 and signal phasing at Fourth and Crystal, this past week the County asked if they could  
27 look at that and we said yes to do the signal phasing study.

28  
29 Commissioner Miller asked when the change to Country Club and Lake Mary Boulevard  
30 will be completed. If these units come in and we have all the traffic but are still two or  
31 three years away from fixing that intersection, that seems totally unsatisfactory on our  
32 part to allow that to happen.

33  
34 Ms. Sova said four to five years.

35  
36 Mr. Noto said a project of 270 units, by the time they get through our process, do the  
37 infrastructure work, and build it would be two or three years.

38  
39 Commissioner Miller said Griffin Park seems to be going faster.

40  
41 Mr. Noto said we have been reviewing that project for about six months.

42  
43 Commissioner Miller asked if they were breaking ground in the first quarter.

44  
45 Mr. Noto said he had not heard.

46

1 Commissioner Miller said when the investors want their return quickly they can expedite  
2 and build that place in two years. They can be through with what they have to do in two  
3 years. If it takes us five years to get the intersection fixed, what we are creating is a  
4 nightmare for three years.

5  
6 Commissioner Miller said he was at Metroplan today and talked with the public  
7 presentation lady and asked if she would be interested in helping him pull out everything  
8 and help orchestrate a commission meeting for us and have it advertised to the public  
9 that we are going to talk about transportation at the August Commission meeting. We  
10 would have them (Metroplan) and Seminole County here to present a communications  
11 picture of everything that's in the plan for the next five to 40 years.

12  
13 Mayor Mealor asked if anyone had any objection to retaining the first option which is our  
14 current TDR Program. He said he was comfortable leaving it with the current system.  
15 Let's just say we have another Station House. Before they could be approved they  
16 would have to meet the traffic plan. If we keep Option 1, any conversation staff has with  
17 any potential developer should factor this discussion and this Commission is not going  
18 to be agreeable of anything that has a negative impact beyond what is currently in  
19 place.

20  
21 Commissioner Brender questioned if a project comes in could they say no if the level of  
22 service of the roads is not maintained.

23  
24 Mr. Omana said in a quasi-judicial proceeding, if you find it does not meet certain  
25 criteria, including traffic criteria, you can vote in the negative.

26  
27 **It was the consensus of the Commission to go with Option 1 and allow the TDR**  
28 **Program to continue.**

29  
30 Ms. Sova asked Mr. Tomerlin to brief the Commission on TDRs.

31  
32 Mr. Tomerlin said the price of a TDR unit the developer would purchase from the City is  
33 negotiated. The buyer and seller get together and work out a trade. He said he talked  
34 to Sarasota County and King County in Washington State and there are all kinds of  
35 methods that they arrived for a TDR value. Some of them related back to the median  
36 price of a home and a share of that is actually the entitlement attached to it. King  
37 County, Washington has a sophisticated system. The price level of a TDR is anything  
38 from zero to maxing out. We could give you some ideas of what the cap might be. The  
39 bottom is zero or a penny per dwelling unit. That is the ability to work with the  
40 developer, look at what they are proposing, and see what the valuation is. As it is  
41 written in the code the value of a TDR is up to the Commission. A value at certain  
42 levels will kill a project immediately.

43  
44 Mayor Mealor said it is an inconvenience for families living in College Park and  
45 Edgewater. This is rather pleasant.

46

1 Commissioner Miller said Rinehart Road is pleasant too but if you look at the  
2 development opportunities on Rinehart we can muddle that up pretty quick.

3  
4 2. Options for aquatic weed control in private lakes

5  
6 Mr. Paster gave a PowerPoint presentation of aquatic weed control (copy attached). He  
7 said at the last meeting the Commission asked about aquatic weed control. We are  
8 talking emergent weeds which are any kind of weeds growing on banks and in shallow  
9 water, and floating weeds. Submerged weeds are hydrilla. Water hyacinth is an  
10 example of floating weeds. Giant duckweed is a floating weed and covers the surface  
11 and cuts off sunlight and oxygen to the lake.

12  
13 Mr. Paster said Lake Mary has nine lakes that you could navigate on. The top four are  
14 West Crystal Lake, Big Lake Mary, East Crystal Lake, and Little Lake Mary and account  
15 for 82% of our lakes. We have some smaller ones. He pointed them out on the exhibit.

16  
17 Mr. Paster said West Crystal Lake is the largest lake in the City. There was the West  
18 Crystal Lake Property Owners Association and in 2005 to 2009 they got a permit to treat  
19 that lake with grass carp. They treated it with 500 and the permit was for 1,000. In  
20 2013 the City, using the same permit, treated the lake with 360 grass carp. We are  
21 currently working with the Lake Doctors to treat the properties in front of the Events  
22 Center and Margaret Wesley Park to control the shoreline grass.

23  
24 Mr. Paster said not on the list was Estella Pond on Country Club. In 2010 we treated  
25 that pond with 10 grass carp.

26  
27 Mr. Paster said there are other ways to treat lakes. Aeration like a fountain or bubbler  
28 system reduces algae growth. Grass carp reduces submerged weeds. The shoreline  
29 grass and brush control reduces emergent weeds. Water herbicides are sprayed along  
30 the banks and reduce non-native vegetation.

31  
32 Mr. Paster said if you own a property on a lake you are legally allowed to clear 50% of  
33 the lake frontage up to 50 feet to allow you to launch a boat. You don't need a permit.

34  
35 Mr. Paster said there are 13 lakes in the County that are part of the MSBU Program.  
36 The dollars vary from \$8.00 a month to \$70.00 month and the average person pays  
37 about \$30.00 a month. The County collects the money and hires a company to do  
38 herbicides, grass carp or whatever that lake needs. They have a biological pro go out  
39 and tell you what's best and that is how they came up with dollars.

40  
41 Ms. Sova said it is a non-ad valorem tax on the tax bill.

42  
43 Mr. Paster said the County is very active with that.

44  
45 Commissioner Miller said they are not using any public money for that. It's just the  
46 money that comes from people who live on the lake.

1  
2 Mr. Paster said that was correct.  
3  
4 Mr. Paster said some of the things we can do right now is there are plenty of pamphlets  
5 out there we can send to people on the lakes. Taryn Sudol is the Landscape Extension  
6 Agent and it is her job to educate and she is more than willing to go to workshops. We  
7 can educate the people who live on lakes about good plants and bad plants. We could  
8 explore the establishment of MSBUs, but they are all on private lakes.  
9  
10 Ms. Sova said to establish a MSBU we have to have 60% of the homeowners buy in.  
11  
12 Commissioner Lucarelli said she would go the educational route first. We had a lot of  
13 people come here for the xeriscape classes.  
14  
15 Commissioner Miller said Lake Como should be an embarrassment to all of us. In 1988  
16 that was a lake with people on boats fishing for bass. Now that's all wetland marsh.  
17 There is no water. There are people who have built drains going out of their yard and  
18 running their stormwater to it. It's just a nightmare. Every time he sees the City of  
19 Lakes he feels embarrassed for what we did to that lake. He said he would take the  
20 blame too. As a city we did not pay attention to what happened to a natural resource.  
21 He took Danielle (Koury) out to try and figure out if there was something we could do  
22 but didn't think there is anything. We just lost a lake because we developed around it  
23 and allowed other people do what they have done.  
24  
25 Mayor Mealar said Commissioner Lucarelli suggested education first. He asked if there  
26 was any objection. There were no objections from the Board.  
27  
28 Mayor Mealar asked if anyone was interested in the MSBUs.  
29  
30 Commissioner Miller thought that was something they should think about. Big Lake  
31 Mary and Little Lake Mary have the most vocal, political voices of anywhere in the  
32 neighborhood. If they are interested in doing that and creating a way to care for that  
33 lake.  
34  
35 Mayor Mealar asked staff to poll the homeowners on West Crystal Lake, East Crystal  
36 Lake, and Big Lake Mary and ask if they had any interest in it. Or we can hold a  
37 community forum and bring them in and explain it. He said on his lake a MSBU is a lot  
38 cheaper than what he has been doing. At the December 17<sup>th</sup> meeting come back with a  
39 way to disseminate that request to those three lake property owners. There might be  
40 something we can do in January or February. Maybe have a community forum and  
41 invite them in and then follow up there. It is not an unfunded mandate. We will do the  
42 education regardless.  
43  
44 Mr. Nipe gave a sneak peek of the tree lighting.  
45  
46 There being no further business, the work session adjourned at 6:20 P.M.

DRAFT

1 MINUTES OF THE LAKE MARY CITY COMMISSION MEETING held December 3,  
2 2015, 7:00 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road,  
3 Lake Mary, Florida.  
4

5  
6 1. Call to Order  
7

8 The meeting was called to order by Mayor David Mealor at 7:05 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  
John Omana, Community Dev. Dir.  
Bruce Paster, Public Works Director  
Bryan Nipe, Parks & Recreation Dir.  
Tom Tomerlin, Economic Dev. Mgr.  
Steve Bracknell, Police Chief  
Wendy Niles, Fire Division Chief  
Katie Reischmann, City Attorney  
Mary Campbell, Deputy City Clerk  
22  
23  
24  
25  
26  
27

28 5. Approval of Minutes: November 19, 2015  
29

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

34 6. Special Presentations  
35

36 A. Lifesaving Award – Officer Bernard McPherson  
37

38 Chief Bracknell and Officer Bernard McPherson came forward.  
39

40 Chief Bracknell said on October 5<sup>th</sup> he was the second unit on the scene. On Monday,  
41 October 5<sup>th</sup>, during rush hour traffic Officer Bernard McPherson responded to a suicidal  
42 male who was sitting on the ledge of the overpass at I-4 and Lake Mary Boulevard.  
43 Upon his arrival he was able to confirm the male sitting on the ledge overlooking  
44 westbound I-4. Officer McPherson attempted to make dialogue with the male but to no  
45 avail. The male was tensing his arms and staring into traffic. Officer McPherson was

1 able to call for additional assistance and had I-4 shut down to reduce the danger to the  
2 male and the public at large. It was no easy task at that particular time of the day.

3  
4 Chief Bracknell said a coworker of the male stopped at the scene and Officer  
5 McPherson was able to get some background information from the coworker about the  
6 suicidal male. Bernie used that information to attempt dialogue with the individual. He  
7 was able to encourage the male to come off the ledge of the roadway and walk towards  
8 him. The male complied and was taken into custody without harm to anyone. Officer  
9 McPherson did an exceptional job in directing others to assist in controlling the scene.  
10 He used his verbal skills successfully and persuading the male off the ledge and took  
11 him into custody without incident. His efforts are appreciated and deserving of the  
12 lifesaving award. The individual was taken to the hospital and was not arrested.

13  
14 Mayor Mealor presented the award to Officer McPherson.

15  
16 Officer McPherson thanked the Commission and City for the recognition. We were out  
17 there doing what we normally do every day. He said he couldn't have done it without  
18 the team he had. The sergeant let him do what he was doing with the subject and the  
19 rest of the members of Charlie shift and our Delta shift guys were shutting the roadways  
20 down. It was a huge team thing and couldn't have done it without those guys.

21  
22 Mayor Mealor said this is an example of public safety and our commitment to our  
23 residents.

#### 24 25 B. Recap of the 2015 Lake Scary 5K – Lake Periman and Daniel Lopez

26  
27 Lake Periman and Daniel Lopez came forward.

28  
29 Lake thanked the Commission for allowing them to speak. We are here on behalf of the  
30 Lake Scary 5K. Because of you guys we were able to raise \$19,000 all of which went to  
31 UCP for life changing therapies for the kids there. We have seen what they do.  
32 Catching these diseases early and treating them changes their lives. It allows them to  
33 live better lives. We had over 160 registered runners and over 300 people overall  
34 attending the event.

35  
36 Daniel said we were blessed with an amazing award. WKMG News 6 aired a segment  
37 on the event for the Getting Results Award. We are excited about next year and can't  
38 wait to raise the bar even higher. Our goal will be bigger next year. Save the date for  
39 Saturday, November 5, 2016. Lake distributed a runner bag and tee shirt from the Lake  
40 Scary 5K to the Commission in appreciation of all their support. It has been a fantastic  
41 year and we hope to see you all next year.

42  
43 Mayor Mealor said waiting in the wings is Daniel's brother Nicholas who is a ninth  
44 grader and will be taking over when Daniel graduates. What they did was remarkable.  
45 He said he had the good fortune of being out there early that morning and one couldn't

1 help but be impressed with the organizational dynamics and skills that went into that. It  
2 seemed like everyone was having a good time.

3  
4 Commissioner Brender said he had seen these guys at numerous events leading up to  
5 the 5K run. These two have been out there pushing this and everyone knew it was  
6 coming. They did a great job.

7  
8 Mayor Mealor said under New Business, Item 9-A, there was a request to postpone the  
9 final plat approval to our December 17<sup>th</sup> meeting.

10  
11 **Motion was made by Commissioner Lucarelli to postpone Item 9-A, Final Plat for**  
12 **the 16-lot Crystal Reserve Subdivision to the December 17, 2015, Commission**  
13 **meeting, seconded by Commissioner Brender and motion carried unanimously.**

14  
15 7. Citizen Participation – This is an opportunity for anyone to come forward and  
16 address the Commission on any matter relating to the City or of concern to our  
17 citizens. This also includes: 1) any item discussed at a previous work session;  
18 2) any item not specifically listed on a previous agenda but discussed at a  
19 previous Commission meeting; or 3) any item on tonight’s agenda not labeled as  
20 a public hearing. Items requiring a public hearing are generally so noted on the  
21 agenda and public input will be taken when the item is considered.

22  
23 No one came forward at this time and citizen participation was closed.

24  
25 8. Unfinished Business

26  
27 A. Ordinance no. 1534 – Rezone .35 acres of property located at 138 West  
28 Crystal Lake Avenue from R-1A, Residential, to DC, Downtown Centre; Shaw  
29 Construction Management Services, applicant – Second Reading (Public  
30 Hearing) (Steve Note, City Planner John Omana, Community Development  
31 Director)

32  
33 The City Attorney read Ordinance No. 1534 by title only on second reading.

