LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
AGENDA
THURSDAY, FEBRUARY 20, 2014 7:00 PM

1. **Call to Order**

2. **Moment of Silence**

3. **Pledge of Allegiance**

4. **Roll Call**

5. **Approval of Minutes: February 6, 2014**

6. **Special Presentations**

   A. **Certificates of Recognition Presented to Lake Mary Firefighters who participated in American Lung Association's Stair Climb Competition**

   B. **Distinguished Service Award Presented to Shred-It-Orlando, Rotary Club of Lake Mary, Jim Gudinas, the Elder Affairs Commission, Park Jewelers, AAA, HomeBanc, and Waste Management**

7. **Citizen Participation**

8. **Unfinished Business**

A. Ordinance No. 1502 - Amend Chapter 92 of the Code of Ordinances, providing for fees for participation in activities at the Senior Center - First Reading (Public Hearing) (Deb Barr, Senior Program Manager)

9. New Business

A. Second Amendment to Interlocal Agreement with City of Wilton Manors - "Sister Cities Partnership" (Craig Haun, Fire Chief)

B. Resolution No. 932 - Granting a Distribution Easement to Duke Energy Florida, Inc. for the purpose of installing electric service to the Lakeview Avenue Parking Facility (Bruce Paster, Public Works Director)

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

a. Appointments/reappointments to Code Enforcement Board

b. Surplus of vehicles/sign boards to be taken out of service

B. Items for Information

a. Monthly Department Reports for December and January

12. Mayor and Commissioners Report

13. City Attorney's Report

14. Adjournment

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

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

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

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

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

UPCOMING MEETINGS: March 6, 2014

MINUTES OF THE LAKE MARY CITY COMMISSION WORK SESSION held February 6, 2014, 5:30 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road, Lake Mary, Florida.

Mayor David Mealor	Jackie Sova, City Manager
Commissioner Gary Brender	Carol Foster, City Clerk
Commissioner George Duryea – Arrived Late	Dianne Holloway, Finance Director
Commissioner Allan Plank	John Omana, Community Dev. Dir.
Deputy Mayor Jo Ann Lucarelli	Gary Schindler, City Planner
	Steve Noto, Senior Planner
	Tom Connelly, City Engineer
	Bruce Paster, Public Works Director
	Bryan Nipe, Parks & Recreation Director
	Colin Morgan, Deputy Police Chief
	Craig Haun, Fire Chief
	Mary Campbell, Deputy City Clerk

The work session was called to order by Mayor David Mealor at 5:30 P.M.

Item for Discussion:

1. Proposed Country Club Traffic Circles

Ms. Sova said Mr. Omana and his team are going to present some updated information on the traffic circles.

Mr. Omana said in 2013 staff presented details of the feasibility of providing traffic circles at Wilbur and Crystal on Country Club Road. At that time the Commission directed to proceed with final design of the two traffic circles. During this juncture we have been working with CPH and staff including the fire department, police department and public works to provide commentary and guidance on this matter. We have reached an interesting juncture and staff has prepared a number of exhibits that will help identify some of the bumps in the road regarding this project.

Commissioner Duryea arrived at this time (5:35 P.M.).

Mr. Omana said Mr. Jeremy Owens with CPH was present and has been the lead engineer on this program and he helped us identify the two issues in the memo. There are two policy issues we would like to get direction from the City Commission on. The first is what to do with right-of-way encroachments on Country Club since the road is ours now. In the preliminary layout we have had some instances where a building and parking area have encroached. He pointed out Country Club Road, Wilbur, Crystal and the Sjoblom building on the overhead. They have done some template work. To the issue of encroachment we have taken that sheet and done some highlighting. The lines that are yellow represent right-of-way, the lines in green represent preliminary design showing the curb area that CPH outlined, and the red lines represent encroachment in the rights-of-way. The awning on the Sjoblom building is in our

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right-of-way. On Country Club there is a salon and smaller office building and the parking is in the right-of-way. The question becomes what do we do about those encroachments into the right-of-way. He said he would go into what the ramifications are if we don't address these issues. He said Mr. Owens was present to give some engineering technical stuff.

Mr. Omana focused on the issue of the encroachment by the awning. The Commission had given direction to proceed with design of a special traffic signal that would accommodate emergency vehicles from the fire department as they came out of station 33 and the police department and headed towards Country Club Road. The awning in place blocks and hampers the geometry for placement. All those special signals would have to go in the traffic circle. If we are spending that kind of money on a traffic circle, he said the last thing he would like to see is four or five specialized lights being the mainstay. We discussed how to alleviate the problem and the solution was by getting rid of the awning. If we get rid of the awning it helps with the geometry, line of sight, etc.

Mr. Omana said the second encroachment is nine parking spaces. That presents an interesting scenario. If we go in with a traffic circle and maintain the curb up to where the red light is that would maintain an unsafe situation because cars would be backing out into a traffic circle movement. He would argue it's an unsafe movement now. The issue becomes how do we deal with that type of encroachment. One solution would be to create an improved access to the parking lot and get rid of the parking up front creating a curb that transitions along the right-of-way. You would have your two lanes on the east side, you would have the curb extensions, and that would help manage the disorganization with respect to the gas station. People pull in and out of there as they please. Another solution would be extending the curb over and bringing it back in to provide some kind of parallel parking scenario.

Mr. Omana said whatever direction is given, we are always of the mindset that whatever we do we do not want to come back and tear it up later so this could be a transitional solution. In the future when somebody buys this out who knows what's going in there and the treatment may be different on Country Club depending on what those uses are. We would love to hear from you on how we deal with the encroachments, what that cross section of Country Club could look like, and what the Commission would want it to be. Would you want it to be a straight curb alignment with the existing lanage transitioning into the two traffic circles and keeping it as simple as possible pending eventual development of the existing parcels. He asked Mr. Owens to come up and clarify anything he had presented.

Jeremy Owens, CPH Engineers, came forward.

Mayor Mealor said based on what Mr. Omana said and not having to retrofit or modify it, he asked the Commission if they liked what they see as opposed to the other presentation.

Commissioner Duryea said it seemed to him it's not so much the awning but the building itself is the problem. The other thing about the configuration here is he didn't know how we decided to beautify the corridor. With that kind of 90-degree parking you not only conflict with the traffic going south but conflict with the traffic going north. You would probably want to make it angled parking.

Commissioner Duryea said since that parking is on the right-of-way they don't have any right to be there.

Mr. Omana said that is an argument that could be made. The other argument that could be made from the property owner is that it has been there for such a long time he has the right under descriptive easements.

Commissioner Duryea said he didn't know how valid that is. He wondered if we said you have to have adequate parking because we are improving the sidewalk here and let that ball go into their court. There is space behind the building and nobody parks on the side as they should.

Mr. Omana said that could be an option.

Commissioner Brender said with parallel parking on that section by the salon that's not a turning motion he wants to see. You have a traffic circle and people pulling out of parallel parking space at the same time on a pretty short block. The most sensible thing is to do what we have to do in the alley recognizing it's probably going to be employees parking in the alley. He didn't think the parking spaces there were that big of a deal. As far as the building on Lakeview it gets more interesting. He asked if they could take down the awnings or make them smaller without encroaching in the right-of-way.

Mr. Owens said the building is a half foot from the right-of-way line.

Mayor Mealor said what they are saying is the previous rendering is not acceptable and we can take it off the table.

Mr. Owens said the other issue is the awning. We discussed an emergency signal for the station to be placed at those intersections. Per MBTC they require two signals per approach. One has to be over the lane and one can be anywhere. There is a certain alignment where they go. One of the options, which is not the preferred one, is four poles in the middle of that island with eight heads pointing to each direction. It's going to look like a Christmas tree. The preferred alignment is one on each corner. We have to have one that hangs over a portion of the lane so we could do something that's not a true mast arm but something decorative that keeps it close to the lane. That corner is the most restrictive we have. For over the middle of the lane if we had one decorative-type fixture placed in the middle with one head in each direction it gets rid of my requirement for over the lane and then you have the rest on the corners or we could leave all of them on the corner. The awning is about 8-1/2 foot up and it overhangs. There are two issues. One is for the pole. He said he would like to have the pole at the corner of that intersection at the curve radius which is where the front door is. The second thing is with the curve radiuses he tried to keep things as tight as he possibly could. We designed everything with DOT standards. There is an offset behind the curve that still won't clear for vehicles to come. As it is right now it does not meet the FDOT recommended clearance. Four foot is the clearance requirement. With us adjusting the curve radius it gets closer. There are two issues with that overhang and that is placement of the signal and clearance for trucks.

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Mr. Owens said we took direction from the council and we have maximized as much as we possibly could. We had a small circle which was the minimal and a larger one. Direction was to maximize what we can and is what we have in place now. Country Club is not in the middle of the right-of-way so creative solutions have to be done to get everything to fit. If we could have it in the middle it would have been a perfect world.

Mr. Owen said after our meeting we started going over this alignment and some of these issues. We were working toward updating cost estimates with conflicts with stuff we can see on paper now which is a power pole needs to be relocated, fire hydrants, storm drains and things like that. We are working with public works. We've got updated utility maps for the area. One of the things we were discussing is Lakeview east of Country Club doesn't have sewer service and we are looking into extending the sewer service down to the intersection and across so when development happens on the north side of Lakeview we can have sewer capacity there.

Mayor Mealor said the issue is the awning/pole. Maybe when we put the pole in we do an amenity to help the building owner. He said he would defer to the team.

Commissioner Brender said the awning has to be modified. We are restricted from doing any type of improvements on private property. As far as the poles and lighting this is only going to be emergency lights.

Mr. Owens said that was correct but Country Club will be flashing yellow and East Crystal will be flashing red once police or fire trips the sensor.

Commissioner Brender said it is still a stop sign.

Mr. Owens answered affirmatively. Like was mentioned today it's a sight line issue from that stop sign. The building obstructs your sight visibility and with the traffic circles it pushes that stop bar farther back which decreases visibility and is why we left it a stop condition.

Commissioner Brender said his concern about putting the pole in the middle is the fire truck rounding the corner too close and we end up with a power pole in our fire truck.

Commissioner Plank asked if the problem was with the awning or the section at the corner.