34  
35 Mr. Omana said staff has nothing further and recommends approval on second reading.

36  
37 Mayor Mealor asked if anyone wanted to speak in reference to Ordinance No. 1534. No  
38 one came forward and the public hearing was closed.

39  
40 **Motion was made by Commissioner Lucarelli to approve Ordinance No. 1534 on**  
41 **second reading, seconded by Commissioner Brender and motion carried by roll-**  
42 **call vote: Commissioner Brender, Yes; Deputy Mayor Duryea, Yes;**  
43 **Commissioner Miller, Yes; Commissioner Lucarelli, Yes; Mayor Mealor, Yes.**

44  
45 9. New Business

- 1 A. Final Plat for the 16-lot Crystal Reserve Subdivision; Pulte Homes  
2 Corporation, applicant (Public Hearing) (Steve Noto, City Planner)  
3 **(Postponed 11/1915; Request by developer to postpone until 12/17/15)**  
4

5 This item was postponed earlier in the meeting to December 17, 2015 (see Page 13,  
6 Line 11).  
7

- 8 B. Resolution No. 975 – Qualified Target Industry (QTI) for Axium Healthcare  
9 Pharmacy, Inc. and Approval of Expenditures as Required Local Financial  
10 Support for this State Administered Incentive (Tom Tomerlin, Economic  
11 Development Manager)  
12

13 The City Attorney read Resolution No. 975 by title only.  
14

15 Mr. Tomerlin said this item considers a resolution and that resolution is recommending  
16 Axium Healthcare Pharmacy for the QTI program (Qualified Target Industry). It also  
17 provides for local financial support of that incentive. The incentive is state administered.  
18

19 Mr. Tomerlin said with him this evening are Mark Montgomery, CEO and President of  
20 Axium Healthcare; Bill Bucher, Executive Vice President as well as CFO of Axium  
21 Healthcare; Irma Stenman, our Metro Orlando EDC partner; and Pamela Lynch, our  
22 Seminole County Economic Development partner.  
23

24 Mr. Tomerlin said Axium is a specialty pharmacy. Specialty pharmacies specialize in  
25 high cost specialized treatments and also the follow-up care and guidance that is  
26 attached to those. In 2012, Kroger merged with Axium Healthcare Pharmacy. Although  
27 Kroger doesn't have a big grocery footprint in this state, they do have quite a footprint in  
28 the panhandle with a great deal of convenience stores. They are the second-largest  
29 retailer in this nation. They are the largest full-service grocer in this nation. They are  
30 No. 20 on the Fortune 500 list in 2015. They are the fifth largest retail pharmacy in this  
31 nation and this point is the most important in regards to Axium.  
32

33 Mr. Tomerlin said this incentive would address 225 new jobs created by Axium. These  
34 jobs are pharmacists, pharm techs, nursing, nursing assistants, and administration.  
35 These jobs would be created over a period of five years at 45 jobs per year. The jobs  
36 will pay at least 115% or more than the County average annual wage.  
37

38 Mr. Tomerlin said as part of this incentive and project, Axium is considering the  
39 purchase of 3200 Lake Emma Road. This is where the Sears call center is located off  
40 Lake Emma. It is a 152,642 square foot facility and the projected capital investment  
41 attached to this project is \$25 million, with \$10 million going back into improving the  
42 property in the form of tangible personal property.  
43

44 Mr. Tomerlin said the incentive is a QTI Qualified Target Industry and is paid after the  
45 jobs are created. Axium is eligible for \$5,000 per job as tax refund. This is a tax refund  
46 program. The local financial support required as part of this state incentive is 20%. Ten

1 percent will be considered by the City and Seminole County government will consider  
2 an additional 10% at next Tuesday's Board of County Commissioners meeting. In total,  
3 the 10% from the City and 10% from the County would make up that 20% local financial  
4 support. The City's share of that local financial support equals \$112,500. That amount  
5 would be paid out over eight years. The pay-off schedule is dictated by the state and  
6 the legislation that controls the QTI incentive.

7  
8 Mr. Tomerlin said staff recommends approval of this resolution recommending Axiom  
9 for the QTI incentive and committing the City of Lake Mary for local financial support of  
10 \$112,500.

11  
12 Commissioner Brender asked what makes a high impact sector job.

13  
14 Mr. Tomerlin said all industries that would be eligible for this state incentive are in a  
15 target industry list that the state maintains. They have identified particular sectors that  
16 are indicated as high impact. This particular incentive is getting a bonus as being a  
17 corporate headquarters. The extra \$2,000 per job attached to this on top of the \$3,000  
18 base is attached to the fact that it is a headquarters.

19  
20 Commissioner Miller said he acquired this building in 1993 from NCR and completely  
21 gutted the interior of all three sections of the building and rebuilt it for administrative  
22 space for AT&T to bring 600 people to Lake Mary. He said if they had any questions  
23 about what they did and why he would be happy to answer them.

24  
25 Mayor Mealar said Commissioner Miller's role with AT&T then was dramatic to the City.  
26 That was the first economic incentive package we ever entered into. It was the turning  
27 point in what we now call the I-4 Corridor development. The choice was between us  
28 and the City of Atlanta and he thought the right choice was made.

29  
30 **Motion was made by Deputy Mayor Duryea to approve Resolution No. 975,**  
31 **seconded by Commissioner Miller and motion carried unanimously.**

32  
33 Mayor Mealar thanked Mr. Montgomery and Mr. Bucher for the investment in our  
34 community and the opportunity for people to get high-paying jobs and continue to thrive.

35  
36 C. Ordinance No. 1535 – Amending Chapter 53 of the City's Code of Ordinances  
37 to establish customer user rates and charges for wastewater services  
38 provided by the City of Sanford to users located within the incorporated area  
39 of the City of Lake Mary – First Reading (Public Hearing) (Dianne Holloway,  
40 Finance Director)

41  
42 The City Attorney read Ordinance No. 1535 by title only on first reading.

43  
44 Ms. Holloway said we are getting ready to hook up one of our first customers that will  
45 require sewer service from the City of Sanford. This ordinance is amending the  
46 ordinance to provide us to charge that customer. We entered into an agreement with

1 the City of Sanford to provide those services back in 2007. Currently the rates that we  
2 will be charging are in compliance with that agreement as well as the PUD agreement  
3 we have with Waterside Development. Additionally we are asking to add a \$3.00  
4 administrative fee for the City to recoup billing charges.

5  
6 Mayor Mealor asked if anyone wanted to speak in reference to Ordinance No. 1535. No  
7 one came forward and the public hearing was closed.

8  
9 **Motion was made by Commissioner Lucarelli to approve Ordinance No. 1535 on**  
10 **first reading, seconded by Deputy Mayor Duryea and motion carried by roll-call**  
11 **vote: Deputy Mayor Duryea, Yes; Commissioner Miller, Yes; Commissioner**  
12 **Lucarelli, Yes; Commissioner Brender, Yes; Mayor Mealor, Yes.**

13  
14 10. Other Items for Commission Action

15  
16 There were no items to discuss at this time.

17  
18 11. City Manager's Report

19  
20 A. Items for Approval

21 1. Surplus Fleet Automobile Lift

22  
23 Ms. Sova said this is a request to surplus our fleet automotive lift. We have a 2003 lift.  
24 We have ordered the replacement and we need to surplus the existing lift. She asked  
25 the Commission to declare the Bend Pak fleet auto lift surplus so she could dispose of  
26 it.

27  
28 **Motion was made by Deputy Mayor Duryea to declare the Bend Pak fleet**  
29 **automobile lift surplus and authorize the City Manager to dispose of, seconded**  
30 **by Commissioner Lucarelli and motion carried unanimously.**

31  
32 B. Items for Information

33  
34 There were no items to discuss at this time.

35  
36 C. Announcements

37  
38 Ms. Sova reminded everyone that tomorrow is Holiday in the Park from 6:00 P.M. to  
39 8:00 P.M. The tree lighting will be at 6:30 P.M. followed by Santa's arrival at 6:45 P.M.  
40 We will have music, the dancing light show, kiddie train rides, and face painting with  
41 Santa's elves here in Central Park.

42  
43 Ms. Sova said Santa and Mrs. Claus will be visiting various City streets for the next two  
44 Saturdays beginning at 8:30 A.M. until 5:00 P.M. You can visit our website at  
45 [www.lakemaryfl.com](http://www.lakemaryfl.com) for the parade route or call Battalion Chief Howington at 407-585-  
46 1477.

1  
2 12. Mayor and Commissioners' Reports  
3

4 Mayor Mealor had no report at this time.  
5

6 Commissioner Miller said he attended the Metroplan Orlando Citizens Advisory  
7 Committee meeting today. One of the things presented was their requirement to get  
8 public input to all the plans. As a result of that presentation, it occurred to him that one  
9 thing that might be useful would be for us to have a commission meeting at some date  
10 in the future where we take all the components out of the long-range transportation plan  
11 that relate to Lake Mary, advertise we are doing that to our citizens and have a  
12 presentation by Metroplan Orlando and maybe even Seminole County to share with our  
13 citizens what is going to happen in the next 40 years relative to transportation. He said  
14 he discussed that with the City Manager and there are some other things happening  
15 that may be something we put on the agenda for 2017 instead of 2016 because of all  
16 the short-term activity related to Rinehart, I-4, and 46.  
17

18 Mayor Mealor said we will work with Ms. Sova's team to follow up when that might  
19 happen.  
20

21 Ms. Sova said she would have a date by the next Commission meeting when there will  
22 be a presentation to the Seminole County Commission regarding 46A and Rinehart  
23 Road. That will include an invite for this Commission and the City of Sanford. She  
24 should have the date certain by the next Commission meeting. She thought it would  
25 behoove us to select a commission representative to be there.  
26

27 Commissioner Lucarelli thanked everyone who showed up for the arts festival. It was a  
28 successful festival and we look forward to next year.  
29

30 Commissioner Brender said we had no CALNO meeting this month.  
31

32 Commissioner Brender complimented Bryan's (Nipe) staff. Every year the lighting takes  
33 our breath away. He knew they put a lot of time and effort into it and it shows.  
34

35 Commissioner Brender welcomed our new Division Chief Wendy Niles.  
36

37 Commissioner Miller said the work session we had this afternoon was probably as  
38 productive and free flowing as any work session he had ever attended in business. He  
39 thought staff is to be complimented for their preparation and their support of the  
40 Commission.  
41

42 Deputy Mayor Duryea said the lobby as you come in the front door is amazing and what  
43 Kathy Gehr and the rest of the crew have done. He said he couldn't thank them  
44 enough.  
45

46 13. City Attorney's Report

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15  
16  
17  
18  
19  
20

Ms. Reischmann had no report at this time.

14. Adjournment

There being no further business, the meeting adjourned at 7:30 P.M.

\_\_\_\_\_  
David J. Mealor, Mayor

\_\_\_\_\_  
Mary Campbell, Deputy City Clerk

ATTEST:

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

DRAFT



## MEMORANDUM

DATE: December 17, 2015

TO: Mayor and City Commission

FROM: Dianne Holloway, Finance Director

VIA: Jackie Sova, City Manager

SUBJECT: Ordinance No. 1535 - Amending Chapter 53 of the City's Code of Ordinances to Establish Customer User Rates and Charges for Wastewater Services Provided by the City of Sanford to Users Located within the Incorporated Area of the City of Lake Mary - Second Reading (Public Hearing) (Dianne Holloway, Finance Director)

---

**DISCUSSION:** Chapter 53 of the City of Lake Mary's Code of Ordinances provides user rates and charges for the wastewater and water systems. The Waterside PUD area is currently under development. Potable water and reclaimed service will be provided by the City and billed to customers under our existing rate structure. Wastewater services will also be provided by the City, however, the City will need to purchase wastewater capacity and disposal services from the City of Sanford. In 2007, we entered into an agreement with the City of Sanford to provide these services. Sanford will charge the City a fixed base charge reserving availability of service and a usage rate per 1,000 gallons up to a maximum of 12,000 gallons. Sanford's rates will be consistent with the rates charged to customers outside their city limits with a meter of equivalent size. As of October 1, 2015, Sanford's base charge for a 3/4" meter outside the City is \$13.70 per month and the usage charge is \$5.95 for 0 to 2,000 gallons and \$6.99 for 2,001 to 12,000 gallons. Additionally, the City of Sanford utility ordinance provides for annual rate adjustments based on the Consumer Price Index (CPI) effective October 1<sup>st</sup> of each year.

Staff is recommending adopting the City of Sanford's Wholesale Wastewater User Charge including a Pass-Through Provision which will apply to wastewater users located in the incorporated area of the City of Lake Mary that receive wastewater services from the City of Sanford. The fees and charges shall be equal to the amount

the City pays to the City of Sanford. Additionally, we recommend adopting an administrative fee of \$3.00 per month per customer to cover the City's cost.

**RECOMMENDATION:** Request Commission adopt Ordinance No. 1535 amending Chapter 53.21 to establish customer user rates and charges for wastewater services provided by the City of Sanford to users located within the incorporated area of the City of Lake Mary.

**ORDINANCE NO. 1535**

**AN ORDINANCE OF THE CITY OF LAKE MARY, FLORIDA, AMENDING CHAPTER 53 OF THE CITY OF LAKE MARY CODE OF ORDINANCES TO ESTABLISH CUSTOMER RATES AND CHARGES FOR WASTEWATER SERVICES PROVIDED BY THE CITY OF SANFORD TO USERS LOCATED WITHIN THE INCORPORATED AREA OF THE CITY OF LAKE MARY; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, Chapter 53 of the City of Lake Mary Code of Ordinances provides for user rates and charges for the wastewater and water systems; and

**WHEREAS**, on October 26, 2007, the City Commission adopted the City of Sanford and the City of Lake Mary Sewage Service Agreement; and

**WHEREAS**, it is the desire of the City to establish customer rates and charges for users located within the incorporated City limits for wastewater service provided by the City of Sanford.