Mr. Owens said it depends on the pole placement—there are three: (1) the setback from the road itself. It has been hit a few times and doesn't meet standards. (2) placement of the pole in the entrance to the building because their main entrance is at the corner that is the typical placement for that pole. We could adjust it a little in front or back but that restricts what I can do. If I added that corner I could project to the south and to the west. If I absolutely had to I could go north and get three directions. The way the awning is now I can't go south and can't put a pole up there with the awning no matter what. The only other option would be a full mast arm.

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Commissioner Plank asked if we were restricted to the two issues in discussion of the traffic circle. He said something that had been bothering him since we started this was the impact on traffic flow. Our hope is they will go elsewhere when we put them in. He did a drive around and the draw on Country Club is not so much with the road but with the traffic light to get them onto Lake Mary Boulevard. The only other traffic light at this point is on Fourth. If they don't go away he asked if we are prepared for them to start using East Lake Mary and Fourth Street to get to the traffic light. He asked Jackie last year because he was curious about the volume coming down Country Club. She pulled two studies which clearly showed it is a commuter connection coming up 46A. He was also looking at traffic coming off Old Lake Mary Road. He asked if we are prepared for the shift in traffic flow if they don't go away and start using our side streets and come down Fourth.

Ms. Sova said we are in negotiations with the County for a traffic signal at Palmetto and Lake Mary Boulevard. We are about to have the traffic warrant study done. That should stop some of that traffic from Old Lake Mary Road coming to Country Club. We are getting ready to do some markings on Country Club Road because we have problems with people heading south swinging into the left lane too soon. They are to force the turn lanes to have them and stripes. We are trying to do those things for more order on Country Club as well as providing relief with that traffic signal on Palmetto.

Commissioner Plank said he wasn't as concerned about Palmetto because he thought traffic from Wilbur would go in that direction. His concern was traffic from 46A.

Commissioner Brender asked about maneuvering Lakeview to the right-hand side of the right-of-way.

Mr. Owens said the one that would get the best alignment would be to re-align Country Club because that is where the separation issue is. When you get just north of Crystal there is only about five feet between the back of curb and the right-of-way line when on the other side we have almost 20.

Commissioner Brender asked if that block was long enough between Wilbur and Crystal to maneuver a lane over.

Mr. Owens said with the southbound movement if you shifted the roadway you have the circles that will help take up part of the transition. Once you get to Lakeview you have more asphalt than just two lanes.

Commissioner Brender asked if that would solve the problem with the awnings.

Mr. Owens said if he could get at least six feet.

Mayor Mealor said we are going have some serious issues if we start right-of-way acquisition when we have the right-of-way to begin with. He thought it would be worth our time to investigate the cost of re-aligning Country Club up to the basketball courts so when you are entering the City you pass the Events Center and you are coming into Downtown Lake Mary.

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We've got the property across from the basketball courts and then open up Country Club to the west and create that new road as we are building the traffic circles because we have the infrastructure to deal with it. This might be the time to do this. We deal with the awning issue. Even if we modify the awning structure we still have additional space beyond that. When we start talking to current business owners about any kind of modification to their structure we are going to own whatever costs that might be and this may be a way to minimize that impact.

Commissioner Brender said that makes sense. He said he was not in favor of allowing that awning to continue to encroach into the right-of-way.

Mayor Mealor said if we take the traffic circle and shift it to the west and create additional space, if the front awning comes out we remove that, create the pole and if we need to do an amenity or entry feature that is an easy fix. When we get the light at Palmetto, he thought the traffic in front of Commissioner Duryea's business would be minimized.

Mayor Mealor asked if there were any objections for staff to look into the cost of shifting Country Club Road to the west. That deals with the issue of the parking because their only option would be to use the parking lot that is there. There were no objections from the Board.

Mr. Omana said it would also address issue No. 2 in the staff report which addresses the ultimate cross section.

Mr. Owens said he would put together a cost estimate.

Commissioner Plank asked if that would create a jog on Country Club.

Mr. Owens said he hasn't looked at it fully but you end up with a three-lane section when you get to Lakeview. We have 36+ feet of asphalt. If the transition is already with the asphalt it's not as much of a trouble transitioning over 6 feet as it is moving over 12 feet. I might be able to make it work in that area. At the north end of Country Club since I'm already in a circle, where I come out it doesn't matter as long as I still get traffic flow through it.

Commissioner Plank said we are not going to have a situation where somebody thinks there is another lane and then find themselves blocked.

Mr. Owens aid what he was hearing is pick up the road and move it over. He said if he could get at least six feet he could get the poles to fit.

Ms. Sova said she had another item to add. She had previously sent some material about the Penny Sales Tax the County is talking about and provided a copy of the results of the survey (copy attached). On December 18, 2013, she met with the County Manager and he announced they would move forward with the polling activities to measure the public's appetite for the "renewed" one-cent sales tax. She discussed at that time her concerns about the distribution formula for that money that had come up at a previous Mayors/Managers almost a year before.

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Ms. Sova said on December 21, 2013, at Mayors/Managers the County came with the polling results. They had already discussed a special election on May 20, 2014. At that meeting they emphasized that this was a reauthorization of a previous sales tax and was not a new tax. They indicated there was a population shift since 2001 and the distribution formula could move a little bit because there is a portion of the formula that is population based. They set it out on a fast track. The following week the County Commission passes a resolution that notices the Supervisor of Elections that they have the intent for a special election. They sent the cities their distribution methodology and is the packet she had forwarded to the commission in an e-mail.

Ms. Sova said the following week they had the public works directors meet and on the County's priority list for major projects was six-laning Lake Mary Boulevard between Rinehart Road and Country Club Road. Both of us raised flags with the County folks about that. We felt the community would be concerned about that. We saw today where they have relaxed that position and would be doing intersection improvements at Country Club, Longwood-Lake Mary and Rinehart at about half the cost but that still is a vague commitment to us.

Mayor Mealor said he was elected Chairman of the Mayors/Managers group and the first thing he did was speak with the County Chairman and expressed his grave concern that something as sensitive as Lake Mary Boulevard be put on a work order without the City Manager or City Commission being aware that such a discussion was taking place. He was assured that was taken off the list and unless the City brings it forward it is no longer an issue.

Ms. Sova said the public works directors met again this past Monday and they worked to improve the distribution formula for the cities and they had some success. There were some changes in projects and a greater understanding of what the countywide projects are and their impacts. Just because it's not happening in your city doesn't mean it's not a good project for all of us in the area.

Ms. Sova said she attended a meeting with the other managers, public works directors, county manager and county engineer and had extended conversations about equity in the distribution for the cities. We got about as far as we are going to get. She said Bruce (Paster) is going to show part of what has happened. You will see Lake Mary Boulevard is the top item.

Mr. Paster said the City Manager distributed some paperwork that we got. This was after the County Engineer presented this to the County Board. It was a difficult methodology on how they came up with percentages. When all the public works directors met, all the cities were in agreement that this method was not the way to go. The method was based on what happened in the past. They looked at 2001, they looked at 2001 projects, where these projects were, a lot of these projects benefit cities or are in cities and what it did was give cities 18% of the total share of the tax.

Commissioner Brender asked the percentage for the last ten years.

Mr. Paster said 14% so it did go up. The premise was this was not a new tax and they were re-issuing it. Commissioner Dallari's first comment was he wanted exactly what we did before:

25% goes to the School Board, half of the rest goes to major projects to benefit everybody that the County uses, and the other half to the cities. Using Florida Statutes' way of giving things up based on population, in that method the cities ended up with 14%. The County Engineer said we don't have as many major projects so let's cut the numbers differently and it ended up at 17%. When we sat down we said to simplify this, let's not look backwards, see what the major projects are, get a good handle on that and see where we are.

Mr. Paster said at today's meeting the County Engineer presented something which pushes the cities' share from 17.9% 19.4% and came up with a major projects list. Twenty-five percent goes to the School Board and the Chief Financial Officer of the School Board was at the meeting today and he believed the School Board will look at the mill just approved. It's up to 1%. If the 25% goes through they could possibly lower that over the next three or four years.

Mayor Mealor said if this initiative is successful the 25% gains them far more money than the current millage structure. That is a discussion we are going to have to have because there are people that feel if the School Board doesn't do that it is a form of double dipping and would not be supportive of this initiative.

Mr. Paster said the County is adamant that the 25% stay in this initiative. They came up with major projects of 24%, they used the population numbers for cutting the pie, and all the cities ended up with 19.4%. The City of Lake Mary would lend up with 1.29% of the total share. They are estimating $60 million per year. That would give Lake Mary about $775,000 per year. They are looking at a ten-year period so about $7.75 million for the City of Lake Mary over ten years. In 2001 the City's share was .88%, it's now 1.29% so it is almost 50% more than ten years ago.

Mr. Paster said the way the County came up with this 24% of major projects, there are two projects having to do with the City of Lake Mary. The first project is Lake Mary Boulevard from Rinehart to Country Club.

Mayor Mealor interjected that project is off the table. It is unacceptable.

Mr. Paster said the original one was $10 million to six-lane. He explained to them that was not going to happen in the City. The County Engineer and Public Works Director revised it to $5 million and is calling it major intersection improvements. He asked them to explain what major intersection improvements mean. They said the intersections need to be modified to allow more traffic. What they are talking about are turning lanes. That means lengthening some of the turning lanes that are out there now. They are looking at the turning lanes and turning movements and coming up with a plan. The Public Works Director said they would not do any of this without approval from the City. We'll let them design some things and bring it to the Commission, but they understand we are not interested in six-laning this portion.

Mayor Mealor said Mr. Paster and the City Manager have taken a lead role and there was no way he could have brought this to the Commission prior to this evening. Just look at Longwood at 434 and what that has done to that community. He was sure they have some long-term benefit but that is not what we are about and is not in our community's best interest.

Mr. Paster said the other projects are 46A from Orange Avenue to the west to Rinehart Road. They are six-laning that area. To the south is Lake Mary. That is a County major project that benefits the City. They are saying they take major projects that benefit all the cities. Their example is in Sanford at River Walk that has become a destination and helps the entire County. He showed the draft list on the overhead of possible projects the City would have to use the $7.7 million but the list is $17 million.

Ms. Sova said all the cities' lists are much greater than what they will be receiving.

Mr. Paster said it shows the need is there and that we have the need for the One-Cent Sales Tax. We can identify $17 million and it will be great to get the $7.7 million. There is the six-laning of Rinehart Road at $5.3 million, we talked about the stair step parks, and creating stormwater ponds. The One-Cent Sales Tax is for transportation and they are allowing stormwater and bike trails but is not for parks. The rest are City streets that are normally in our annual resurfacing program.