**NOW THEREFORE, IT IS HEREBY ENACTED BY THE CITY OF LAKE MARY AS FOLLOWS:**

**SECTION 1.** Chapter 53, City Wastewater and Water System Fees and Charges, Section 53.21 User Rates and Charges, be amended to include (F) City of Sanford Wholesale Wastewater User Charge including a Pass-Through Provision, for users located within the incorporated area of the City of Lake Mary, as indicated in Exhibit "A" attached hereto and made a part hereof:

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2015.

FIRST READING: December 3, 2015

SECOND READING: December 17, 2015

CITY OF LAKE MARY, FLORIDA

---

MAYOR, DAVID J. MEALOR

ATTEST:

---

CITY CLERK, CAROL A. FOSTER

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

---

CATHERINE REISCHMANN, CITY ATTORNEY

## EXHIBIT A

### CHAPTER 53: CITY WASTEWATER AND WATER SYSTEM FEES AND CHARGES

#### § 53.21 USER RATES AND CHARGES.

The rates and charges adopted herein shall apply to each customer of the City's wastewater system. These rates and charges may be amended by resolution of the City Commission.

(A) Wastewater service deposit. For new wastewater user water accounts, the customer shall pay a wastewater service deposit to be determined as follows:

- (1) Residential account deposit charges: \$45 per customer.
- (2) Commercial account deposit charges:

| Water Meter Size (Inches) | Minimum Wastewater Deposit (Dollars) |
|---------------------------|--------------------------------------|
| 5/8 x 3/4"                | 45                                   |
| 1                         | 115                                  |
| 1-1/2                     | 225                                  |
| 2                         | 360                                  |
| 3                         | 720                                  |
| 4                         | 1,125                                |
| 6                         | 2,250                                |
| 8                         | 3,600                                |
| 10                        | 4,000                                |

(3) A master-metered multi-unit customer deposit is 50% per ERU of a single-family deposit.

(4) Actual deposit for commercial customers shall be the greater of two times the projected monthly billing or the minimum shown above as determined by the City Manager or his or her designee.

(B) Base Fees. The minimum monthly charge to users shall be the Seminole County Wholesale Sewage Rate, as adjusted from time to time by the County.

(C) Residential Maximum Water Use. There shall be a maximum user monthly charge based upon a maximum water use of 10,000 gallons of metered water use per month for residential customers.

(D) Base Fees based on readiness to serve shall be as follows:

- (1) Residential base fee: \$6.50 per month;
- (2) Commercial base fees;

| Water Meter Size (Inches)   | Charge (Dollars) |
|---|------------------|
| 5/8 x 3/4"  | 6.50             |
| 1   | 14.90            |
| 1-1/2   | 28.90            |
| 2   | 45.70            |
| 3   | 90.50            |
| 4   | 140.90           |
| 6   | 280.90           |
| 8   | 280.90           |
| 10  | 280.90           |
| Note: Base fees for 8-inch and 10-inch meter sizes shall be equal to 6-inch meter size as additional capacity is related to water flow rather than wastewater flow. |                  |

(E) Seminole County wholesale wastewater sewage treatment and disposal charge pass through provision. To the extent Seminole County's wholesale sewage treatment and disposal charges to the City are increased or decreased (expressed on a dollar per one thousand gallon basis for such wastewater service), the City shall immediately pass through the adjusted charges to the City's wastewater customers. The adjustment for the change in wholesale sewage treatment and disposal charges shall be added to the wastewater retail user charges as provided hereinabove in effect at the time of the adjustment and shall apply to each customer beginning with the next full billing cycle after the effective date of the wholesale sewage treatment and disposal charge rate adjustment.

(F) City of Sanford Wholesale Wastewater User Charge including a Pass-Through Provision. Wastewater users located in the incorporated area of the City of Lake Mary that receive wastewater services from the City of Sanford will be billed fees and charges equal to the

amount the City pays to the City of Sanford plus a \$3.00 per month administrative fee. To the extent the City of Sanford's wholesale wastewater service charges to the City are increased or decreased (expressed on a dollar per one thousand gallon basis for such wastewater service), the City shall immediately pass through the adjusted charges to the City's wastewater customers. The adjustment for the change in wholesale wastewater services shall be added to the wastewater retail user charges as provided hereinabove in effect at the time of the adjustment and shall apply to each customer beginning with the next full billing cycle after the effective date of the wholesale wastewater service charge rate adjustment.

(FG) Sewer Impact Fees. Sewer impact fees shall be paid, collected, and administered as set forth in Chapter 50.



## MEMORANDUM

DATE: December 17, 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: Final Plat for the 16-Lot Crystal Reserve Subdivision; Pulte Homes Corporation, applicant (Public Hearing) (Steve Noto, City Planner) (Postponed 11/19/15, 12/3/15)

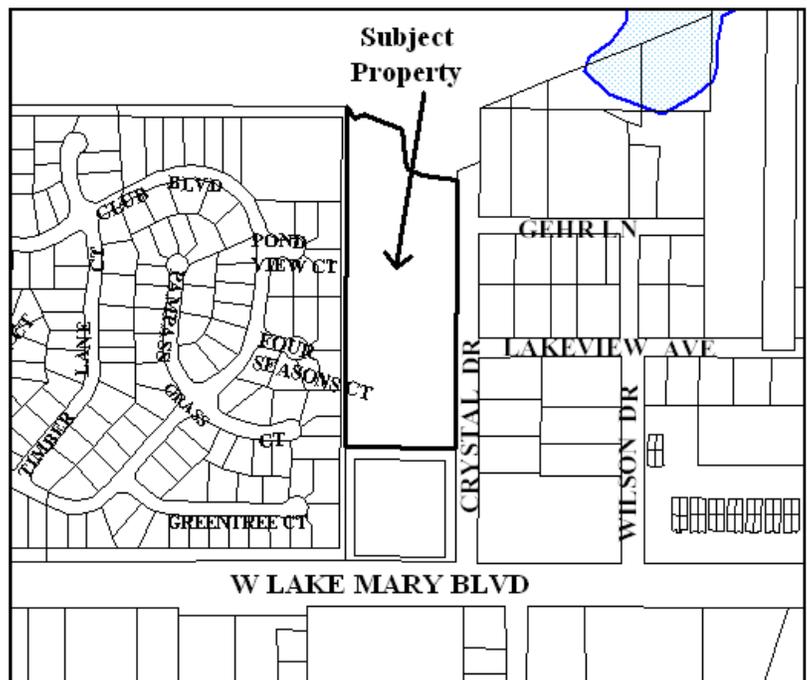
**APPLICANT:** Pulte Homes Corporation

**REFERENCE:** City Code of Ordinances, Comprehensive Plan, Florida Statutes Chapter 177.

**REQUEST:** The applicant proposes a Final Plat for the Crystal Reserve subdivision. When complete, the existing lot will be divided into 16 single-family residential lots.

**DISCUSSION:**

**Location** - The subject property is located on the west side of Crystal



Drive, approximately 330' north of Lake Mary Boulevard and east of the Forest Subdivision. Adjacent to and south of the subject property, there is a 2.2 acre office tract of the Fountain Parke PUD.

**History** - The subdivision is part of the Fountain Parke at Lake Mary PUD. The Developer Agreement states that Parcel 5 (Tract No. F6) shall be allowed to develop up to a maximum of 16 single family residential dwelling units in the Low Density Residential classification. The permitted uses in the Low Density Residential classification shall be developed in accordance with the site design standards applicable to the R-1AA zoning classification, with the exception of the lot size requirement.

In March 2008, the Planning and Zoning Board approved a final subdivision plan for Lake Crystal Woods, which was the name of the previous development on this property. Due to the economic recession, construction of the subdivision was never undertaken.

On June 18, 2015, the City Commission conditionally approved the Preliminary Subdivision Plan for the Crystal Reserve development.

On August 25, 2015, the Planning & Zoning Board approved the Final Subdivision Plan for the Crystal Reserve development.

**ANALYSIS:** The final plat has been reviewed by the City's Surveyor Consultant and they have indicated that the plat has been revised to address all of their concerns. In addition, the applicant has provided a performance surety bond for the amount of \$322,423.69 which covers all right-of-way improvement work associated with the project.

**FINDINGS OF FACT:** Staff finds that the final plat complies with the Code of Ordinances, Comprehensive Plan and Chapter 177, Florida Statutes, with the following conditions:

1. Prior to the recording of the plat:
  - a. The applicant reimburses the City for the costs of the consultant review, legal review, and the costs of recording.

**PLANNING AND ZONING BOARD:** At their regular October 27, 2015 meeting, the Planning and Zoning Board voted, 5-0, to recommend approval of the proposed final plat for Crystal Reserve, with staff's conditions.

**ATTACHMENTS:**

- Location Map
- Boundary Survey
- Plat
- October 27, 2015 P&Z Meeting Synopsis



- B. 2015-FP-09: Recommendation to the Mayor and City Commission for a Final Plat for the 16-lot Crystal Reserve Subdivision. Applicant: Pulte Homes Corporation (Public Hearing)

**MOTION:**

Justin York moved to approve 2015-FP-09, recommendation to the Mayor and City Commission for a Final Plat for the 16-lot Crystal Reserve Subdivision with the one Finding of Fact and conditions. Steven Gillis seconded the motion, which carried unanimously 5-0.

**CONDITIONS:**

Prior to recording of the plat:

- a. The applicant reimburses the City of the costs of the consultant review, legal review, and the costs of recording.
- b. Any remaining comments that may have not been addressed must be addressed.



## MEMORANDUM

DATE: December 17, 2015

TO: Mayor and City Commission

FROM: Danielle Koury, P.E., Stormwater Engineer

THRU: Bruce Paster, P.E., Public Works Director

VIA: Jackie Sova, City Manager

SUBJECT: Resolution No. 977 - Adopting the 2015-2020 Seminole County Floodplain Management Plan (Bruce Paster, Public Works Director)

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**DISCUSSION:** Seminole County and fellow Cities have established a comprehensive, coordinated planning process involving the county and its municipalities, as well as other public and private sector organizations to create and update the Seminole County Floodplain Management Plan (the Plan).

The City's participation in the Plan helps to reduce the community's risk to flooding as well as providing points towards our FEMA Community Rating System (CRS) classification.

Attached is the Seminole County Floodplain Management Plan and a resolution for adoption of the Plan.

**RECOMMENDATION:** Request Commission approve Resolution No. \_\_\_\_ adopting the Seminole County Floodplain Management Plan.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA,  
ADOPTING THE 2015-2020 SEMINOLE COUNTY FLOODPLAIN  
MANAGEMENT PLAN TO SUPPLEMENT SEMINOLE  
COUNTY'S LOCAL MITIGATION PLAN; PROVIDING  
CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the City is charged with the duty of protecting health, safety, and welfare of its citizens; and

**WHEREAS**, areas of the City are vulnerable to a wide range of natural disasters, as demonstrated by the very high human and economic costs of events that have impacted the State of Florida in the past decade; and

**WHEREAS**, the worst flood recorded in Seminole County history occurred in the year 2008 after the Tropical Storm Fay event; and

**WHEREAS**, floodplain management is the operation of a community program of corrective and preventative measures for reducing flood damage; and

**WHEREAS**, a community's agreement to adopt and enforce a Floodplain Management Plan helps to reduce the community's risk to flooding; and

**WHEREAS**, through the National Flood Insurance Program (NFIP), the Floodplain Management Plan helps to provide credits to insurance consumers by adding discounts to flood insurance.

**WHEREAS**, the City is required to develop and implement a Floodplain Management Plan as part of the requirements of participation in the Community Rating System; and

**WHEREAS**, the Federal Government has implemented new and updated standards in the Code of Federal Regulation (C.F.R.) which further enhance the minimum standards previously required; and

**WHEREAS**, the Floodplain Management Plan complies with the Federal Hazard Mitigation Planning Standards contained in 44 C.F.R. Part 201 (2015); and

**WHEREAS**, adoption of this document by the City will provide for continued grant funding<sup>4</sup> and discounts available to homeowners on flood insurance policies for the City through local mitigation initiatives as approved through the Federal Emergency Management Agency (FEMA),

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

**Section 1.** Adoption of the Seminole County Floodplain Management Plan:

- The City of Lake Mary hereby accepts and formally adopts the 2015-2020 Seminole County Floodplain Management Plan.

- The Floodplain Management Plan is adopted to supplement Seminole County's Local Mitigation Strategy (LMS).

**EFFECTIVE DATE.** This Resolution shall take effect immediately upon passage and adoption.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of December 2015.

CITY OF LAKE MARY, FLORIDA

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

ATTEST:

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



## *CITY MANAGER'S REPORT*

DATE: December 17, 2015  
TO: Mayor and City Commission  
FROM: Jackie Sova, City Manager  
SUBJECT: City Manager's Report

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

1. Request for approval to attend FBI Academy – Lt. Mike Biles.

### **ITEMS FOR COMMISSION INFORMATION:**

1. Monthly Department Reports.



## CITY MANAGER'S REPORT

DATE: December 17, 2015  
TO: Mayor and City Commission  
FROM: Jackie Sova, City Manager  
SUBJECT: Request for approval to attend FBI Academy - Lt. Mike Biles

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As can be noted from the attached memorandum, Lt. Biles has been accepted to attend the F.B.I. National Academy at Quantico, Virginia. The course is ten weeks long beginning in January. Such training and experience will be invaluable to both Lt. Biles and what he brings back to the City of Lake Mary.

Currently, our Personnel Policy does not address such requests. My recommendation is that the Commission allow Lt. Biles full pay and benefits during this ten week period while he is attending. As has been our past practice, travel to and from Quantico would be at his own expense.

In addition to salary and benefits, the only other costs would be for membership dues and a mandatory assessment fee in a total amount of \$220.00.

### **RECOMMENDATION:**

That the Commission allow Lt. Biles his requested leave of absence.