Ms. Sova said there is an expansion and have allowed for capital maintenance.

Commissioner Brender said things are moving in the right direction but we can do better than 19.4%.

Ms. Sova said the point they were making today is they are going to spend $10 million in Lake Mary which is more than 19.4%. They said they did not mean they have to take the lead on multiple projects. Just because it is defined as a neighborhood project by them didn't mean it was going to happen in one of the entities, much like we did in 1991 with Lake Mary Boulevard and Rinehart Road in 2000.

Commissioner Brender said the other point he continually objects to is doing this by population. We are a city of 14,000 people and 12 hours a day we are a city of 70,000 people. The other thing that sticks in his craw is the County should have passed a stormwater fee ten years ago and now they are going to make a tax that is going to include stormwater for the unincorporated areas of the County. We still have some work to do.

Ms. Sova said she believed the County pulled their stormwater projects out.

Mr. Paster said in the prior methodology where they looked at the past projects and had a percentage in for stormwater, they pulled all the stormwater out and that brought the number to approximately 20% so even with that they backed into about the same number.

Commissioner Brender said he sensed there is more work to do on this. There is not a great deal of support for this right now. We had a good group at CALNO last night expressing angry concerns about this new tax.

Mayor Mealor said relative to the pie, we gain far more than our population.

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Ms. Sova said we are meeting next Friday. By that time all of the cities will have had time to have this kind of meeting. It has been moving too fast to do much presenting because everything she had to say changed the next day.

Mayor Mealor asked the Commission to communicate directly with the City Manager any concerns they have.

Ms. Sova said the first meeting in March she would be bringing an interlocal agreement and is the timetable the County is working with.

There being no further business, the work session adjourned at 6:30 P.M.

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MINUTES OF THE LAKE MARY CITY COMMISSION MEETING held February 6, 2014, 7:00 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road, Lake Mary, Florida.

I. Call to Order

The meeting was called to order by Mayor David Mealor at 7:00 P.M.

II. Moment of Silence

III. Pledge of Allegiance

The Pledge of Allegiance was led by members of Girl Scout Troops 194, 1710, 2021, 1335, 4160, 536, and 441.

IV. Roll Call

Mayor David Mealor	Jackie Sova, City Manager
Commissioner Gary Brender	Carol Foster, City Clerk
Commissioner George Duryea	Dianne Holloway, Finance Director
Commissioner Allan Plank	John Omana, Community Dev. Dir.
Deputy Mayor Jo Ann Lucarelli	Gary Schindler, City Planner
	Steve Noto, Senior Planner
	Tom Connelly, City Engineer
	Bruce Paster, Public Works Director
	Bryan Nipe, Parks & Recreation Director
	Kathy Gehr, Asst. Parks & Rec. Director
	Deb Barr, Senior Programs Coord.
	Colin Morgan, Deputy Police Chief
	Craig Haun, Fire Chief
	Katie Reischmann, City Attorney
	Mary Campbell, Deputy City Clerk

The order of the agenda was changed and Item 6-B, Proclamation – “National Girl Scout Cookie Weekend” was heard at this time.

The City Attorney read a proclamation proclaiming Friday, February 7, 2014, and Saturday, February 8, 2014, as “National Girl Scout Cookie Weekend”.

Mayor Mealor presented the proclamation to Mary Battaglia.

Ms. Battaglia thanked the Commission for the proclamation and presented to the Mayor some Girl Scout cookies.

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Mayor Mealor thanked the moms and family members who are supportive of the girls and their efforts.

The Commission returned to the regular order of the agenda at this time.

V. Approval of Minutes: December 19, 2013

Motion was made by Commissioner Plank to approve the minutes of the December 19, 2013, meeting, seconded by Commissioner Brender and motion carried unanimously.

VI. Special Presentations

A. Special Recognition to Parks & Recreation Department: City Employee of the 4th Quarter – Radley Williams, Recreation Chief

Mr. Nipe said he had the opportunity to recognize one of our department staff members who was the Employee of the Quarter for the department but also became recognized by his peers and City Manager as the 4th Quarter 2013 Employee of the Quarter for the City. His name is Radley Williams and is the Recreation Chief for the department. Usually you recognize staff members for this type of recognition for going above and beyond in their call of duty on a daily basis. A lot of times they go above and beyond because they are asked to do so. With Radley he didn't recall asking him to do certain things. The guy takes the initiative and takes hold of projects and new programs and brings new opportunities to us. We appreciate everything Radley does. A couple of examples would be taking on co-leading the accreditation effort of the last year and a half to be able to get this department accredited through the National Recreation & Parks Association; taking on the Facebook and social media role and websites. He has been promoted over the course of the last year twice. There are many things he has taken on including events and taking WineART Wednesday to another level. We appreciate everything Radley does.

Mr. Williams said it was a great honor to receive this recognition but couldn't do it without his teammates, Bryan, Kathy and Gunnar. They are great support for everything we do in the department. He said he was proud to be a part of the City of Lake Mary team.

Mayor Mealor said there were some scouts in the audience. He said when Mr. Williams was their age he watched him play football and do other things. It goes to show you that right now what you are learning is that when you are a young adult look at the recognition that you may also receive. It is about hard work and caring for others.

Mayor Mealor said it was a pleasure to recognize Mr. Williams and on behalf of the Commission "well done".

B. Special Recognition to Employees of the Lake Mary Police Department: "2013 Civilian of the Year" – Charlotte Johnson, Accreditations Coordinator and "2013 Police Officer of the Year" – Lena Delgenio, Police Officer First Class

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Deputy Chief Morgan said he was bringing forward one of our finest officers and one who is being recognized as Police Officer of the Year for 2013, PFC Lena Delgenio. Lena has demonstrated excellent police work this past year. She has been extremely active and productive and her efforts have been rewarded by being selected to the role of K-9 Officer. During this time she has shown exceptional progress becoming a K-9 handler and very early in her K-9 career has been certified nationally as a K-9 Narcotics Detection Team with her K-9 partner, Neso. Additionally, PFC Delgenio has been called to assist with her K-9 partner on numerous times and has always represented herself and this agency well. During the fourth quarter of 2013, PFC Delgenio utilized her skill to locate, coordinate, and execute a felony traffic stop on an armed carjacking suspect which led to their arrest. PFC Delgenio is the Lake Mary Police Department Officer of the Year for 2013. She was also the 4th Quarter Officer of the Quarter and is being awarded a merit pin from the Lake Mary Police Department.

Deputy Chief Morgan asked Charlotte Johnson to come forward. Deputy Chief Morgan said as part of Lake Mary Police Department's Professional Standards section, Charlotte Johnson is tasked with the never-ending job of ensuring that her agency's policies are up to date as well as meet the accreditation standards. This past year was a very important year for Charlotte as she has had to prepare daily for the upcoming accreditation in 2014. Additionally she has completed several needed departmental grants that have had a direct impact on patrol functions as well as the administration function of this agency. She completed a six-month long FDLE Crime Analyst Certification which had her traveling out of town one week per month for six months. With that training she has completed a 35-page crime analysis for Lake Mary. Charlotte has performed admirably handling these duties with the utmost professionalism. She has been an excellent asset for this agency to fulfill a mission. Charlotte Johnson is the Lake Mary Police Department "Civilian of the Year".

C. Proclamation – "National Girl Scout Cookie Weekend"

This proclamation was read and presented earlier in the meeting. See Page 11, Line 37.

VII. Citizen Participation

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

VIII. Unfinished Business

There was no unfinished business at this time.

IX. New Business

A. Final Subdivision Plan with variance(s) for Pine Tree Terrace, a nine-lot single-family residential subdivision located at 385 Pine Tree Road, M.I. Homes of Orlando, LLC/Brian Dalrymple, applicant (Public Hearing) (Steve Noto, Senior Planner)

DRAFT

Mr. Noto said typically we do not bring final subdivision plans before the Commission and typically the Planning & Zoning Board is the terminal board. This is before the Commission tonight because of the variance.

Mr. Noto said Pine Tree Terrace is proposed to be built on just over five acres of property at the corner of Olivia Rose Court and Pine Tree Road. It will be a nine-lot subdivision with straight zoning. The design is pretty much the same as it was when the preliminary subdivision came before the Commission in December. The variance is to build a 30-inch tall retaining wall at the end of the cul-de-sac. He pointed out the location on Sheet GR-1 of the site plan package shown on the overhead. The reason the retaining wall requires a variance is that retaining walls have to be a minimum of five feet from the property line. He pointed out the property line on the exhibit. The reason for the retaining wall is to assist with the elevation of the property to the east, to save some trees, and to install a fence. Without the wall significant grading would have had to be done and it would have impacted the buffering between the cul-de-sac and the neighboring properties. We reviewed this variance with the six findings of fact that are outlined on Pages 3, 4 and 5 of the staff report.

Mr. Noto said the applicant met with the neighbors between the preliminary sub process and the final subdivision process to see what their concerns were and to see what M.I. Homes might do to address their concerns. He showed a list on Sheet ST-1 of the site plan on the overhead of everything M.I. Homes proposes to do to address the neighbors' concerns from as little as putting up a fence, grading work to deal with the stormwater pond, planting hedges, putting in a retaining wall and things of that nature. When the Planning & Zoning Board heard this item on January 14, 2014, they added a condition that this list be a condition of approval.

Mr. Noto said we have no other major talking points regarding the subdivision. There are five conditions of approval. He said Condition No. 5 came up after the P&Z meeting in January based on some input and discussion with the applicant's engineer. They had originally proposed to put a reuse water line in the cul-de-sac but after discussions with the applicant's engineer and the Public Works Director we added a condition that it would be installed at a later date. We don't know what reuse water is going to be available in that area. There is no need to put it in now and run into issues down the road with future connections.

Mr. Noto said staff is recommending approval of the request. The Planning & Zoning Board heard this item at their January 14, 2014, meeting and unanimously recommended approval with staff's conditions as well as the additional condition of adding the table that is shown on the overhead.

Commissioner Brender asked the location of the nearest reuse water line.

Mr. Schindler said Lake Mary Boulevard.

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

DRAFT

Motion was made by Deputy Mayor Lucarelli to approve the Final Subdivision Plan with variance for Pine Tree Terrace to include the five conditions and the additional requirement that the table be included, seconded by Commissioner Brender and motion carried by roll-call vote: Commissioner Brender, Yes; Commissioner Duryea, Yes; Commissioner Plank, Yes; Deputy Mayor Lucarelli, Yes; Mayor Mealor, Yes.