Attachments



# LAKE MARY POLICE DEPARTMENT

MEMORANDUM 2015-03-03

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TO: Jackie Sova, City Manager  
DATE: December 9, 2015  
FROM: Lieutenant Mike Biles  
RE: **Request to attend 263<sup>rd</sup> session of the F.B.I.N.A**

Ms. Sova,

On October 20, 2015, I received final approval from the F.B.I. confirming my selection to attend the 263<sup>rd</sup> session of the F.B.I. National Academy in Quantico, Virginia.

As you are aware, the FBI National Academy is a professional course of study for U.S. and international law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide.

Its mission is "to support, promote, and enhance the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges through innovative techniques, facilitating excellence in education and research, and forging partnerships throughout the world."

The course is a 10 week program covering contemporary topics in law enforcement such as: behavioral science, forensic science, understanding terrorism/terrorist mindsets, leadership development, communication, and health/fitness. Officers participate in a wide range of leadership and specialized training, and they share ideas, techniques, and experiences with each other, creating lifelong partnerships that span state and national lines.

I am honored to have been selected and I respectfully request the opportunity to represent the City of Lake Mary by attending the session.

The training and experience will certainly enhance my ability to be a leader in the Police Department and in my ability to provide quality services to our citizens.

Respectfully,

*M. Biles*

## Michael L. Biles

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**From:** Cooper, Lourdes R. (TP) (FBI) <Lourdes.Cooper@ic.fbi.gov>  
**Sent:** Tuesday, October 20, 2015 10:14 AM  
**To:** Michael L. Biles  
**Subject:** FW: Applicant Selected for NASA Session

Congratulations Mike!!!!

-----Original Message-----

**From:** virtualacademy@fbiacademy.edu [mailto:virtualacademy@fbiacademy.edu]  
**Sent:** Tuesday, October 20, 2015 9:04 AM  
**To:** Cooper, Lourdes R. (TP) (FBI)  
**Subject:** Applicant Selected for NASA Session

Dear LOURDES R COOPER,

Michael Biles has been approved by the National Academy Unit (NAU) to attend the National Academy (i.e. they have received final, 3rd level, approval). This email serves to notify you of your applicant's selection. The FBIVA does not notify the applicant of their final selection. Please prepare a letter of invitation over your SAC's signature and send it to the head of applicant's agency. Ensure you email or fax a copy of your letter to the NA Admissions Office at (703) 632-3121.

Once the applicant has been notified, you must instruct the applicant to register for courses on the FBI Virtual Academy (FBIVA). Course selection is handled on a "first come, first served" basis. Applicants may select courses during the open enrollment period of 11/2/2015 dates 11/16/2015 that begins at 12:00 noon Eastern time. Please note these dates are subject to change and the applicant should check the My Application page for the official open enrollment dates.

To access the NA Course Selection, the applicant should logon to the FBIVA, click the National Academy tab in the menu bar at the top of the page, select "My Application", complete the pre-registration survey (step 5), and then select the Register for Courses link (step 6).

Applicants can also find additional instructions in the NASA System Help files by clicking on the help icon on every page. Once the applicant has been notified by your office of their selection to the NA, you may forward this email to the applicant as well.

Sincerely,  
FBI Virtual Academy  
VirtualAcademy@fbiacademy.edu



## **MEMORANDUM**

DATE: December 17, 2015

TO: Mayor and City Commission

FROM: Bryan Nipe, Parks and Recreation Director

VIA: Jackie Sova, City Manager

SUBJECT: Parks and Recreation Update for November 2015

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### November 2015 Descriptive Reports

| Community Center           |   |
|----------------------------|---|
| Rentals                    | <ul style="list-style-type: none"> <li>• There were 33 rentals in November 2015, a 38% increase from November 2014.</li> <li>• At November's end 240 rentals have been completed in calendar year 2015.</li> </ul>  |
| Programs                   | <ul style="list-style-type: none"> <li>• Tri-Balance Martial Arts had 19 participants per class average for November 2015, Zumba and Yoga participation is staying constant.</li> <li>• Senior Center programs are still utilizing the Community Center for overflow due to the packed class schedule at the Senior Center. Senior yoga and meditation classes are continuing with a 6 person class average.</li> </ul> |
| Sports Complex             |   |
| Rentals                    | <ul style="list-style-type: none"> <li>• Soccer rentals are up 51% compared to November 2014.</li> <li>• Baseball/softball rentals are up 42% compared to November 2014.</li> <li>• LMLL had eight (8) less practices and thirteen (13) less games this November.</li> </ul>  |
| Programs                   | <ul style="list-style-type: none"> <li>• Adult Kickball and Softball fall leagues wrapped up in early November.</li> <li>• November's Kickball theme night included, "80's Rewind Night."</li> </ul>  |
| Skate Park & Batting Cages | <ul style="list-style-type: none"> <li>• 48 Annual Skate park passes have been sold to date.</li> <li>• Pass usage is up 285% compared to November 2014.</li> <li>• 70 Batting Cage tokens were sold in November 2015.</li> </ul>   |
| Splash Pad                 | <ul style="list-style-type: none"> <li>• Closed for the season.</li> </ul>  |
| Farmers Market             |   |
|                            | <ul style="list-style-type: none"> <li>• Farmers Market vendor occupancy rate is up 18% from November 2014.</li> <li>• Weekly attendance is up 55% from November 2014.</li> </ul>   |
| Events Center              |   |
|                            | <ul style="list-style-type: none"> <li>• LMEC hosted 18 weddings in November and 9 corporate events</li> </ul>  |

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Some notable business events included Seminole County Chamber Breakfast, VERITAS Technology, Compass Research, Dr. Horton, Blackrain Partners for a 2 day event and Elevation Health.</li> </ul>   |
| <b>Tennis Center</b>     |   |
|                          | <ul style="list-style-type: none"> <li>Had 42 instructional slots for Junior Tennis Program.</li> <li>Hosted second USTA Level 9 tournament with 16 children participating and featured drone video footage.</li> <li>Hosted a Fall Mixer party and had 20 attendees.</li> </ul>  |
| <b>Senior Center</b>     |   |
|                          | <ul style="list-style-type: none"> <li>Twenty six seniors went on the Senior SunRail trip to Orlando to see the Festival of Trees.</li> <li>The Senior Center had a new instructor start, Helen, who moved from California and was trained under Richard Simmons. Her first class offered is Sweating with Helen and is held at the Community Center twice a week.</li> </ul> |
| <b>Museum</b>            |   |
|                          | <ul style="list-style-type: none"> <li>Closed 12/24-12/26, 12/31-1/2/2016.</li> </ul>   |
| <b>Parks Maintenance</b> |   |
|                          | <ul style="list-style-type: none"> <li>Heritage Park Phase I to bid in Spring 2016.</li> <li>Fence replacement/upgrade around soccer field scheduled for late December.</li> <li>Very successful holiday lighting season and event.</li> </ul>  |

# MEMO

TO: Bryan Nipe, Director of Parks & Recreation  
 FROM: Cristin Rumler, Customer Service Representative  
 DATE: December 8, 2015



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

| EVENTS CENTER    | Current Month | This Month Last YR | Current YTD   | Previous YTD  |
|------------------|---------------|--------------------|---------------|---------------|
| non-revenue uses | 2             | 1                  | 2             | 2             |
| rentals          | 28            | 31                 | 55            | 57            |
| catering revenue | \$ 5,744.19   | NR                 | \$ 11,617.98  | NR            |
| rental revenue   | \$ 44,865.76  | \$ 51,175.95       | \$ 92,891.51  | \$ 100,787.08 |
| total revenue    | \$ 50,609.95  | \$ 51,175.95       | \$ 104,509.49 | \$ 100,787.08 |
| expenses         | \$ 31,081.59  | \$ 26,928.96       | \$ 75,338.58  | \$ 75,096.32  |

| SENIOR CENTER           |             |             |              |              |
|-------------------------|-------------|-------------|--------------|--------------|
| classes                 | 113         | 100         | 244          | 243          |
| individual participants | 1,892       | 1,751       | 4,058        | 4,273        |
| revenue                 | \$ 195.79   | \$ 308.96   | \$ 404.11    | \$ 1,798.64  |
| expenses                | \$ 6,921.82 | \$ 6,732.09 | \$ 14,219.28 | \$ 14,030.12 |

| COMMUNITY CENTER |             |             |              |              |
|------------------|-------------|-------------|--------------|--------------|
| classes          | 61          | 51          | 133          | 109          |
| non-revenue uses | 7           | 8           | 17           | 19           |
| rentals          | 33          | 24          | 62           | 44           |
| rental revenue   | \$ 7,783.00 | \$ 8,132.10 | \$ 15,413.20 | 14,673.20    |
| expenses         | \$ 9,075.56 | \$ 5,854.47 | \$ 26,717.51 | \$ 21,866.34 |

| TENNIS CENTER |             |             |             |             |
|---------------|-------------|-------------|-------------|-------------|
| memberships   | 157         | 154         |             |             |
| revenue       | \$ 1,868.30 | \$ 1,547.35 | \$ 4,127.20 | \$ 1,547.35 |
| expenses      | \$ 2,334.65 | \$ 2,986.48 | \$ 5,354.57 | \$ 5,737.93 |

| OTHER REVENUES                        |                     |                    |                     |                     |
|---------------------------------------|---------------------|--------------------|---------------------|---------------------|
| Farmers Market                        | \$ 2,043.17         | \$ 1,700.02        | \$ 4,163.42         | \$ 3,301.90         |
| Skate Park                            | \$ 210.31           | \$ 263.19          | \$ 487.98           | \$ 761.44           |
| Splash Park                           | \$ -                | \$ -               | \$ 323.39           | \$ 239.62           |
| Park Rentals                          | \$ 175.00           | \$ 249.06          | \$ 175.00           | \$ 324.06           |
| Sports Complex                        | \$ 7,986.91         | \$ 776.50          | \$ 9,754.71         | \$ 8,187.25         |
| Leagues                               | \$ -                | \$ -               | \$ 400.00           | \$ 400.00           |
| Concession (Trailhead & Sports Comp.) | \$ 2,445.18         | \$ 753.91          | \$ 2,468.55         | \$ 753.91           |
| Summer Camp                           | \$ -                | \$ -               | \$ -                | \$ -                |
| <b>TOTAL OTHER REVENUES</b>           | <b>\$ 12,860.57</b> | <b>\$ 3,742.68</b> | <b>\$ 17,773.05</b> | <b>\$ 13,968.18</b> |

FACILITIES MAINTENANCE  
MONTHLY REPORT



**WORK ORDER EXPENSES**

| TYPE          | Nov-15 | YTD  | Nov-14 | YTD  | Nov-15       | YTD          | Nov-14       | YTD          |
|---------------|--------|------|--------|------|--------------|--------------|--------------|--------------|
| LABOR         | 45%    | 58%  | 41%    | 51%  | \$ 7,021.46  | \$ 15,696.52 | \$ 4,748.55  | \$ 12,100.03 |
| MATERIALS     | 30%    | 30%  | 22%    | 31%  | \$ 4,536.36  | \$ 8,187.86  | \$ 2,502.94  | \$ 7,197.60  |
| CONTRACTOR    | 25%    | 13%  | 37%    | 19%  | \$ 3,917.00  | \$ 4,006.95  | \$ 4,218.73  | \$ 4,218.73  |
| <b>TOTALS</b> | 100%   | 100% | 100%   | 100% | \$ 15,474.82 | \$ 27,891.33 | \$ 11,470.22 | \$ 23,516.36 |

**WORK ORDERS BY BUILDING**

| FACILITY               | Nov-15 | YTD | Nov-14 | YTD |
|------------------------|--------|-----|--------|-----|
| CITY HALL              | 10     | 16  | 10     | 24  |
| COMMUNITY CENTER       | 7      | 7   | 3      | 5   |
| EVENTS CENTER          | 6      | 8   | 3      | 6   |
| EMPLOYEE HEALTH CLINIC | 1      | 1   | 0      | 0   |
| FLEET                  | 1      | 3   | 3      | 4   |
| FRANK EVANS MUSEUM     | 4      | 7   | 0      | 0   |
| LIBERTY PARK           | 0      | 1   | 0      | 0   |
| MUNICIPAL COMPLEX      | 5      | 16  | 3      | 8   |
| PARKS BUILDING         | 6      | 7   | 0      | 1   |
| POLICE DEPARTMENT      | 4      | 7   | 5      | 12  |
| PUBLIC WORKS BUILDING  | 3      | 4   | 2      | 5   |
| SPORTS COMPLEX         | 2      | 10  | 3      | 10  |
| STATION #33            | 10     | 12  | 4      | 4   |
| STATION #37            | 3      | 3   | 4      | 4   |
| TENNIS CENTER          | 4      | 8   | 7      | 11  |
| TRAILHEAD PARK         | 0      | 4   | 0      | 4   |
| WATER TREATMENT PLANT  | 1      | 1   | 1      | 2   |
| <b>TOTALS</b>          | 67     | 115 | 48     | 100 |