B. Request for a variance from Chapter 160, Resource Protection Standards, 160.07 (2) (b), to construct a swimming pool at 270 Humphrey Road; Tracy & Kelly Potter, applications (Public Hearing) (Gary Schindler, City Planner)

Mr. Schindler said we have designated Crystal Lake Basin and Soldiers Creek as our two most environmentally sensitive areas. Whenever there is a property that is proposing development that encroaches into or is adjacent to one of these areas then we have to look at the request in light of the provisions of Chapter 160 which is the Resource Protection Standards.

Mr. Schindler said the subdivision was platted in 1987, is two lots and is the Leckie Subdivision. The existing dwelling was built in 1997. This is on the north side of Humphrey Road between Wood Street to the east and Longwood-Lake Mary Road to the west. In 1997 a permit was issued to construct the house. The house already encroaches about 50 feet into the 75-foot building setback. For whatever reason in 1997 the house was allowed to be constructed without a variance. At this time the applicant is proposing to construct a swimming pool on the north side of the house. The applicants came to staff and said they believed there may be some environmentally sensitive area. We said there were two things they must do. One is to go to Public Works and talk to Danielle McKee and she would give the elevation of the 100-year floodplain. They did that. He pointed out the line on the plans.

Mr. Schindler said the second thing the applicant must do is they must establish the wetlands limits. He pointed out the 100-year flood line and the wetlands limits on the overhead. The way that's done is an environmental consultant starts walking the property from side to side and every time they find a wetlands plant they put a flag. They do that until they have gone from one side of the property to the other. A surveyor then comes out and puts those lines on the survey and they superimpose where the structure is going. We told them that once they got that to come back and staff would help them determine the amount of variance that they will need to request. They did and what we have determined is they are going to encroach about 73 feet into the 75-foot required building setback. They are not going into the environmental buffer at all. We told the applicants they would need a variance of 73 feet from the minimum 75-foot building setback and that is what is before the Commission tonight.

Mr. Schindler said staff has reviewed the criteria for a variance and has found that they comply with all the criteria. Staff finds that the applicant has met all criteria stated above to conditionally approve the requested variance of 73 feet from the minimum 75-foot setback required by Section 160.07(B)(2)(b). The condition is that prior to the final inspection for the swimming pool, the applicant shall construct a vegetative berm on the north, east and west sides of the swimming pool. The berms will be a minimum of 1-foot high and shall have side slopes of a minimum of 3 to 1 so it's going up 1 foot and taper out 3. It shall be located on the lot in such a manner as to compensate for the increased encroachment into the setback area.

If St. Augustine grass is to be used, the berm shall be irrigated. If drought resistant species of grass is used then the berm need not be irrigated. This will slow down the runoff so that the sediments in the stormwater drop out and the water that does go over will be cleaner than the water that will be on the landward side. That is a common protection for wetlands areas.

Mr. Schindler said that their regular January 14, 2014, meeting, the Planning & Zoning Board voted 5 to 0 to recommend approval of the requested variance with the condition recommended by staff.

Commissioner Plank said he went by the house and it is set back from the road to some extent. It looked like the backyard drops down as if the land the house is on was built up. He asked if they were putting the pool in at a lower level.

Mr. Schindler said he had not seen the plans for the pool but they are not in the 100-year floodplain so they could bring in fill without it impacting the 100-year floodplain.

Mayor Mealor asked if anyone wanted to speak in reference to this variance.

Tracy Potter, 270 Humphrey Road, applicant, came forward. She stated she agreed with staff.

No one else came forward and the public hearing was closed.

Commissioner Duryea asked if we had ever granted a variance that was 99% into the setback.

Mr. Schindler answered affirmatively. We’ve granted a couple of variances that was totally within the 75-foot setback. There was a variance involved within the 25-foot environmental buffer and into the 100-year floodplain where they had to create compensating storage.

Commissioner Duryea asked if the pool was going to be built up or be flat on the ground.

Mr. Schindler said they would be bringing in fill. It does not encroach into the 100-year floodplain so no compensating storage will be required.

Commissioner Duryea said he hoped the applicant knows that some of those houses were almost under water at one point.

Commissioner Brender said in the past we have put a condition on other ones regarding the possibility of flooding. He asked if we needed that in this case.

Mr. Schindler answered negatively because you can see the portion of the plan that looks like a bell shaped curve. That area below the bell and above the green is the limits of the 100-year floodplain.

Commissioner Brender said if they were going to be filling in then it should be okay.

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Motion was made by Commissioner Brender to approve the variance for 270 Humphrey Road with the condition that the applicant construct a vegetative berm on the north, east and west sides of the swimming pool, seconded by Commissioner Plank and motion carried by roll-call vote: Commissioner Duryea, Yes; Commissioner Plank, Yes; Deputy Mayor Lucarelli, Yes; Commissioner Brender, Yes; Mayor Mealor, Yes.

C. Ordinance No. 1502 – Amend Chapter 92 of the Code of Ordinances providing for fees for participation in activities at the Senior Center – First Reading (Public Hearing) (Deb Barr, Senior Programs Manager)

The City Attorney read Ordinance No. 1502 by title only on first reading.

Deb Barr, Senior Programs Manager, came forward and presented the amended fees for the Senior Center. She said we were advised by the Commission to look at the non-resident fee structure.

Ms. Barr said currently approximately 19% of the participants at the Senior Center are residents, leaving about 81% of non-residents that are participating. After reviewing other local senior centers and looking at their fees, we came to the conclusion of a $20 yearly membership fee for non-residents. There would be no fee for Lake Mary residents. If we have participants that are visiting or do not want to commit to the $20 yearly fee, there will be a $1 daily fee in place of the $20 fee. We felt this was a minimal fee and it comes out to 38 cents per week for any non-residents. This is just the membership fee. This will allow them to participate in any of our seminars, bingo classes, and computer classes.

Ms. Barr said in addition we are looking to amend the fees for the classes that are instructor led. Currently for our instructor-led classes we have a donation box and have a suggested donation of $1 to $2 per class. We are asking that to be a required payment of $1 to $2 per class. We have talked to the instructors about this. They would be collecting those fees themselves and would retain 100% of the fees that are collected at the classes. In order to keep those fees at a minimal rate, we will continue to pay any of our instructors that we are currently cutting a check to every month for their classes but will only be 25% of what they are currently receiving. This helps us be consistent across the board because some of our other classes the instructors collect their own fees. Now everybody will be collecting and keeping their fees.

Ms. Barr said we have discussed this with the Elder Affairs Commission and they are in agreement with our decision. We recommend approval.

Mayor Mealor asked if anyone wanted to speak in reference to Ordinance No. 1502. No one came forward and the public hearing was closed.

Motion was made by Deputy Mayor Lucarelli to approve Ordinance No. 1502 on first reading, seconded by Commissioner Plank and motion carried by roll-call vote: Commissioner Plank, Yes; Deputy Mayor Lucarelli, Yes; Commissioner Brender, Yes; Commissioner Duryea, Yes; Mayor Mealor, Yes.

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D. Resolution No. 928 – Joint Participation Agreement with FDOT for SunRail Station Connectivity Upgrades (Steve Noto, Senior Planner)

The City Attorney read Resolution No. 928 by title only.

SIDE 2A

Mr. Noto requested to present Items D and E together as they are related.

The City Attorney read Resolution No. 931.

Mr. Noto said in December staff brought forward Resolution No. 927, a local funding agreement (LFA) with FDOT for enhancements to the SunRail Station. After we approved the LFA, we sent it to DOT, sent them some money, and we started asking how we get the 80% so we can start doing work. When they got back to us they said to cancel the LFA and do a JPA (Joint Participation Agreement) instead. We received the legal documents, ran it through finance, and Resolution No. 928 is to adopt the JPA, have it signed, and send it to FDOT. We will get a refund of our 20% and will go about being able to install the enhancements and begin work.

Commissioner Brender asked if we were giving up anything or allowing FDOT to tie any strings to us.

Mr. Noto answered negatively.

Commissioner Brender said we are basically telling them we are going to make these improvements.

Mr. Noto said when they send the refund we will spend the money and send them an invoice and they will pay us back for doing the improvements.

Motion was made by Deputy Mayor Lucarelli to approve Resolution No. 928, seconded by Commissioner Brender and motion carried by roll-call vote: Deputy Mayor Lucarelli, Yes; Commissioner Brender, Yes; Commissioner Duryea, Yes; Commissioner Plank, Yes; Mayor Mealor, Yes.

E. Resolution No. 931 – Adopting Amendment #2 to a Local Funding Agreement with Florida Department of Transportation for enhancements to the SunRail Station, rescinding Resolution No. 927 which provided for Amendment #1 (John Omana, Community Development Director and Steve Noto, Senior Planner)

Resolution No. 931 was read by title only and presented under Item D.

Motion was made by Commissioner Brender to approve Resolution No. 931, seconded by Deputy Mayor Lucarelli and motion carried by roll-call vote: Commissioner Brender,

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Yes; Commissioner Duryea, Yes; Commissioner Plank, Yes; Deputy Mayor Lucarelli, Yes; Mayor Mealor, Yes.

F. Resolution No. 929 – Opposing legislation that would mandate the use of Uniform Chart of Accounts (Dianne Holloway, Finance Director)

The City Attorney read Resolution No. 929 by title only.

Ms. Holloway said in 2011 the Florida Legislature passed Bill 1292 that required a mechanism be provided for all governmental entities to report accounting-wise in the same manner. This includes state governments, higher education, lower education, as well as cities. It basically puts us all on the same playing field even though we are not. We have different reporting timeframes and different reporting requirements. It will cost us a lot of money to adhere to this. The Florida State CFO established a Uniform Chart of Accounts, they sent it out to us, we all got to remark on it and participate in a survey and we gave them what we thought our costs would be to implement it. The Florida League of Cities and the Florida Government Officers Finance Association have issued statements opposing this. She said it would cost the City a one-time implementation cost of about $125,000. In addition it would be another $100,000 a year or at least one additional position in her department to follow this mandate.

Ms. Holloway said the state had KMGP do a cost study in which we all participated in the surveys and they are estimating the total cost for local governments, state governments, and educational entities to have a one-time cost of over $72 million and reoccurring annual costs of over $60 million.

Ms. Holloway said we feel we do a good job with transparency. We put our budget books on the Internet, we put our annual and monthly financial statements out there, we file an annual report with the state, and this new mandate would ask us to do it monthly. There is no auditing involved, no consistencies in numbers, it doesn't reconcile in any way to our annual financial statements and we feel it would be an undue hardship on the City as well as our citizens because ultimately the taxpayers are going to foot the bill on this.

Mayor Mealor said he wasn't familiar with Senate Bill 1292 but it is probably multi-faceted. This is a perfect example of an unfunded mandate that goes against the very principles of the majority party in the Florida House, Florida Senate, and the Governor's Office. The principles of less government and less taxes, this flies in the face of that. This is unfair and whatever the intent of Senate Bill 1292 was, if somebody had an issue with a particular governmental entity, hold that group accountable as we have done with certain school districts in the State of Florida as opposed to trying to lump everyone in and basically penalizing the taxpayers of our community. It doesn't make sense. It is patently unfair and violates the principles that I value as a member of the prevailing party. He said he would support Ms. Holloway's recommendation.

Commissioner Brender said we should find out which senator sponsored this.

DRAFT

Motion was made by Commissioner Duryea to approve Resolution No. 929, seconded by Commissioner Brender and motion carried by roll-call vote: Commissioner Plank, Yes; Deputy Mayor Lucarelli, Yes; Commissioner Brender, Yes; Commissioner Duryea, Yes; Mayor Mealor, Yes.

Commissioner Brender said we just adopted a resolution but questioned if it was going to do any good.

Ms. Holloway said she hoped so. We are going to be sending a copy of the resolution to our senators and representatives.

G. Authorize purchase of Water Treatment Plan Degasifier Packing Replacements (Bruce Paster, Public Works Director)
   a. Resolution No. 930 – Amending FY 2014 Budget to appropriate funds for purchase

The City Attorney read Resolution No. 930 by title only.

Mr. Paster said in our five-year budget we planned for the replacement of the packing and the three degasifiers we have at the water treatment plant used to treat volatile organics in raw water. They were installed in 2001 and the packing has never been replaced. The plan in the five-year plan was to do one tower per year for three consecutive years. Last month we replaced the packing in Tower No. 1 and realized at that time it was needed now to do 2 and 3. The condition was much worse than we anticipated, partly due to age and partly due to some issues we had in wells in prior years. It is prudent to have the packing replaced in 2 and 3. Since we budgeted it in years out we need to re-budget this year to have money to do that.

Commissioner Duryea said we have an agreement with Siemens. He asked if they were supposed to pay for that.

Mr. Paster said we have an agreement with Siemens and it expires in September 2015. They paid up front costs for the annual maintenance that includes all the maintenance: electricity, costs for the pumps, water treatment plant. There was a ten-year agreement in that they believed that by 2015 there would be no more contamination and the packed towers would no longer be needed. We found that not to be true so next year we will be working on revising or renewing that agreement for an additional ten years and these issues will be addressed. We have ten years of evidence of how much it actually cost to maintain that system so all of those items will be addressed at that time.

Commissioner Brender said we are going to be re-budgeting so all three of these towers five years from now are going to get changed out again.

Mr. Paster answered negatively. This item is to bring monies that were in the five-year plan into this year so we can do towers 2 and 3 immediately. They have been there 13 years so it's more of every ten years out. This will be addressed again when we do the five-year plan year by year.

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Motion was made by Commissioner Plank to approve Resolution No. 930 and authorize the City Manager to execute a purchase order with Jacobs Air Systems (sole source) for the replacement of packing in air stripper Units 2 and 3 in an amount not to exceed $151,700, seconded by Commissioner Brender and motion carried by roll-call vote: Deputy Mayor Lucarelli, Yes; Commissioner Brender, Yes; Commissioner Duryea, Yes; Commissioner Plank, Yes; Mayor Mealor, Yes.

H. Revised Interlocal Agreement between Seminole County and the City for the Florida Yards & Neighborhoods Program (Bruce Paster, Public Works Director)

Mr. Paster said this is a housekeeping item. In September 2013 the Commission approved the agreement for the Florida Yards & Neighborhood Program. The housekeeping issue is that it was executed on September 5, 2013, but the effective date of that agreement was October 1, 2013. Since it was executed after the intended effective date of October 1st, the County wants us to go back and change a few items in the agreement to correct the mistakes on the date. It doesn't change the intent of the agreement or any of the programs.

Motion was made by Deputy Mayor Lucarelli to authorize the Mayor to execute the revised Interlocal Agreement between Seminole County and the City of Lake Mary for the Florida Yards & Neighborhoods Program, seconded by Commissioner Plank and motion carried unanimously.

X. Other Items for Commission Action

There were no items to discuss at this time.

XI. Reports

A. City Manager

1. Potential for advisory board combination

Ms. Sova said this item is the potential for advisory board consolidation. We talked about the Board of Adjustment and LPA and the potential they could be consolidated with P&Z. The last time the Board of Adjustment met was November 2, 2011. The last meeting of the LPA was January 16, 2013. It's hard to expect these folks to stay engaged when they meet so seldom.

Mayor Mealor said the request is that we consolidate Planning & Zoning, Board of Adjustment and Local Planning Agency and retain the number of P&Z members at five.

Commissioner Duryea asked he had no problem with the Board of Adjustment and LPA being the same people. He had a problem with P&Z and those other two entities because they deal with different things.

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Mayor Mealor said there is a suggestion by Commissioner Duryea that P&Z remain as it is with Board of Adjustment and LPA being combined.

Commissioner Brender said as formerly being on LPA when LPA used to meet a lot more often, he thought he liked that idea. LPA has always been broader and more strategic than P&Z. He said it was a good idea to combine them. It opens up spaces for people from the community who do want to get involved. We have a P&Z board that has pretty much been the same for years.

Mayor Mealor asked if there were any objections to Commissioner Duryea's suggestion.

Ms. Reischmann said LPA and P&Z would be better together.

Commissioner Duryea asked when the City was up for another EAR report.

Ms. Omana said with the disbanding of DCA, the EAR is not technically required. It is done at the election of local government. We are up to doing one in 2015 or 2016 but technically it is not required.

Commissioner Plank said his concern is if they have met so seldom is there a need for them as a separate entity or are there other things they could be doing that would make them a more meaningful committee. We will have the same problem brought up a few minutes ago of how do you keep them motivated if nothing is going on.

Mr. Omana said a few years back there was talk of consolidation. At that time the feeling was it would be a great return. He said he was definitely in favor of consolidation. The experience P&Z has with being exposed to quasi-judicial matters and the way they delve into the land use patterns of the City is very important and they have that understanding. He thought putting them all together was a good thing. The Board of Adjustment is black and white—here are the sections of the code that apply and if an applicant falls within those parameters then they go forward to the Board of Adjustment. He didn't see how they could go off on a branch and try to do something else.

Commissioner Plank asked if they reported to the Commission.

Mr. Omana answered affirmatively as do all of the boards.

Commissioner Brender said the fact that the Board of Adjustment hasn't met since 2011 is a good indicator at this stage of our life as a city we may have outlived that usefulness. If we are going to disband it then he would have no trouble folding LPA into P&Z. He asked if they would convene as LPA.

Mr. Omana said they would have to convene as each respective body. The P&Z also sits as the Sign Board of Adjustment so if they were to hear a sign variance they would have to convene as that board. We can work on the verbiage.

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Commissioner Brender asked if we needed a Board of Adjustment.

Mr. Omana answered negatively. The P&Z now handles variances associated with site plans so they are aware of the criteria for hardship.

It was the consensus of the Board to consolidate the Planning & Zoning Board, Board of Adjustment, and Local Planning Agency with the membership remaining at five members plus an alternate.

2. Computer purchases and surplus

Ms. Sova said this item is annual computer purchases and surplus. We are going to be buying 17 desktops and 14 laptops and we have 38 asset tag numbers to be declared surplus.

Motion was made by Deputy Mayor Lucarelli to approve the purchase of 17 desktop and 14 laptop computers through Dell in an amount not to exceed $35,500, declare 38 asset tag numbers listed below surplus and authorize City Manager to dispose of:

10674	**10541**	**10770**	**10778**	**10678**	**10816**
1286	**10694**	**10771**	**10779**	**10681**	**10817**
1501	**10697**	**10772**	**1999**	**10684**	**10820**
10322	**10699**	**10774**	**2088**	**10755**	
10341	**10716**	**10775**	**2200**	**10765**	
10444	**10768**	**10776**	**10666**	**10806**	
10486	**10769**	**10777**	**10677**	**10808**	

Seconded by Commissioner Brender and motion carried unanimously.

Ms. Sova announced the Little League opening day ceremonies will be Saturday, February 15th at 9:00 A.M. at the Sports Complex.

Ms. Sova said the Florida Yards & Neighborhoods will conduct a "Landscape Design the Florida Friendly Way" class on Thursday, February 20th, from 6:30 P.M. to 8:30 P.M. at the Lake Mary Municipal Services Complex, 911 Wallace Court. You can register for this free event by calling 407-665-5575 or email fyn@seminolecountyfl.gov.

Ms. Sova said Lake Mary Celebrates will be held in Central Park on Saturday, March 1st, from 10:00 A. to 3:00 P.M. There will be artists and artisans, kids' games, craft activities, and entertainment. It is a free event and food will be available for purchase.

Ms. Sova said the Shred-A-Thon was a great success. The vehicle count was 858, 42,100 pounds of material was shredded and 99 hard drives were destroyed. Donations increased to approximately $9,891.

Ms. Sova said we are still looking for volunteers to serve on the Elder Affairs Commission and Historical Commission. Elder Affairs meets the second Monday of each month at 3:00 P.M.

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and the Historical Commission meets the third Tuesday of every other month at 5:30 P.M., both at the Events Center. If you are interested in volunteering for either of these boards please complete a Board Appointment Information Form or visit our website www.lakemaryfl.com.

Ms. Sova requested to schedule a work session for February 20th at 5:30 P.M. to discuss Chris Mahnken's Station Pointe project and look at designs for the Fourth Street entry feature.

Ms. Sova said to mark your calendars for the State of the City on March 6th from 7:30 A.M. to 9:00 A.M. at the Events Center.

Ms. Sova said the Rummel property on Chickee closed and the title company paid us the amount agreed to against the liens. There is a new owner on property. Roll-off dumpsters have been delivered and they are beginning work. She said she appreciated Bruce Fleming's help who worked hard on this and is over there making sure the property is brought into compliance.