**WORK ORDERS BY CATEGORY**

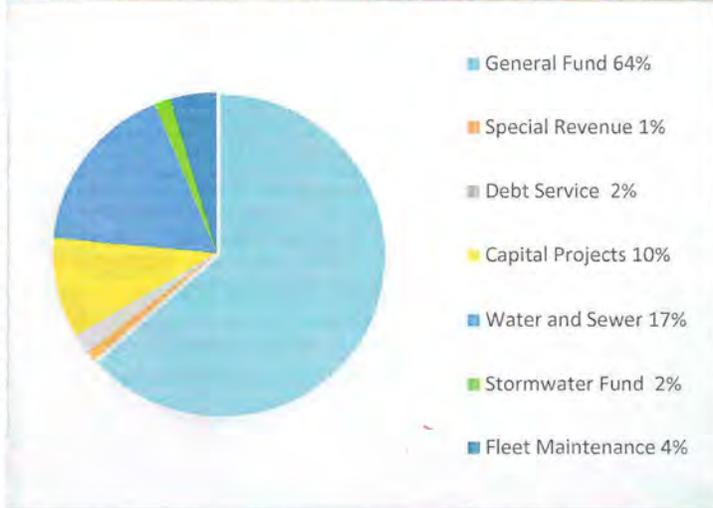
| FACILITY                     | Nov-15 | YTD | Nov-14 | YTD |
|------------------------------|--------|-----|--------|-----|
| APPLIANCES                   | 4      | 4   | 1      | 5   |
| DOORS - INT, EXT, & HARDWARE | 1      | 6   | 2      | 4   |
| ELECTRICAL                   | 18     | 36  | 22     | 51  |
| FIRE ALARM SYSTEMS           | 0      | 0   | 0      | 0   |
| FIRE SPRINKLER SYSTEMS       | 0      | 0   | 0      | 0   |
| HVAC                         | 5      | 11  | 0      | 5   |
| JANITORIAL                   | 0      | 2   | 1      | 1   |
| MISCELLANEOUS                | 8      | 14  | 5      | 13  |
| PAINT - INTERIOR & EXTERIOR  | 0      | 3   | 1      | 2   |
| PEST CONTROL                 | 1      | 1   | 1      | 1   |
| PLUMBING                     | 2      | 8   | 3      | 5   |
| PREVENTATIVE MAINTENANCE     | 28     | 30  | 10     | 10  |
| SECURITY SYSTEMS             | 0      | 0   | 2      | 3   |
| SEPTIC TANKS                 | 0      | 0   | 0      | 0   |
| VENDING                      | 0      | 0   | 0      | 0   |
| <b>TOTALS</b>                | 67     | 115 | 48     | 100 |

# City of Lake Mary

## Budget Snapshot as of November 30, 2015

(17% of Fiscal year elapsed)

### Fiscal Year 2015 - 2016 Adopted Budget



### General Fund Revenues

| Revenues                  | Budget               | Year-to-Date        | %            |
|---------------------------|----------------------|---------------------|--------------|
| Ad Valorem Taxes          | \$ 6,760,607         | \$ 968,992          | 14.3%        |
| Franchise & Utility Taxes | 6,194,184            | 464,144             | 7.5%         |
| Business Tax Receipts     | 121,900              | 111,998             | 91.9%        |
| Permits                   | 433,143              | 360,755             | 83.3%        |
| Fines & Forfeitures       | 73,500               | 21,532              | 29.3%        |
| Intergovernmental         | 1,675,523            | 160,106             | 9.6%         |
| Charges for Services      | 1,547,700            | 263,190             | 17.0%        |
| Investment Income/Other   | 227,000              | 27,383              | 12.1%        |
| Operating Transfers In    | 1,100,000            | 183,333             | 16.7%        |
| <b>Total Revenues</b>     | <b>\$ 18,133,557</b> | <b>\$ 2,561,433</b> | <b>14.1%</b> |

### General Fund Expenditures

| Expenditures                | Budget               | Year-to-Date         | %             |
|-----------------------------|----------------------|----------------------|---------------|
| City Commission             | \$ 99,604            | \$ 16,972            | 17.0%         |
| City Manager                | 652,327              | 89,747               | 13.8%         |
| City Attorney               | 105,000              | 4,614                | 4.4%          |
| City Clerk                  | 241,778              | 30,698               | 12.7%         |
| General Government          | 751,423              | 31,191               | 4.2%          |
| Risk Management             | 17,000               | 10,175               | 59.9%         |
| Finance                     | 533,836              | 72,574               | 13.6%         |
| Information Systems         | 306,013              | 39,840               | 13.0%         |
| Community Development       | 572,852              | 89,861               | 15.7%         |
| Building                    | 430,762              | 53,588               | 12.4%         |
| Facilities Maintenance      | 392,583              | 43,387               | 11.1%         |
| Police Operations           | 5,131,582            | 790,929              | 15.4%         |
| Fire Combat                 | 4,784,977            | 667,584              | 14.0%         |
| Fire Prevention             | 394,401              | 58,549               | 14.8%         |
| Support Services            | 957,233              | 136,067              | 14.2%         |
| PW Admin & Engineering      | 235,232              | 34,005               | 14.5%         |
| Streets/Sidewalks           | 565,389              | 47,043               | 8.3%          |
| Parks & Recreation          | 1,798,322            | 243,095              | 13.5%         |
| Events Center               | 465,396              | 75,339               | 16.2%         |
| Community Center            | 186,889              | 26,718               | 14.3%         |
| Senior Center               | 105,797              | 14,219               | 13.4%         |
| Tennis Center               | 57,618               | 5,355                | 9.3%          |
| Transfers Out               | 1,397,928            | 232,988              | 16.7%         |
| <b>Total Expenditures</b>   | <b>\$ 20,183,942</b> | <b>\$ 2,814,538</b>  | <b>13.9%</b>  |
| <i>Fund Balance Forward</i> | 12,624,225           | 15,368,972           | 121.7%        |
| <b>Current Fund Balance</b> | <b>\$ 10,573,840</b> | <b>\$ 15,115,867</b> | <b>143.0%</b> |

### Debt Service Funds

| Revenues            | Budget     | Year-to-Date | %      |
|---------------------|------------|--------------|--------|
| Transfers In        | \$ 336,928 | \$ 56,155    | 16.7%  |
| <b>Expenditures</b> |            |              |        |
| PIRRB Series 2007   | \$ 290,679 | \$ 290,679   | 100.0% |
| PIRRN Series 2012   | \$ 332,904 | \$ 291,440   | 87.5%  |

### Special Revenue Funds

| Revenues                | Budget           | Year-to-Date     | %            |
|-------------------------|------------------|------------------|--------------|
| Impact Fees             | \$ 28,700        | 26,596           | 92.7%        |
| Cemetery Sales          | 4,000            | -                | 0.0%         |
| Fines & Forfeitures     | 7,000            | 2,411            | 34.4%        |
| Investment Income/Other | 5,400            | 322              | 6.0%         |
| <b>Total</b>            | <b>\$ 45,100</b> | <b>\$ 29,329</b> | <b>65.0%</b> |

### Expenditures

|                     |                   |                 |             |
|---------------------|-------------------|-----------------|-------------|
| Training            | \$ 23,000         | \$ 908          | 3.9%        |
| Operating & DARE    | 67,000            | -               | 0.0%        |
| Contributions       | -                 | -               | 0.0%        |
| Capital             | 33,500            | 2,139           | 6.4%        |
| Heritage Park       | 185,000           | -               | 0.0%        |
| Cemetery Operations | 13,100            | 783             | 6.0%        |
| <b>Total</b>        | <b>\$ 321,600</b> | <b>\$ 3,830</b> | <b>1.2%</b> |

|                             |                   |                   |               |
|-----------------------------|-------------------|-------------------|---------------|
| <i>Fund Balance Forward</i> | 700,850           | 700,850           | 100.0%        |
| <b>Current Fund Balance</b> | <b>\$ 424,350</b> | <b>\$ 726,349</b> | <b>171.2%</b> |

### Capital Projects Fund

| Revenues                | Budget              | Year-to-Date      | %            |
|-------------------------|---------------------|-------------------|--------------|
| Investment Income       | \$ 6,000            | \$ 183            | 3.1%         |
| Grants                  | 78,312              | -                 | 0.0%         |
| Intergovernmental/Other | 843,570             | 214,945           | 25.5%        |
| Transfers In            | 760,000             | 126,666           | 16.7%        |
| <b>Total</b>            | <b>\$ 1,687,882</b> | <b>\$ 341,794</b> | <b>20.2%</b> |

### Expenditures

|                  |                     |                  |             |
|------------------|---------------------|------------------|-------------|
| Capital Projects | 3,178,895           | 40,453           | 1.3%        |
| <b>Total</b>     | <b>\$ 3,178,895</b> | <b>\$ 40,453</b> | <b>1.3%</b> |

|                             |                   |                     |              |
|-----------------------------|-------------------|---------------------|--------------|
| <i>Fund Balance Forward</i> | 1,662,350         | 1,662,350           | 100.0%       |
| <b>Current Fund Balance</b> | <b>\$ 171,337</b> | <b>\$ 1,963,691</b> | <b>1146%</b> |

### Water and Sewer Fund

| Revenues                | Budget              | Year-to-Date      | %            |
|-------------------------|---------------------|-------------------|--------------|
| Water Sales             | \$ 1,950,000        | \$ 307,250        | 15.8%        |
| Sewer Revenue           | 1,935,000           | 308,309           | 15.9%        |
| Reclaimed Water         | 200,000             | 29,539            | 14.8%        |
| Water Impact Fees       | 50,000              | 1,010             | 2.0%         |
| Sewer Impact Fees       | 5,000               | -                 | 0.0%         |
| Investment Income/Other | 183,000             | 28,744            | 15.7%        |
| <b>Total</b>            | <b>\$ 4,323,000</b> | <b>\$ 674,852</b> | <b>15.6%</b> |

### Expenditures

|                         |                     |                   |              |
|-------------------------|---------------------|-------------------|--------------|
| Operating Expenses      | 1,738,576           | 221,162           | 12.7%        |
| Capital Projects        | 1,267,000           | 188,118           | 14.8%        |
| Wholesale swr/reclaimed | 1,345,000           | 126,059           | 9.4%         |
| Transfers Out           | 1,149,000           | 191,500           | 16.7%        |
| <b>Total</b>            | <b>\$ 5,499,576</b> | <b>\$ 726,839</b> | <b>13.2%</b> |

|                                  |                      |                      |               |
|----------------------------------|----------------------|----------------------|---------------|
| <i>Beg Unrestrict Net Assets</i> | 13,443,265           | 13,443,265           | 100.0%        |
| <b>Available Net Assets</b>      | <b>\$ 12,266,689</b> | <b>\$ 13,391,278</b> | <b>109.2%</b> |

### Stormwater Utility Fund

| Revenues        | Budget            | Year-to-Date     | %            |
|-----------------|-------------------|------------------|--------------|
| Stormwater Fees | \$ 396,000        | \$ 57,965        | 14.6%        |
| Interest/Other  | 3,000             | 206              | 6.9%         |
| <b>Total</b>    | <b>\$ 399,000</b> | <b>\$ 58,171</b> | <b>14.6%</b> |

### Expenditures

|                    |                   |                  |             |
|--------------------|-------------------|------------------|-------------|
| Operating Expenses | 304,930           | 25,176           | 8.3%        |
| Capital Projects   | 200,000           | -                | 0.0%        |
| <b>Total</b>       | <b>\$ 504,930</b> | <b>\$ 25,176</b> | <b>5.0%</b> |

|                                |                   |                   |               |
|--------------------------------|-------------------|-------------------|---------------|
| <i>Unrestricted Net Assets</i> | 423,285           | 423,285           | 100.0%        |
| <b>Available Net Assets</b>    | <b>\$ 317,355</b> | <b>\$ 456,280</b> | <b>143.8%</b> |

### Fleet Maintenance Internal Service Fund

| Revenues                 | Budget       | Year-to-Date | %     |
|--------------------------|--------------|--------------|-------|
| Fleet Transfers & Income | \$ 1,177,740 | \$ 150,564   | 12.8% |
| <b>Expenditures</b>      |              |              |       |
| Operating Costs          | \$ 312,208   | \$ 38,186    | 12.2% |
| Vehicle Purchases        | \$ 1,154,000 | \$ -         | 0.0%  |

**City of Lake Mary, Florida**  
**General Fund Revenues**  
**As of November 30, 2015**

| Account Code | Description               | 2012 Actual  | 2013 Actual  | 2014 Actual  | 2015 Actual | 2016 Budget | 2016 Actual | % FYTD |
|--------------|---------------------------|--------------|--------------|--------------|-------------|-------------|-------------|--------|
|              | Millage Rate              | 3.6355       | 3.6355       | 3.5895       | 3.5895      | 3.5895      | 3.5895      |        |
| 311-10       | Ad valorem tax            | \$ 6,072,711 | \$ 6,029,358 | \$ 6,146,678 | 6,385,066   | 6,760,607   | 968,992     | 14.33% |
|              | Franchise & Utility:      |              |              |              |             |             |             |        |
| 313-10       | Duke Energy - Franchise   | 1,224,950    | 1,128,047    | 1,146,509    | 1,169,179   | 1,156,874   | 100,713     | 8.71%  |
| 313-11       | FP&L - Franchise          | 545,433      | 535,600      | 591,267      | 545,849     | 579,908     | -           |        |
| 313-40       | Propane - Franchise       | 10,010       | 5,864        | 8,367        | 9,280       | 8,671       | -           |        |
| 313-70       | Solid Waste - Franchise   | 419,745      | 428,368      | 441,060      | 492,835     | 505,000     | 47,593      | 9.42%  |
|              | Total Franchise           | 2,200,138    | 2,097,879    | 2,187,203    | 2,217,143   | 2,250,453   | 148,306     | 6.59%  |
| 314-10       | Duke Energy - Utility     | 1,249,357    | 1,288,610    | 1,310,121    | 1,286,439   | 1,317,217   | 109,587     | 8.32%  |
| 314-11       | FP&L - Utility            | 601,224      | 648,297      | 729,688      | 747,297     | 732,236     | 64,981      | 8.87%  |
| 314-20       | Telecommunications        | 2,011,704    | 2,093,587    | 1,746,328    | 1,647,456   | 1,838,815   | 137,726     | 7.49%  |
| 314-80       | Propane Gas - Utility     | 47,512       | 40,838       | 52,307       | 54,645      | 55,463      | 3,544       | 6.39%  |
|              | Total Utility             | 3,909,797    | 4,071,332    | 3,838,444    | 3,735,837   | 3,943,731   | 315,838     | 8.01%  |
|              | Total Franchise & Utility | 6,109,935    | 6,169,211    | 6,025,647    | 5,952,980   | 6,194,184   | 464,144     | 7.49%  |
|              | Licenses and Permits:     |              |              |              |             |             |             |        |
| 321-60       | Business Tax Receipts     | 115,373      | 118,964      | 117,319      | 121,639     | 121,900     | 111,998     | 91.88% |
| 322-10       | Building Permits          | 851,192      | 1,543,828    | 864,080      | 926,988     | 365,270     | 326,335     | 89.34% |
| 322-20       | Electrical Permits        | 63,819       | 45,976       | 77,580       | 39,037      | 28,871      | 15,175      | 52.56% |
| 322-30       | Plumbing Permits          | 43,687       | 30,639       | 28,629       | 20,018      | 20,212      | 7,302       | 36.13% |
| 322-40       | Mechanical Permits        | 25,243       | 32,685       | 50,765       | 38,298      | 18,790      | 11,943      | 63.56% |
|              | Total Licenses & Permits  | 1,099,314    | 1,772,092    | 1,138,373    | 1,145,980   | 555,043     | 472,753     | 85.17% |
|              | Fines & Forfeitures:      |              |              |              |             |             |             |        |
| 351-10       | Court Fines               | 59,132       | 69,858       | 71,304       | 54,473      | 58,000      | 9,038       | 15.58% |
| 351-30       | False Alarm Fees          | 4,225        | 3,950        | 500          | 1,000       | 500         | 200         | 40.00% |
| 351-50       | Violation of Local Ordin. | 7,810        | 33,586       | 47,850       | 44,588      | 15,000      | 12,294      | 81.96% |
|              | Total Fines & Forfeitures | 71,167       | 107,394      | 119,654      | 100,061     | 73,500      | 21,532      | 29.30% |
|              | Intergovernmental:        |              |              |              |             |             |             |        |
| 312-41       | Local Option Gas Tax      | 224,965      | 249,978      | 250,577      | 260,382     | 260,987     | 20,524      | 7.86%  |
| 334-00       | Grants                    | 3,241        | 2,096        | 20,860       | 20,185      | -           | -           | -      |
| 335-12       | State Rev. Share/Gas Tax  | 275,591      | 293,595      | 319,579      | 360,889     | 371,964     | 59,527      | 16.00% |
| 335-14       | Mobile Home License       | 108          | 114          | 71           | 117         | 70          | 27          | 38.57% |
| 335-15       | Alcoholic Beverage Lic.   | 9,829        | 5,572        | 20,052       | 12,099      | 12,500      | -           | -      |
| 335-18       | 1/2 Cent Sales Tax        | 800,439      | 834,141      | 880,882      | 974,881     | 1,015,962   | 80,028      | 7.88%  |
| 335-20       | Firefighter Supplement    | 11,200       | 11,740       | 14,355       | 14,040      | 14,040      | -           | -      |
|              | Total Intergovernmental   | 1,325,373    | 1,397,236    | 1,506,376    | 1,642,593   | 1,675,523   | 160,106     | 9.56%  |

**City of Lake Mary, Florida**  
**General Fund Revenues**  
**As of November 30, 2015**

| Account Code                 | Description                       | 2012 Actual          | 2013 Actual          | 2014 Actual          | 2015 Actual          | 2016 Budget          | 2016 Actual          | % FYTD         |
|------------------------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| <b>Charges for Services:</b> |                                   |                      |                      |                      |                      |                      |                      |                |
| 341-80                       | County Business License           | 10,715               | 10,836               | 11,098               | 11,199               | 11,200               | 3,726                | 33.27%         |
| 341-21                       | Zoning Fees                       | 21,798               | 22,074               | 20,334               | 21,559               | 10,500               | 9,659                | 91.99%         |
| 341-22                       | Site Plan Fees                    | 3,200                | 10,200               | 12,849               | 4,800                | 6,500                | 1,600                | 24.62%         |
| 342-10                       | Police Services                   | 63,085               | 57,744               | 50,067               | 60,941               | 45,000               | 7,033                | 15.63%         |
| 342-60                       | Rescue Transport Fees             | 609,044              | 597,065              | 513,365              | 623,215              | 600,000              | 99,349               | 16.56%         |
| 347-10                       | Events Center Rental              | 513,448              | 489,532              | 533,740              | 565,101              | 590,000              | 104,510              | 17.71%         |
| 347-15                       | Community Center                  | -                    | -                    | 21,147               | 73,571               | 85,000               | 15,413               | 18.13%         |
| 347-20                       | Summer Camp Fees                  | -                    | -                    | 51,475               | 73,170               | 70,000               | -                    | -              |
| 347-30                       | Farmers Market                    | 31,379               | 29,719               | 23,107               | 22,897               | 23,000               | 4,163                | 18.10%         |
| 347-40                       | Skate Park Fees                   | 8,819                | 4,221                | 3,198                | 3,243                | 4,000                | 488                  | 12.20%         |
| 347-45                       | Splash Park Fees                  | 24,274               | 22,811               | 25,760               | 24,473               | 25,000               | 323                  | 1.29%          |
| 347-50                       | Park Rentals                      | 630                  | 1,082                | 783                  | 2,309                | 2,500                | 175                  | 7.00%          |
| 347-60                       | Sports Complex Rentals            | 27,330               | 29,288               | 30,620               | 29,534               | 32,000               | 9,755                | 30.48%         |
| 347-70                       | Softball Leagues                  | 13,930               | 16,575               | 14,050               | 14,975               | 15,000               | 400                  | 2.67%          |
| 347-80                       | Concession Revenues               | 679                  | 2,435                | 7,326                | 11,512               | 10,000               | 2,469                | 24.69%         |
| 347-90                       | Tennis Center Revenues            | 50,231               | 40,729               | 23,364               | 22,870               | 18,000               | 4,127                | 22.93%         |
|                              | <b>Total Charges for Services</b> | <b>1,378,562</b>     | <b>1,334,311</b>     | <b>1,342,283</b>     | <b>1,565,369</b>     | <b>1,547,700</b>     | <b>263,190</b>       | <b>17.01%</b>  |
| <b>Other:</b>                |                                   |                      |                      |                      |                      |                      |                      |                |
| 361-10                       | Interest                          | 192,570              | (1,038)              | 173,777              | 188,214              | 130,000              | 6,779                | 5.21%          |
| 363-10                       | Streetlighting                    | 32,780               | 32,484               | 32,729               | 32,945               | 32,000               | 4,604                | 14.39%         |
| 364-00                       | Sale of Capital Assets            | 51,917               | 388                  | 701                  | 2,362                | -                    | -                    | -              |
| 369-00                       | Other Miscellaneous Rev.          | 160,060              | 126,900              | 151,663              | 140,794              | 65,000               | 16,000               | 24.62%         |
|                              | <b>Total Other Revenue</b>        | <b>437,327</b>       | <b>158,734</b>       | <b>358,870</b>       | <b>364,315</b>       | <b>227,000</b>       | <b>27,383</b>        | <b>12.06%</b>  |
| <b>Transfers In:</b>         |                                   |                      |                      |                      |                      |                      |                      |                |
| 381-00                       | Transfers from W&S                | 850,000              | 900,000              | 985,000              | 1,015,000            | 1,100,000            | 183,333              | 16.67%         |
| 381-00                       | Transfers from Cemetery FD        | 125,000              | -                    | -                    | -                    | -                    | -                    | -              |
|                              | <b>Total Transfers In</b>         | <b>975,000</b>       | <b>900,000</b>       | <b>985,000</b>       | <b>1,015,000</b>     | <b>1,100,000</b>     | <b>183,333</b>       | <b>16.67%</b>  |
|                              | <b>Total General Fund Revenue</b> | <b>17,469,389</b>    | <b>17,868,336</b>    | <b>17,622,881</b>    | <b>18,171,364</b>    | <b>18,133,557</b>    | <b>2,561,433</b>     | <b>14.13%</b>  |
|                              | <b>Carry-forward Fund Balance</b> | <b>15,066,183</b>    | <b>16,369,093</b>    | <b>17,541,260</b>    | <b>15,368,972</b>    | <b>12,624,225</b>    | <b>15,368,972</b>    | <b>121.74%</b> |
|                              | <b>Total Available</b>            | <b>\$ 32,535,572</b> | <b>\$ 34,237,429</b> | <b>\$ 35,164,141</b> | <b>\$ 33,540,336</b> | <b>\$ 30,757,782</b> | <b>\$ 17,930,405</b> | <b>58.30%</b>  |

FINANCE DEPARTMENT  
MONTHLY REPORT  
November 2015

| Purchasing/AP Activity            | Nov-15 | FYTD | Nov-14 | FYTD |
|-----------------------------------|--------|------|--------|------|
| Purchase Orders Encumbered        | 44     | 171  | 24     | 139  |
| Bids/RFPs Processed               | 0      | 1    | 0      | 0    |
| Express Purchase Orders Processed | 4      | 18   | 14     | 32   |
| Express P.O. - Average \$ Value   | \$170  |      | \$113  |      |
| Checks Issued to Vendors          | 231    | 436  | 208    | 504  |
| P-Card Transactions               | 294    | 608  | 304    | 634  |
| P-Card Average \$ Value           | \$127  |      | \$113  |      |

| Accounting/Payroll Activity         |          |           |          |           |
|-------------------------------------|----------|-----------|----------|-----------|
| Journal entries Prepared and Posted | 34       | 77        | 42       | 95        |
| Items Deposited                     | 2,637    | 5,596     | 2,876    | 5,838     |
| Deposited Items Returned            | 4        | 11        | 8        | 12        |
| Credit/Debit Card transactions      | 532      | 1,134     | 476      | 1,009     |
| Credit/Debit Card Sales             | \$92,701 | \$201,148 | \$60,654 | \$179,075 |
| Employees Paid                      | 381      | 954       | 376      | 938       |

| Utilities Activity                    |       |       |       |       |
|---------------------------------------|-------|-------|-------|-------|
| Utility Refund Checks                 | 0     | 19    | 14    | 40    |
| Utility Turn-offs for Non-payment     | 20    | 65    | 14    | 41    |
| Door Hangers for Non-pay prepared     | 219   | 420   | 166   | 281   |
| Delinquent Letters Mailed Out         | N/A   |       | 366   |       |
| Utility Service Complaints Handled    | 12    | 22    | 5     | 24    |
| Garbage Service Complaints Handled    | N/A   |       | 10    | 22    |
| Existing Utility Accounts Closed      | 50    | 103   | 48    | 133   |
| New Utility Accounts Opened           | 57    | 125   | 57    | 124   |
| Utility Bank Draft Customers          | 1,216 |       | 1,144 |       |
| Electronic Utility Payments           | 1,071 | 2,157 | 1,061 | 2,187 |
| Paperless Billing Customers           | 706   |       | 375   |       |
| Current Residential Water Customers   | 4,757 |       | 4,737 |       |
| Current Residential Sewer Customers   | 2,591 |       | 2,581 |       |
| Current Residential Garbage Customers | 5,041 |       | 4,931 |       |
| Current Commercial Water Customers    | 454   |       | 455   |       |
| Current Commercial Sewer Customers    | 389   |       | 381   |       |
| Current Commercial Garbage Customers  | 285   |       | 243   |       |

| IT Activity                     |        |        |        |        |
|---------------------------------|--------|--------|--------|--------|
| Helpdesk tickets logged         | 98     | 254    | 94     | 216    |
| Computer/Server/Network tickets | 94     | 251    | 87     | 206    |
| Cell Phone tickets              | 4      | 8      | 6      | 12     |
| Helpdesk tickets resolved       | 97     | 258    | 93     | 218    |
| Average resolution time (days)  | 1      |        | 1      |        |
| Intranet/Website Updates        | 6      | 12     | 6      | 12     |
| Unique Website Visitors         | 17,112 | 35,399 | 14,352 | 32,979 |

| Items of Interest During Reporting Period |
|---|
|   |
|   |
|   |



## **CITY MANAGER'S REPORT**

DATE: December 10, 2015

TO: Mayor and City Commission

FROM: Bobbie Jo Keel, Permitting/Zoning Coordinator

THRU: John Omana, Community Development Director

VIA: Jackie Sova, City Manager

SUBJECT: November Monthly Report

| <b>BUILDING PERMITS ISSUED</b> |               |            |               |            | <b>BUILDING PERMIT VALUATIONS</b> |                      |                     |                      |
|--------------------------------|---------------|------------|---------------|------------|-----------------------------------|----------------------|---------------------|----------------------|
| <b>ACTIVITY - PERMIT TYPE</b>  | <b>Nov-15</b> | <b>YTD</b> | <b>Nov-14</b> | <b>YTD</b> | <b>Nov-15</b>                     | <b>YTD</b>           | <b>Nov-14</b>       | <b>YTD</b>           |
| COMMERCIAL - NEW               | 0             | 1          | 0             | 1          | \$ 6,124,097                      | \$ 6,124,097         | \$ -                | \$ 1,032,000         |
| COMMERCIAL - ALTERATION        | 9             | 27         | 12            | 25         | \$ 951,698                        | \$ 5,950,143         | \$ 352,782          | \$ 8,017,698         |
| RESIDENTIAL - NEW              | 12            | 30         | 10            | 10         | \$ 2,949,350                      | \$ 6,902,550         | \$ 2,415,214        | \$ -                 |
| RESIDENTIAL - ALTERATION       | 9             | 18         | 14            | 30         | \$ 48,173                         | \$ 134,063           | \$ 104,669          | \$ 250,007           |
| ELECTRICAL - NEW/ALTERATION    | 34            | 83         | 20            | 55         | \$ 288,734                        | \$ 2,728,380         | \$ 133,770          | \$ 1,040,538         |
| ELECTRICAL - TEMP/PREPOWER     | 5             | 6          | 16            | 17         | \$ 1,100                          | \$ 1,600             | \$ 3,460            | \$ 3,560             |
| MECHANICAL - NEW/ALTERATION    | 15            | 51         | 17            | 45         | \$ 213,259                        | \$ 1,560,924         | \$ 230,979          | \$ 749,862           |
| PLUMBING - NEW/ALTERATION      | 35            | 45         | 12            | 31         | \$ 238,207                        | \$ 720,200           | \$ 64,989           | \$ 170,429           |
| ROOFING - TILE, METAL & FLAT   | 13            | 14         | 0             | 8          | \$ 71,305                         | \$ 81,805            | \$ -                | \$ 55,391            |
| RE-ROOFING                     | 52            | 138        | 31            | 56         | \$ 1,786,981                      | \$ 1,099,624         | \$ 339,989          | \$ 1,505,359         |
| SWIMMING POOL                  | 0             | 1          | 2             | 4          | \$ -                              | \$ 54,780.00         | \$ 56,000.00        | \$ 151,300.00        |
| SCREEN ENCLOSURE               | 1             | 2          | 1             | 3          | \$ 5,900                          | \$ 9,800             | \$ 6,095            | \$ 20,547            |
| FENCE                          | 4             | 6          | 6             | 17         | \$ 30,434                         | \$ 7,700             | \$ 10,778           | \$ 31,064            |
| SIGN                           | 10            | 15         | 1             | 8          | \$ 88,919                         | \$ 97,594            | \$ 8,665            | \$ 26,320            |
| FOUNDATION ONLY                | 0             | 0          | 0             | 0          | \$ -                              | \$ -                 | \$ -                | \$ -                 |
| DEMOLITION                     | 0             | 0          | 1             | 1          | \$ -                              | \$ -                 | \$ 10,000           | \$ -                 |
| <b>TOTALS</b>                  | <b>199</b>    | <b>437</b> | <b>143</b>    | <b>311</b> | <b>\$ 12,798,157</b>              | <b>\$ 33,414,772</b> | <b>\$ 3,737,390</b> | <b>\$ 15,479,289</b> |

| <b>BUILDING INSPECTIONS PERFORMED</b> |               |             |               |            |
|---------------------------------------|---------------|-------------|---------------|------------|
| <b>TYPE</b>                           | <b>Nov-15</b> | <b>YTD</b>  | <b>Nov-14</b> | <b>YTD</b> |
| BUILDING                              | 323           | 709         | 200           | 620        |
| ELECTRICAL                            | 100           | 192         | 86            | 164        |
| MECHANICAL                            | 42            | 84          | 28            | 88         |
| PLUMBING                              | 78            | 125         | 39            | 94         |
| <b>TOTALS</b>                         | <b>543</b>    | <b>1110</b> | <b>353</b>    | <b>966</b> |