Ms. Sova said next week our new Economic Development Manager, Tom Tomerlin, will come on board.

Mayor Mealor said he believed Dr. Tomerlin was the featured speaker at the PBAS Breakfast next Wednesday.

Ms. Sova said he had some commitments that she encouraged him to keep.

B. Mayor
   1. Election of Deputy Mayor

Mayor Mealor said he was honored to be elected as Chairman of the Mayors and Managers group in Seminole County and was looking forward to the opportunity to serve.

Mayor Mealor said one item he has is the election of a deputy mayor. If you look at the historical perspective each has done a remarkable job. He asked Commissioner George Duryea to accept the position of Deputy Mayor.

Commissioner Duryea accepted the position of Deputy Mayor.

C. Commissioners (2)

Commissioner Duryea thanked Mayor Mealor for the nomination.

Commissioner Plank said he attended his first Metroplan Orlando meeting today. He said the tenure of Commissioner Lucarelli's was mentioned frequently and very favorably. She represented the City well and would try very hard to follow in her footsteps. They presented the 2040 long-range transportation plan.

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Commissioner Plank said the museum currently has a good exhibit of quilts and fabrics which will be there until March 1st. The museum received a $3,500 donation from the Paulucci Foundation.

Commissioner Plank some may remember we looked at the possibility of a book on Lake Mary, basically a picture book with captions. The reason we haven't made any progress on that is because all the proposals that were made required us to lay out a large amount of cash and do the work. A company has contracted with an independent author. It is the same company that does the other books on different cities throughout the country. The author has given us final approval on the copy and is working with us on the pictures and content. What goes in the book will be what Lake Mary wants to go in the book. We have no cost liability, we can purchase the books at a discount, and it will be marketed on a general basis. It's an excellent proposal and gives us what we were looking for without the City being obligated in any way.

Commissioner Lucarelli said we had our Second Annual Stalking Awareness event. She was able to present a proclamation from the Governor declaring it National Stalking Awareness Month in the State of Florida. We had a good turnout. There was a lot of back and forth discussion. We had three stalking victims there so there was good in-depth discussion and questions from law enforcement advocates and the victims themselves. There are a couple of bills we are looking at that hopefully will go through this year. One is a bill that if you put a GPS tracking device on someone's vehicle or phone without their knowledge or permission, it makes it a criminal stalking activity.

Commissioner Brender said he attended CALNO at the City of Casselberry. Casselberry is involved in a $10 million program of replacing asbestos cement pipe which is their water system. They have $5-6 million from a federal grant. The program is called pipe bursting and what they do is replace the pipe by bursting the asbestos cement pipe and replacing it with a high density polyethylene pipe. The asbestos remains encased in this cement product.

Commissioner Brender said there were quite a few citizens present who were angry about the concept that Seminole County is going to re-activate the One-Cent Sales Tax. Assuming the One-Cent Sales Tax goes to a County vote, whoever gets behind it are going to have more than just a casual sell job to get this done because the mood is not real positive from the group that was present at CALNO. He said he wasn't looking at this like an automatic like it has been for 20 years.

Commissioner Brender said the City of Lake Mary will host CALNO on March 5th and will sponsor a program regarding the One-Cent Sales Tax. This is also our WineART Wednesday so we plan to meet at 6:30 P.M. and anybody who wants to can hit a food truck and we will convene the meeting at 7:00 P.M.

D. City Attorney

Ms. Reischmann said a response to a variance case appeal has been filed.

Ms. Reischmann said regarding the public records law she advised the Commission to not use anything that they can't save their data on.

XII. Adjournment

There being no further business the meeting adjourned at 8:25 P.M.

_____ _____

David J. Mealor, Mayor Mary A. Campbell, Deputy City Clerk

ATTEST:

_____

Carol A. Foster, City Clerk

DRAFT

MEMORANDUM

DATE: February 20, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Craig Haun, Fire Chief

SUBJECT: Certificates of Recognition Presented to Lake Mary Firefighters who participated in American Lung Association's Stair Climb Competition

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Background

On Saturday November 16th, the Lake Mary Fire Department Team competed in the annual American Lung Association Stair Climb charity event in Orlando. I am proud to announce that our team received the following awards, Fastest Firefighter Team, Fastest Male Firefighter – Jason Brandt (for the third year in a row) and Third Fastest Female Firefighter – Danielle Scott.

I would like to thank the following team members for their participation and excellent representation of the City of Lake Mary.

Firefighter/Paramedic Jason Brandt, team leader
Firefighter/Paramedic Danielle Scott
Firefighter/Paramedic Tim Cox
Firefighter/Paramedic Peter Thamueller
Firefighter Kevin DelAguila
Firefighter Alejandro Mata
Firefighter Chris Long

Requested action

Presentation of Certficates of Recognition to the team members.

MEMORANDUM

DATE: February 20, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Deb Barr, Senior Programs Manager

SUBJECT: Ordinance No. 1502 - Amend Chapter 92 of the Code of Ordinances, providing for fees for participation in activities at the Senior Center - First Reading (Public Hearing)

The Lake Mary Senior Center has shown a steady increase in attendance and participation in programs. In the past 3 years, participation has increased by 17% from 18,258 visits in Fiscal Year 2011 to 21,289 in Fiscal Year 2013. Waivers on file show that 175 out of 935 or only 18.7% of the participants are City of Lake Mary jurisdictional residents. There is no required entry fee and the program instructors have historically been funded through donations by the participants and through the Elder Affairs Commission led Shred-A-Thon totaling $20,362 in Fiscal Year 2013. The total operating budget for the Senior Center for Fiscal Year 2014 is $114,354. Currently the instructors do not collect fees or donations, but rather are paid directly by the City for the programs they lead. The Senior Center averages 18 instructor led programs per week and instructors are paid between $20 and $50 per class.

As participation continues to increase, the possibility for overcrowding of the Senior Center is a concern. To ensure City of Lake Mary residents are not displaced from being able to participate, it is recommended a fee structure be implemented. The proposed fee structure below would provide for a membership fee for non-residents and a nominal fee per instructor led program.

Entry Fee to the Senior Center
Residents: Free
Non-Residents: $20 per year or $1 per visit

Instructor Led Programs
$1-$2 per class (determined by level of instruction) for all participants.

For consistency with other Parks and Recreation programming and to incentivize the instructors to maximize participants, instructors will begin to collect their own fees at the authorized amount of $1-$2 per class. Current instructors will keep 100% of what they collect and the City of Lake Mary will continue to pay them 25% of the rate they have been historically paid. New instructors will receive a flat rate of $5 per class and will also retain 100% of what they collect.

The Elder Affairs Commission recommended approving the proposed fees during their meeting on January 13, 2014.

For reference and comparison, a chart showing the rates charged by other Senior Centers in Central Florida has been attached.

RECOMMENDATION:
Request Commission adopt Ordinance No. 1502 establishing the membership fees for non-residents be set at $20 per year or $1 per day and rates of $1-$2 per class be set for all participants in instructor led programs at the Senior Center.

Attached:
1. Senior Center comparison

ORDINANCE NO. 1502

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

WHEREAS, during Fiscal year 2013, the Lake Mary Senior Center had an attendance of 21,289 participants; and

WHEREAS, it has been determined that only 18.7% of the participants are corporate Lake Mary residents; therefore, Lake Mary taxpayers are subsidizing the senior center for non-resident use; and

WHEREAS, it is necessary to begin charging a yearly membership fee or daily fee to non-residents.

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

SECTION I. Chapter 92 of the Code of Ordinances is hereby amended as follows:

CHAPTER 92: PARKS AND PLAYGROUNDS

SENIOR CENTER

§ 92.60 FEES.

A. The following fees are hereby established for use of the Senior Center. Sales tax as applicable shall also be paid. Full-time City employees shall receive a 50% discount on rentals.

	CLASS "A"		CLASS "B"		CLASS "C"	
	SINGLE USAGE		ON-GOING (MINIMUM OF 6 RENTALS IN 6 MONTHS)		GOV'T, CIVIC (MON – THUR EVENINGS ONLY. REQUIRES WRITTEN APPROVAL OF CITY MANAGER OR DEPT. DIRECTOR)	
	RESIDENT*	NON-RESIDENT	RESIDENT*	NON-RESIDENT	RESIDENT*	NON-RESIDENT

RENTAL RATE	$50/hr	$75/hr	$25/hr	$37.50/hr	FREE	N/A
DEPOSIT	$200	$200	$100	$100	$50	N/A
CLEAN-UP RATES	$50/hr	$50/hr	$50/hr	$50/hr		N/A
DAMAGE	cost	cost	cost	cost	cost	N/A
EXTRA TIME	2 x Regular Rate	2 x Regular Rate	2 x Regular Rate	2 x Regular Rate	Not Available	N/A
HOLIDAYS	1.5 x Regular Rate	1.5 x Regular Rate	1.5 x Regular Rate	1.5 x Regular Rate	Not Available	N/A
PAYMENT IN FULL IS DUE	10 days prior to use	10 days prior to use	10 days prior to use	10 days prior to use	10 days prior to use	N/A
MINIMUM/ MAXIMUM USAGE	2 hours minimum	2 hours minimum	2 hours minimum	2 hours minimum	3 hrs/1 x per month maximum	N/A
NO SHOW FEE	N/A	N/A	N/A	N/A	Forfeiture of Deposit	N/A
CANCELLATION NOTICE REQUIRED	30 days for refund	30 days for refund	30 days for refund	30 days for refund	10 days	N/A

*A resident is someone who lives within the corporate city limits of Lake Mary. Proof of residency will be required

B. The yearly membership fee for non-residents of Lake Mary to participate in activities at the Lake Mary Senior Center shall be $20 per year or $1 per visit.

C. $1 to $2 shall be charged for all participants in instructor led classes.

Section II. ***Severability.*** If any portion of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holding shall not affect the remaining portions of the Ordinance. If this Ordinance or any provisions thereof shall be held to be inapplicable to any person, property, or circumstances, such holding shall not affect its applicability to any other person, property or circumstances.

Section III. **Conflicts.** All ordinances or resolutions or parts of ordinances or resolutions in conflict herein are hereby repealed to the extent of any conflict.

Section IV. **Codification.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the City of Lake Mary, Florida and the word "ordinance" may be changed to "section", "article", or other appropriate word or phrase and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

Section V. **Effective date.** This Ordinance shall take effect April 1, 2014.