#### MAJOR PROJECTS

1. Fountain Parke
2. Central Parc
3. Pediatric Urgent Care
4. Starbucks

#### FIRST STEP MEETINGS



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



## **Monthly Report November 2015**

### **Administration and Emergency Operations**

We responded to 355 emergency alarms, had 165 transports, and accumulatively participated in 276 hours of EMS and fire related training during the month of November.

The training room at Fire Station 37 was dedicated to Chief Haun's memory.

Work commenced on performing an economic study and strategic plan for the Department.

### **Fire Prevention**

Fire inspectors conducted 132 combined inspections and 70 plan reviews.

#### **Activities included –**

- Site visits for several projects to resolve issues.
- Monitor/follow up of several buildings with posted fire watches due to systems being out of service.
- Final preparations for FD Open House planning.
- Started the takeover of the CPR Program/teaching/registration/class assignments, etc.
- Created training schedule for Company Inspections.
- Started the Company Inspection field training with the Ops crews – conducted 30 inspections – total of 19.50 hours.
- Assisted with Chief Haun dedication – set up/take down/food pick up.
- Worked with Mobile Eyes on new inspection software program – providing and discussing all forms and layout of how we want LM product to look and work.
- Worked with Mobile Eyes on building address logs, data entry for program, spreadsheets for violations and various entry fields.
- Assisted with Sr. Administrative interviews.

**Meetings attended –**

First Step, Staff, DRC, SEED, Budget, Heathrow Arts Festival, Holiday in the Park and contractor/project meetings.  
Conference committee for statewide Fire Marshal/Inspector Association.

**Classes/Training Completed/Attended –**

NFPA – Seniors Conference – 3 days  
Child Safety Seat Training – 4 days  
FFMIA Annual Conference – 4 days  
Fire Investigation – ½ day

**Public Education Events –**

Station Tours – (2) Mom's Groups and Birthday Tour – 2 hours and 30 participants total

FD Visit – (2) – Lake Mary Prep and Lake Mary High School – 3.5 hours

Annual Fire Department Open House and Side by Side Burn – 4 hours and est. 300 attendees

Health/Safety Fair – Duke Energy – 2 hours (engine only) – unknown #

Government Day – LM Elementary – 4.5 hours – 150 attendees

Cub Scout Station Visit – 1 hour – 12 participants

Charity Pink Heals visit – 1 hour – 35 participants

Fire Drills (3) – Northpoint I, II and III – 1.5 hours and 825 participants total



## Lake Mary Police Department

### MONTHLY REPORT - FY 2016 - November

|                                    | FY 2016<br>NOV | FY 2016<br>YTD | FY 2015<br>NOV | FY 2015<br>YTD |
|------------------------------------|----------------|----------------|----------------|----------------|
| <b>Monthly Call Volume</b>         | 5,877          | 11,636         | 4,630          | 9,072          |
| <b>Response Times (in minutes)</b> |                |                |                |                |
| Priority 1                         | 2.43           |                | 2.17           |                |
| Priority 2                         | 3.61           |                | 4.21           |                |
| Priority 3                         | 7.26           |                | 7.02           |                |

#### UCR Crimes

|                              |    |    |    |    |
|------------------------------|----|----|----|----|
| Murders                      | 0  | 0  | 0  | 0  |
| Sex Offenses, Forcible       | 1  | 1  | 0  | 0  |
| Robbery                      | 0  | 0  | 1  | 1  |
| Assault/Battery              | 5  | 19 | 3  | 10 |
| Burglary                     | 2  | 4  | 5  | 16 |
| Theft, all other             | 13 | 29 | 20 | 32 |
| Motor Vehicle Theft          | 1  | 2  | 0  | 1  |
| Theft of Motor Vehicle Parts | 1  | 3  | 1  | 2  |
| Arson                        | 0  | 0  | 0  | 0  |
| D.U.I.                       | 2  | 5  | 6  | 10 |

#### Total Arrests

|           |    |    |    |    |
|-----------|----|----|----|----|
| Adults    | 33 | 80 | 30 | 68 |
| Juveniles | 0  | 1  | 4  | 8  |

#### Traffic Calls

|                                     |     |     |     |     |
|-------------------------------------|-----|-----|-----|-----|
| Crashes                             | 50  | 116 | 55  | 130 |
| Criminal Citations                  | 19  | 38  | 17  | 24  |
| Citations- non criminal             | 187 | 431 | 276 | 478 |
| Parking citations                   | 0   | 4   | 7   | 12  |
| K9 Deployments                      | 9   | 27  | 9   | 23  |
| Agency Assist; outside Jurisdiction | 44  | 100 | 40  | 94  |

#### Alarms

|             |     |     |     |     |
|-------------|-----|-----|-----|-----|
| Total       | 109 | 226 | 121 | 226 |
| Business    | 70  | 142 | 78  | 136 |
| Residential | 39  | 84  | 43  | 90  |

#### Total Responses to City Ordinance Violations

|    |    |    |    |
|----|----|----|----|
| 23 | 52 | 53 | 69 |
|----|----|----|----|



# Lake Mary Police Department

## IMPORTANT EVENTS

**Lake Mary-Heathrow Festival of the Arts:** All divisions of LMPD took part in the Festival of the Arts, from security to education on crime prevention.

**Railroad Safety:** LMPD Divisions worked with Sunrail and FDOT to educate the public on the track's "Danger Zone". Ofc. Gillett was present with "Danger Zone" safety signs, and patrol performed traffic stops to raise awareness of track safety.

### Patrol Division

LMPD Patrol and CRD took part in an EOD Table Top Sunrail "Active Shooter" multi-agency drill. Lake Scary 5K - Units ensured the safety of runners and motorists by handling traffic and road shut-down during the event.

### Criminal Investigations Division

Det. McDaniel made arrests on a Sexual Assault case and an Extortion case involving a church.

Det. Umana worked a Human Trafficking/Labor case at a Lake Mary hotel; assisted by ICE, FBI and SCSO, remaining in communication with the child's mother in Central America.

Rings valued at \$2K recovered and arrest made on Larceny case.

Capias filed on Child Neglect, Cyber Stalking and a Larceny case involving theft of exercise equipment valued at \$900 from a local apartment complex.

Eight cases were routed to the Economic Crimes Task Force.

CID recovered a watch stolen from a tanning salon, request for capias was filed.

Detectives Umana and Hernandez attended Florida Homicide Investigators Training Conference.

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

### Community Relations Division

CRD assisted Seniors Intervention Group delivering warm Thanksgiving meals to seniors in need. Over 600 meals were delivered throughout Seminole County.

City Government Day – Officer Fuehrer organized and hosted Lake Mary Elementary's City Government Day. Representatives from traffic, patrol and SWAT were all in attendance teaching the students all about how police officers assist their community.

Seminole County School Board received a Women's Personal Safety Presentation with approximately 50 school board employees present, discussing risk awareness and prevention.

Fountain Parke HOA Meeting- met with Fountain Parke's Board, Sanford Towing and Ramco Securities to develop new procedures to work together on any future incidents in Fountain Parke.

CRD attended the FD's Open House to provide information on safety and bullying prevention.

LMPD's Records Division also attended to offer free fingerprinting for the children.

McGruff was there as well and was quite popular!

Lake Mary Prep After School Tribute – CRD was invited to attend LMP's tribute and thanks to local police and fire.



## MEMORANDUM

DATE: December 17, 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: November 2015 Planning and Development Activity

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### FY2015-2016 WORKLOAD DATA

|   | FY2015 |           | FY2016 |           |
|---|--------|-----------|--------|-----------|
|   | NOV.   | Total YTD | NOV.   | Total YTD |
| Land Use Amendments                     | 0      | 0         | 1      | 1         |
| Rezoning                                | 0      | 0         | 1      | 1         |
| Conditional Use                         | 0      | 0         | 0      | 2         |
| Subdivisions/Plat                       | 0      | 1         | 1      | 2         |
| Site Plans                              | 0      | 1         | 1      | 1         |
| Variances                               | 0      | 0         | 0      | 0         |
| Vacates                                 | 0      | 0         | 0      | 0         |
| Annexations                             | 0      | 1         | 0      | 0         |
| DRI Development Agreement & Amendments  | 0      | 0         | 0      | 0         |
| PUD Development Agreement & Amendments  | 0      | 0         | 0      | 1         |
| Development Agreements, New             | 0      | 1         | 0      | 0         |
| DRC Reviews                             | 1      | 2         | 2      | 3         |
| Home Occupation Review                  | 3      | 11        | 7      | 11        |
| Business License Review                 | 30     | 91        | 22     | 54        |
| Arbor Permits (non-development related) | 8      | 22        | 10     | 18        |
| Zoning Verification Letters             | 0      | 1         | 4      | 6         |
| Site Permits Issued                     | 1      | 2         | 2      | 2         |
| Building Permits Review                 | 40     | 79        | 59     | 90        |
| Number of Project Files Scanned         | 0      | 0         | 0      | 1         |
|   |        |           |        |           |

## Significant Meetings & Issues

November 2 - Downtown Lake Mary Sign Update Meeting; Waterside Infrastructure Issues Meeting  
 November 3 - Enclave at Tuscan Cut-thru issues meeting; Crystal Reserve Bond Meeting  
 November 4 - 755 Rinehart Arbor Site Visit; Crystal Reserve Plat/Bond Meeting  
 November 5 - First Step for Action Church; City Commission  
 November 9 - New Century Park Meeting  
 November 10 - Meeting with Ike Cottle (realtor)  
 November 12 - First Step for 1001 Garage; International Signs Meeting  
 November 13 - HNTB Rinehart Road/I4 Roadway Meeting  
 November 18 - DRC Focus Performing Arts Studio; Shoppes of Lake Mary Meeting; DRC Shaw 138 W. Crystal Lake Ave. Site Plan  
 November 19 - Station Pointe Storm water Meeting; City Commission  
 November 20 - 12 Oaks Plat/Bond Meeting  
 November 23 - Hembree Construction/LM Pediatric Meeting; Victoria Square Site Visit; Flagship signage meeting  
 November 30 - Downtown Workshop Prep Meeting; Griffin Project Meeting; 1001 Parking Garage Meeting

## Current Active Projects

2015-LU-01/02 Griffin Farm at Midtown Land Use Amendments  
 2015-RZ-03/05 Griffin Farm at Midtown Preliminary and Final PUD  
 2015-RZ-06/2015-LU-03 The Oaks Plaza Small Parcel Rezone/Land Use Amendment  
 2015-FP-11 755 Rinehart Rd. Lot Split  
 2015-CU-03 Focus Performing Arts Studio Conditional Use  
 2015-SP-04 Focus Performing Arts Studio Site Plan  
 2015-CU-04 D-1 Fitness Conditional Use  
 2013-SP-07 138 W.Crystal Site Plan  
 2014-SP-02 Station Pointe Site Plan  
 17/92 CRA Enhancements Project  
 2015-RZ-04 138 W.Crystal Lake Ave. Rezoning  
 2015-FP-09 Crystal Reserve Final Plat  
 SunRail/Palmetto St. Entry Sign  
 Bike/Ped Master Plan  
 2015-MISC-01 Downtown Master Plan Update  
 2013-SP-08 Central Park Place Phase 2  
 Downtown Traffic Study Implementation Plan

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

|                                | FY 2016    |             | FY 2015    |             |
|--------------------------------|------------|-------------|------------|-------------|
|                                | NOV. 2015  | YTD         | NOV. 2014  | YTD         |
| MINUTES PREPARED (SETS)        | 2          | 3           | 2          | 4           |
| ORDINANCES CREATED             | 0          | 0           | 0          | 0           |
| ORDINANCES PREPARED            | 0          | 0           | 1          | 1           |
| RESOLUTIONS CREATED            | 0          | 0           | 0          | 0           |
| RESOLUTIONS PREPARED           | 1          | 1           | 0          | 0           |
| PROCLAMATIONS PREPARED         | 1          | 3           | 0          | 2           |
| OCCUPATIONAL LICENSES          |            |             |            |             |
| NEW                            | 26         | 67          | 29         | 85          |
| RENEWALS                       | 38         | 228         | 38         | 251         |
| TRANSFERS                      | 1          | 5           | 7          | 16          |
| REVENUE GENERATED              | \$4,470.75 | \$15,553.25 | \$3,630.00 | \$16,170.00 |
| CITY ELECTIONS HELD            | 0          | 0           | 0          | 0           |
| DOCUMENTS RECORDED             | 9          | 16          | 4          | 8           |
| RECORDS DESTROYED (CUBIC FEET) | 0          | 0           | 0          | 0           |

# PUBLIC WORKS UPDATE

**November 2015**

## Streets/Sidewalks – 432

1. Traffic signal at Country Club & Wilbur Avenue to be designed by Seminole County.
2. New sidewalk and turn lane on E. Crystal Lake Avenue to be designed.
3. Emma Oaks Trail sidewalk bids received, waiting on Progress Energy work to be completed prior to award.