PASSED AND ADOPTED this 20th day of February, 2014.

FIRST READING: February 6, 2014

SECOND READING: February 20, 2014.

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

Winter Springs is the only senior center that bases their fees on residency. They are also the only senior center that has a membership fee which is $25 WS resident and $65 non-residents per calendar year, not including pool use. Starting October of each year, they will only charge half price for the remainder of the year. They charge a $5 daily fee which includes use of the pool. Bingo and card players are required to either purchase a membership or pay a daily fee. Instructors are volunteers and are allowed to put out baskets for donations.

Sanford is free. Instructors collect donations for classes. Participants for H2U Yoga must be registered with H2U and the hospital pays for the instructor.

Oviedo does not have a senior center facility.

Altamonte Springs does not have a senior center and therefore does not charge a membership fee, but offers classes to seniors. Registration and fees are required per session. The therapeutic pool does have a resident/non-resident membership fee.

Maitland has an approved senior membership fee, but has decided not to implement it due to the difficulties it could cause. The approved rate was free for Maitland residents and $50 for non-residents. Currently participants check in at each class and put the designated price into a basket for each instructor led class. The instructor is responsible for making sure the attendance matches the money collected, turns in the attendance sheet after each class and pays Maitland 10% at the end of each month.

Renaissance (Orange County) has a $10 yearly fitness membership that is for the fitness center only, but does not require residency. Renaissance is similar to Maitland for exercises classes, but the instructor pays 20%. The average class fee is $5. Volunteers that teach classes can collect donations and do not pay anything to the center. Renaissance pays for all background checks.

Beardall (City of Orlando) No membership fee. Classes taught by volunteers are free. Classes that are taught by paid instructors are a per class fee. Yoga is $5 per class, Tai Chi is $10 or $15 per month. Instructors are 70/30. Only some classes are resident/nonresident fee based, but getting away from that, too much work.

MEMORANDUM

DATE: February 20, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Craig Haun, Fire Chief

SUBJECT: Second Amendment to Interlocal Agreement with City of Wilton Manors - "Sister Cities Partnership" (Craig Haun, Fire Chief)

Background

We signed a “Sister Cities Partnership” agreement with the City of Wilton Manors in April of 2007. This agreement provides for coordination and cooperation in pre-planning and supporting each other during disaster situations. The agreement states that the City Managers have the authority to implement the agreement in conformance with the State Mutual-aid Agreement and the International City/County Manager’s Association programs. This agreement does not mandate a response during a disaster, but rather requests such if resources are available.

We amended the original agreement for renewal in February 2011. This agreement expired in November of 2013. They have requested an additional 3 year renewal of this agreement.

Requested action

Request Commission authorize Mayor to execute the renewal of the Interlocal Agreement with Wilton Manors.

Attachments
Request for renewal from Wilton Manors.

WILTON MANORS, *Island City*
2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

EMERGENCY MANAGEMENT/UTILITIES

DAVID J. ARCHACKI
(954) 390-2190
FAX (954) 567-4212

January 23rd, 2014

Craig Haun
Fire Chief
City of Lake Mary
100 N. Country Club Road
P.O. Box 958445
Lake Mary, FL 32795-8445

RE: Second Amendment to Interlocal Agreement between the City of Lake Mary, Florida and the City of Wilton Manors, Florida - "Sister Cities Partnership"

Dear Chief Haun,

Enclosed are two copies of the Second Amendment to the agreement for the Sister Cities Partnership three-year extension, which have been executed by officials of the City of Wilton Manors. We would appreciate it if you would arrange to have the agreements signed, witnessed and notarized by the proper officials of the City of Lake Mary, and return one fully executed original to us for our files.

Thank you for your assistance, and please feel free to contact me at (954) 390-2190 if you have any questions.

Sincerely,

Rita Sanz

Rita Sanz, Office Manager
Emergency Management/Utilities Department

/rl
Encls.

Printed on Recycled/Recyclable Paper/Using Soy Based Ink

SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT, dated this _____ day of January 2014, between:

THE CITY OF WILTON MANORS, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "CITY",

and

THE CITY OF LAKE MARY, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "LAKE MARY".

WHEREAS, on or about March 27, 2007, the CITY entered into an agreement with LAKE MARY for the purpose of pre-planning, coordinating and supporting each other during a natural disaster; (the "Original Agreement"); and

WHEREAS, the CITY and LAKE MARY entered into a First Amendment to the Original Agreement dated on or about February 8, 2011; and

WHEREAS, the CITY and LAKE MARY now desire to extend the Original Agreement, as amended, for an additional three (3) year period.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed herein between CITY and LAKE MARY to amend the Original Agreement as follows:

1. **RECITALS:** Each whereas clause set forth above is true and correct and herein incorporated by this reference.

2. The term of the Original Agreement, as amended, is extended for an additional three (3) years, through and including **November 30, 2016**.

3. **ORIGINAL AGREEMENT IN FULL FORCE EXCEPT AS SPECIFICALLY AMENDED HEREIN ABOVE.** All of the terms and conditions of the Original Agreement, as amended, shall be binding and remain in full force and effect except as expressly amended hereinabove.

SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT, dated this _____ day of January 2014, between:

THE CITY OF WILTON MANORS, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "CITY",

and

THE CITY OF LAKE MARY, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "LAKE MARY".

WHEREAS, on or about March 27, 2007, the CITY entered into an agreement with LAKE MARY for the purpose of pre-planning, coordinating and supporting each other during a natural disaster; (the "Original Agreement"); and

WHEREAS, the CITY and LAKE MARY entered into a First Amendment to the Original Agreement dated on or about February 8, 2011; and

WHEREAS, the CITY and LAKE MARY now desire to extend the Original Agreement, as amended, for an additional three (3) year period.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed herein between CITY and LAKE MARY to amend the Original Agreement as follows:

1. **RECITALS:** Each whereas clause set forth above is true and correct and herein incorporated by this reference.

2. The term of the Original Agreement, as amended, is extended for an additional three (3) years, through and including **November 30, 2016**.

3. **ORIGINAL AGREEMENT IN FULL FORCE EXCEPT AS SPECIFICALLY AMENDED HEREIN ABOVE.** All of the terms and conditions of the Original Agreement, as amended, shall be binding and remain in full force and effect except as expressly amended hereinabove.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF WILTON MANORS
A municipal corporation organized and existing under the laws of the State of Florida

BY:_____
GARY RESNICK, MAYOR

ATTEST:

_____
KATHRYN SIMS, CITY CLERK

APPROVED AS TO FORM

_____
KERRY L. EZROL
CITY ATTORNEY

CITY OF LAKE MARY
A municipal corporation organized and existing under the laws of the State of Florida

BY:_____
DAVID MEALOR, MAYOR

ATTEST:

_____
CAROL FOSTER, CITY CLERK

APPROVED AS TO FORM

_____
CATHERINE REISCHMANN
CITY ATTORNEY

H:_GOV CLIENTS\WM 2976_920129 GM\AGMT 2014\Second Amendment to Interlocal Agreement (ILA) City of Lake Mary) 01.14.14mtg.doc

MEMORANDUM

DATE: February 20, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

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

SUBJECT: Resolution No. 932 - Granting a Distribution Easement to Duke Energy Florida, Inc. for the purpose of installing electric service to the Lakeview Avenue Parking Facility (Bruce Paster, Public Works Director)

DISCUSSION: In order to accommodate a new light pole to be constructed in the Lakeview Avenue parking lot Duke Energy is requiring a Distribution Easement. The easement will be 10 foot wide lying 5 feet on each side of the proposed electric cable feeding the new light pole. Attached is Resolution No. 932 allowing the Mayor to grant the attached Distribution Easement to Duke Energy.

RECOMMENDATION: Request Commission adopt Resolution No. 932 and authorize Mayor to execute the Duke Energy Distribution Easement for the installation of a new light pole at the Lakeview Avenue parking lot.

RESOLUTION NO. 932

A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA, GRANTING A DISTRIBUTION EASEMENT TO DUKE ENERGY FLORIDA, INC. FOR THE PURPOSE OF INSTALLING ELECTRIC SERVICE TO THE LAKEVIEW AVENUE PARKING FACILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Mary, Florida, desires to promote downtown redevelopment; and

WHEREAS, the City of Lake Mary, Florida, has determined that in order to promote downtown redevelopment, unique policies and development tools are required; and

WHEREAS, Duke Energy Florida, Inc. requires a distribution easement to install and service its facilities upon City property; and

WHEREAS, the City Commission of the City of Lake Mary, Florida, has determined that the Distribution Easement is in the best interest of the City and the public.

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

1. Allow the Mayor to execute the document entitled, "Distribution Easement", prepared by Duke Energy Florida, Inc. (Project: 683804) included as Attachment "A".
2. EFFECTIVE DATE: This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 20th day of February 2014.

CITY OF LAKE MARY, FLORIDA

_____
MAYOR, DAVID J. MEALOR

ATTEST:

_____
CITY CLERK, CAROL A. FOSTER

SEC: 08	TWP: 20S	RGE: 30E	COUNTY: SEMINOLE	PROJECT: 683804
GRANTOR: CITY OF LAKE MARY				
SITE ADDRESS: 160 WEST LAKEVIEW AVENUE, LAKE MARY, FL 32746				
TAX PARCEL NUMBER: 08-20-30-503-3600-00F0				

DISTRIBUTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, their heirs, successors, lessees and assigns (**"GRANTOR"**), in consideration of the mutual benefits, covenants and conditions herein contained, does hereby grant and convey to **DUKE ENERGY FLORIDA, INC., d/b/a DUKE ENERGY,** a Florida corporation (**"GRANTEE"**), Post Office Box 14042, St. Petersburg, Florida 33733, and to its successors, lessees, licensees, transferees, permittees, apportionees, and assigns, an easement to install, operate and maintain in perpetuity, such facilities as may be necessary or desirable for providing electric energy and service and communication systems, whether to or on behalf of telecommunication providers or other customers by **GRANTEE** or others, said facilities being located in the following described "Easement Area" within **GRANTOR'S** premises in Seminole County, to wit:

A 10.00 foot wide Easement Area lying 5.00 feet on each side of **GRANTEE's** facilities to be installed at mutually agreeable locations under, over, across and through the following described property to accommodate present and future development:

Lot G, the East 32.00 feet of Lot F and the West 17.00 feet of Lot H, Block 36, AMENDED PLAT OF CRYSTAL LAKE SHORES, according to the plat thereof, as recorded in Plat Book 6, Page 18 of the Public Records of Seminole Coutny, Florida.