## Water Treatment – 434

1. 12-month average daily water demand 3.11 million gallons (5% above previous 12 months). CUP allowance 4.94 MGD. 12-month maximum day demand 5.38, plant capacity 9.99 MGD. Rainfall one inch above average year to date.
2. New high service pump variable frequency drives bid date 1/6/16.

## Water Distribution/Wastewater Collection – 435

1. Meter Change-out Program – ongoing.
2. Lift station pump maintenance program – all stations have been repaired/modified; we are experiencing a 25% reduction in electric use over 2011.
3. Palmetto Street Turn Lane and Lake Mary Blvd. Sewer Project awarded to Pospiech Contracting, notice to proceed August 24<sup>th</sup>. Will include turn lane on LMB at Palmetto.

**Public Works has not had a lost-time accident for 1332 days.**

|   | Nov-15 | FYTD | Nov-14 | FYTD |
|---|--------|------|--------|------|
| Work Orders Completed                     | 33     | 66   | 20     | 63   |
| Sidewalks Repaired (Feet)                 | 20     | 35   | 120    | 240  |
| Street Signs Installed                    | 11     | 21   | 11     | 21   |
| Streets Paved (Miles)                     | 0      | 0.00 | 0      | 0    |
| Paved Streets Maintained (Asphalt - Tons) | 1.50   | 7.50 | 2.50   | 5    |
| Millions Gallons Treated                  | 96     | 198  | 91     | 191  |
| New Water Meters Installed                | 3      | 5    | 0      | 2    |
| Waterlines Installed (Feet)               | 0      | 0    | 0      | 0    |
| Waterline Breaks Repaired                 | 9      | 27   | 14     | 41   |
| Meters Exchanged                          | 6      | 53   | 9      | 45   |
| Turn-On/Turn-Off (Customer Request)       | 107    | 228  | 105    | 257  |
| Turn-Offs/Non-Payment                     | 17     | 62   | 14     | 41   |
| Water System Dist. Valves Exercised       | 0      | 0    | 0      | 5    |
| Vehicle Preventative Maint. Inspections   | 49     | 97   | 50     | 100  |
| Vehicles/Equipment Serviced               | 81     | 166  | 84     | 192  |

# Human Resources

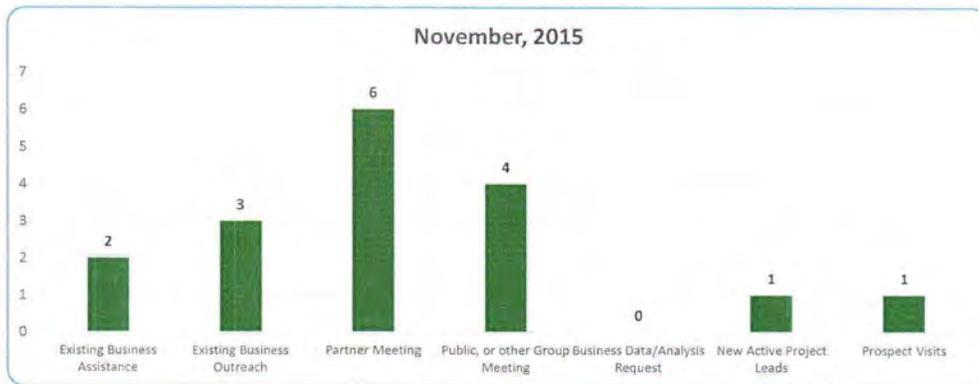
## November 2015 Report

| <b>Employment</b>                                   | <b>11/15</b> | <b>YTD</b> | <b>11/14</b> | <b>YTD</b> |
|---|--------------|------------|--------------|------------|
| Applications received/acknowledged                  | 78           | 94         | 61           | 142        |
| New Hire Orientations                               | 1            | 2          | 7            | 8          |
| Resignations/Terminations                           | 1            | 3          | 2            | 4          |
| Current Vacancies (FT/PT Employment Opportunities)  | 4            | 9          | 7            | 14         |
| Positions filled in house                           | 0            | 1          | 0            | 0          |
| Positions filled outside                            | 1            | 2          | 7            | 8          |
| Surveys Conducted/Completed                         | 12           | 26         | 7            | 13         |
| Employee Evaluations                                | 25           | 32         | 22           | 31         |
| Employee Verifications                              | 1            | 5          | 5            | 10         |
| Personnel Actions Initiated                         | 20           | 57         | 15           | 62         |
| Grievances Filed                                    | 0            | 0          | 1            | 2          |
| Employee Insurance Assistance                       | 15           | 25         | 0            | 1          |
| Current Full Time Employees                         | 175          |            | 176          |            |
| Current Part Time Employees                         | 18           |            | 16           |            |
| <b>Special Projects</b>                             |              |            |              |            |
| Personnel Policy Manual                             |              |            |              |            |
| Benefit Fair Prep                                   |              |            |              |            |
| <b>Insurance</b>                                    |              |            |              |            |
|   | <b>11/15</b> | <b>YTD</b> | <b>11/14</b> | <b>YTD</b> |
| On the Job Injuries - Medical Attention Required    | 0            | 4          | 0            | 0          |
| On the Job Injuries - No Medical Attention Required | 0            | 2          | 0            | 0          |
| City Vehicle Accidents Reported - Under \$500       | 0            | 0          | 0            | 1          |
| City Vehicle Accidents Reported - Over \$500        | 0            | 1          | 2            | 2          |
| Loss/Damage Reports - Under \$500                   | 2            | 3          | 1            | 1          |
| Loss/Damage Reports - Over \$500                    | 0            | 0          | 1            | 1          |
| Damage to City Property by Others - Under \$500     | 1            | 1          | 0            | 0          |
| Damage to City Property by Others - Over \$500      | 0            | 0          | 0            | 0          |
| Liability/Claimant Incident Reports - Under \$500   | 0            | 0          | 0            | 0          |
| Liability/Claimant Incident Reports - Over \$500    | 1            | 1          | 0            | 0          |
| Special Hearings/Mediations                         | 0            | 0          | 0            | 0          |

**Activity Summary**

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

| Activity Count                 | November, 2015 |
|--------------------------------|----------------|
| Existing Business Assistance   | 2              |
| Existing Business Outreach     | 3              |
| Partner Meeting                | 6              |
| Public, or other Group Meeting | 4              |
| Business Data/Analysis Request | 0              |
| New Active Project Leads       | 1              |
| Prospect Visits                | 1              |
| <b>Total Count</b>             | <b>17</b>      |



**Milestones:**

Substantial work involving Project Blue Marlin. This project will be considered by the City Commission in December, 2015. Project involves major expansion of life sciences company in Lake Mary.

The City of Lake Mary kicked off the inaugural meeting of the Economic Development Outreach Program (EDOP) sponsored by the Seminole Regional Chamber.

Significant coordination with government partners on various items including I-4 Beyond the Ultimate, economic development projects, and MEDO.



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

City of Lake Mary -  
Economic Development Activity Report

**Activity Detail**

**City of Lake Mary, Economic Development Activity Log**

**November, 2015**

| Name | Date     | Activity Code                  | Explanation   |
|------|----------|--------------------------------|---|
| Tom  | 11/3/15  | New Active Project Leads       | Site meeting at Project Blue Marlin facility to tour operations and discuss expansion plans within the City. This project will be considered by the Commission in December, 2015.   |
| Tom  | 11/5/15  | Existing Business Outreach     | Presented at the Seminole Regional Chamber's Economic Development Outreach Program (EDOP). This new chamber program will occur quarterly and involve updates from economic development organizations in Seminole County. Lake Mary was the first host/presenter for EDOP. |
| Tom  | 11/5/15  | Public, or other Group Meeting | Workshop and City Commission meeting. Economic Development was involved with the US 17-92 CRA project and the Interstate 4 Beyond the Ultimate workshop items.  |
| Tom  | 11/6/15  | Existing Business Assistance   | Attended the Dixon Ticonderoga Company's grand opening. Provided assistance inviting local representatives to the event.  |
| Tom  | 11/9/15  | Existing Business Outreach     | Meeting with Crescent Property Resources Development team.  |
| Tom  | 11/12/15 | Existing Business Assistance   | First step meeting to discuss new Parking Garage proposal for an office building on International Parkway.  |
| Tom  | 11/13/15 | Public, or other Group Meeting | Seminole Sessions meeting - Legislative Update.   |
| Tom  | 11/13/15 | Partner Meeting                | Meeting with CareerSource Central Florida staff to discuss coordination and communication of grant opportunities to Lake Mary business.   |
| Tom  | 11/13/15 | Partner Meeting                | Meeting with design team for I-4 Beyond the Ultimate.   |
| Tom  | 11/16/15 | Partner Meeting                | Meeting with County's new economic development administrator (Tricia Setzer) and City's economic development directors.   |
| Tom  | 11/17/15 | Partner Meeting                | Municipal Economic Developer Organization (MEDO) meeting hosted by City of Oviedo. Toured Oviedo's new town center.   |
| Tom  | 11/17/15 | Partner Meeting                | Attended the social for Community Based Care of Central Florida.  |
| Tom  | 11/18/15 | New Active Project Leads       | Responded to request for follow-up information needed for new active project code named 'Showtime'.   |
| Tom  | 11/18/15 | Prospect Visits                | Meeting with development group interested in developing in downtown Lake Mary.  |
| Tom  | 11/19/15 | Public, or other Group Meeting | City Commission meeting.  |
| Tom  | 11/23/15 | Partner Meeting                | Meeting with County Economic Development, discussed current projects.   |
| Tom  | 11/24/15 | Existing Business Outreach     | Meeting with NG Productions - a Lake Mary film production company. Discussed the production of video segments for presentation at the next State of the City (April, 2016).   |
| Tom  | 11/30/15 | Public, or other Group Meeting | Interview team for Fire Department's new Senior Administrative Assistant.   |



## MEMORANDUM

DATE: December 17, 2015  
TO: Mayor and City Commission  
FROM: Carol Foster, City Clerk  
VIA: Jackie Sova, City Manager  
SUBJECT: Annual Appointments/Reappointments to Advisory Boards

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The terms of the following board members expire at the end of December. Everyone is interested in serving another term, except for Robert Sebald and Michael Gaudio on the Parks and Recreation Advisory Board.

**FIREFIGHTERS PENSION BOARD:** Martin Bel, Karen Gudinas

**HISTORICAL COMMISSION:** Cora Rice, DeLores Lash

**PARKS & RECREATION ADVISORY BOARD:** Robert Sebald (no), Michael Gaudio (no), Robert Boardman, Dan Williamson

**PLANNING & ZONING BOARD:** Colleen Taylor, Scott Threlkeld

I have attached a Board Appointment Information form from Christopher Mullins indicating his desire to serve on the Parks and Recreation Board. The Parks and Recreation Department staff has reviewed his form and recommends that he be appointed to fill one of the vacant seats.

We will continue to solicit persons interested in serving on the Parks Board as well as the Historical Commission and Elder Affairs Commission as we have openings on these boards.

### **RECOMMENDATION:**

The Commission make annual appointments/reappointments.

## Carol Foster

---

**From:** Christopher Mullins <cnc400@hotmail.com>  
**Sent:** Tuesday, December 08, 2015 12:23 PM  
**To:** Carol Foster  
**Subject:** Form submission from: Board Appointment Application Online Form

Submitted on Tuesday, December 8, 2015 - 12:22pm Submitted by anonymous user: [71.46.246.100] Submitted values are:

Name: Christopher Mullins  
Home Phone: 407-328-0182  
Home Address: 849 Arbormoor Place Lake Mary, FL 32746  
Business: SCPS Teacher  
Business Phone: 407-871-7097  
Business Address: 400 E. Lake Mary Blvd Sanford, FL 32771 Email Address: cnc400@hotmail.com  
Brief Resume of Education & Experience: I attended the University of Central Florida to earn a Bachelor's Degree in Physical Education and a Master's Degree in Exercise Physiology. I have been a physical education teacher with Seminole County Public Schools since 1993 where I've taught and/or coached at all levels of elementary through high school. In addition, I've been a volunteer coach for each of my 4 children in a variety of sports activities.  
Are you a registered voter? Yes  
Are you a resident of Lake Mary? Yes  
Do you own property in Lake Mary? Yes  
Do you hold a public office? No  
Have you ever served on a City Board in Lake Mary? No Are you employed by the City of Lake Mary? No Have you ever been convicted of a misdemeanor or felony, excluding civil traffic violations? No If Yes, please provide information.:

Check Boards you are interested in: PARKS & RECREATION ADVISORY BOARD What qualifications do you bring to the Board(s) if appointed?

I am passionate about sports and sportsmanship. I believe that children need to move away from technology and be active and involved in sports. I grew up playing in leagues and parks in my hometown in NY and I want to see the people of Lake Mary have those opportunities. I am knowledgeable about coaching and a variety of sports. I believe that kids should play to learn the game and love the sport. I encourage good sportsmanship and parents that support kids versus given undue pressure to the child, coach or referee.

In addition, I am the director of WSBL where I can share my passion for basketball with others.

Signature: Christopher R Mullins

The results of this submission may be viewed at:  
<http://www.lakemaryfl.com/node/2474/submission/15721>