The rights herein granted to **GRANTEE** by **GRANTOR** specifically include: (a) the right for **GRANTEE** to patrol, inspect, alter, improve, repair, rebuild, relocate, and remove said facilities; further **GRANTEE** hereby agrees to restore the Easement Area to as near as practicable the condition which existed prior to such construction, repairs, alteration, replacement, relocation or removal as a result of **GRANTEE's** safe and efficient installation, operation or maintenance of said facilities; (b) the reasonable right for **GRANTEE** to increase or decrease the voltage and to change the quantity and type of facilities; (c) the reasonable right for **GRANTEE** to clear the Easement Area of trees, limbs, undergrowth and other physical objects which, in the opinion of **GRANTEE**, endanger or interfere with the safe and efficient installation, operation or maintenance of said facilities; (d) the reasonable right for **GRANTEE** to trim or remove any timber adjacent to, but outside the Easement Area which, in the reasonable opinion of **GRANTEE,** endangers or interferes with the safe and efficient installation, operation or maintenance of said facilities; (e) the reasonable right for **GRANTEE** to enter upon land of the **GRANTOR** adjacent to said Easement Area for the purpose of exercising the rights herein granted; and (f) all other rights and privileges reasonably necessary or convenient for **GRANTEE**'s safe and efficient installation, operation and maintenance of said facilities and for the enjoyment and use of said easement for the purposes described above. The

This document prepared by Kristy Parker Esq.
Return to: Duke Energy –
Linda Bauer NP4B
3300 Exchange Place,
Lake Mary, Florida
32746

rights and easement herein granted are non-exclusive as to entities not engaged in the provision of electric energy and service and **GRANTOR** reserves the right to grant rights to others affecting said easement area provided that such rights do not create an unsafe condition or unreasonably conflict with the rights granted to **GRANTEE** herein.

GRANTOR hereby covenants and agrees that no buildings, structures or obstacles (except fences) shall be located, constructed, excavated or created within the Easement Area. If the fences are installed, they shall be placed so as to allow ready access to **GRANTEE's** facilities and provide a working space of not less than ten (10) feet on the opening side, six (6) feet on the back for working space and three (3) feet on all other sides of any pad mounted transformer. If **GRANTOR's** future orderly development of the premises is in physical conflict with **GRANTEE's** facilities, **GRANTEE** shall, within 60 days after receipt of written request from **GRANTOR**, relocate said facilities to another mutually agreed upon Easement Area in **GRANTOR's** premises, provided that prior to the relocation of said facilities (a) **GRANTOR** shall pay to **GRANTEE** the full expected cost of the relocation as estimated by **GRANTEE**, and (b) **GRANTOR** shall execute and deliver to **GRANTEE**, at no cost, an acceptable and recordable easement to cover the relocated facilities. Upon the completion of the relocation, the easement herein shall be considered cancelled as to the portion vacated by such relocation. This legal description was provided by **GRANTOR**. In the event facilities are located outside of this legal description, **GRANTOR** shall pay for any relocation costs necessary or shall amend this legal description to cover the actual facilities.

GRANTOR covenants not to interfere with **GRANTEE's** facilities within the Easement Area in **GRANTOR's** premises, and **GRANTOR** further covenants to indemnify and hold **GRANTEE** harmless from any and all damages and injuries, whether to persons or property, resulting from interference with **GRANTEE**'s facilities by **GRANTOR** or by **GRANTOR' s** agents or employees.

GRANTEE agrees to indemnify and hold **GRANTOR** harmless for, from and against any and all losses, claims or damages incurred by **GRANTOR** arising directly from **GRANTEE's** negligence or failure to exercise reasonable care in the construction, reconstruction, operation or maintenance of **GRANTEE's** facilities located on the above described easement.

GRANTOR hereby warrants and covenants (a) that **GRANTOR** is the owner of the fee simple title to the premises in which the above described Easement Area is located, (b) that **GRANTOR** has full right and lawful authority to grant and convey this easement to **GRANTEE**, and (c) that **GRANTEE** shall have quiet and peaceful possession, use and enjoyment of this easement.

REST OF THE PAGE

INTENTIONALLY LEFT BLANK

All covenants, terms, provisions and conditions herein contained shall inure and extend to and be obligatory upon the heirs, successors, lessees and assigns of the respective parties hereto

IN WITNESS WHEREOF, the said **GRANTOR** has caused this easement to be signed in its corporate name by its proper officers thereunto duly authorized and its official corporate seal to be hereunto affixed and attested this _____ day of _____, 2014.

GRANTOR:

City of Lake Mary
Name of Corporation

ATTEST:

_____
Secretary

_____
Print or Type Name

_____
Signature of Mayor

_____
Print or Type Name

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

_____
Signature of First Witness

_____
Print or Type Name of First Witness

_____
Signature of Second Witness

_____
Print or Type Name of Second Witness

Grantor(s) mailing address:

_____
100 N. Country Club Road
Lake Mary, FL 32746

State of _____)
) ss
County of _____)

The foregoing Easement was acknowledged before me this _____ day of _____, 2014, by___ _____, Mayor of the City of Lake Mary_____, a ___Florida_____ (State) Corporation, on behalf of the Corporation who is/are personally known to me or who has/have produced _____ as identification.

CORPORATE SEAL NOTARY SEAL

_____
Name:
Notary Public
Serial Number:
My Commission Expires:

CITY MANAGER'S REPORT

DATE: February 20, 2014

TO: City Commission

FROM: Jackie Sova, City Manager

SUBJECT: City Manager's Report

ITEMS FOR COMMISSION ACTION:

1. Appointments/reappointments to Code Enforcement Board.
2. Surplus of vehicles/sign boards to be taken out of service.

ITEMS FOR COMMISSION INFORMATION:

1. Monthly department reports for December and January.

CITY MANAGER'S REPORT

DATE: February 6, 2014

TO: City Commission

FROM: Carol Foster, City Clerk

VIA: Jackie Sova, City Manager

SUBJECT: Appointments/reappointments to Code Enforcement Board

---

The terms of Jordan Smith and Robert Vogt will expire the end of February. Both members have been contacted and are interested in serving another term if you so desire.

RECOMMENDATION:

The Commission reappoint Mr. Smith and Mr. Vogt for three year terms.

CITY MANAGER'S REPORT

DATE: February 20, 2014

TO: City Commission

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

VIA: Jackie Sova, City Manager

SUBJECT: Surplus of vehicles/sign boards to be taken out of service

---

DISCUSSION: The following items have been replaced or will be replaced when new units are ready for service this year. It is the desire of staff to declare these units surplus and dispose of them as appropriate.

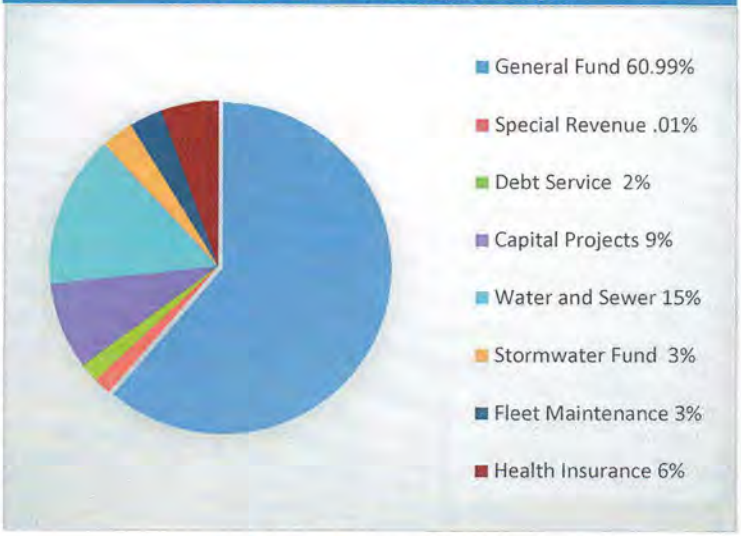
Unit #	Vehicle Description
67	04 SOLAR TECH SIGN BOARD
68	04 SOLAR TECH SIGN BOARD
53	01 FORD F-250
321	04 FORD EXPLORER
2219	06 FORD CROWN VIC MARKED
2223	07 FORD CROWN VIC MARKED

RECOMMENDATION: Request Commission approve the surplus of unit #'s 67, 68, 53, 321, 2219 & 2223, and authorize the City Manager to dispose of same.

City of Lake Mary
Budget Snapshot as of January 31, 2014

(33.33% of fiscal year elapsed)

Fiscal Year 2013 - 2014 Adopted Budget



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad Valorem Taxes	$ 6,083,271	$ 5,535,402	91.0%
Franchise & Utility Taxes	6,072,270	1,441,842	23.7%
Business Tax Receipts	119,500	110,604	92.6%
Permits	997,577	444,286	44.5%
Fines & Forfeitures	68,933	39,293	57.0%
Intergovernmental	1,425,105	369,981	26.0%
Charges for Services	1,288,150	435,533	33.8%
Investment Income/Other	287,000	86,745	30.2%
Operating Transfers In	985,000	328,333	33.3%
Total Revenues	$ 17,326,806	$ 8,792,019	50.7%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
City Commission	$ 96,147	$ 29,592	30.8%
City Manager	586,465	140,092	23.9%
City Attorney	95,000	19,339	20.4%
City Clerk	226,596	70,508	31.1%
General Government	698,269	162,577	23.3%
Risk Management	15,550	10,465	67.3%
Finance	496,993	165,220	33.2%
Information Systems	213,454	84,148	39.4%
Community Development	612,329	187,070	30.6%
Building	488,410	146,644	30.0%
Facilities Maintenance	369,481	74,819	20.2%
Police Operations	4,906,162	1,537,702	31.3%
Fire Combat	4,516,235	1,385,289	30.7%
Fire Prevention	342,023	103,759	30.3%
Support Services	951,630	268,651	28.2%
PW Admin & Engineering	226,636	70,134	30.9%
Streets/Sidewalks	505,822	123,081	24.3%
Parks & Recreation	1,725,552	472,033	27.4%
Events Center	373,035	123,874	33.2%
Community Center	100,431	16,927	16.9%
Senior Center	114,354	32,100	28.1%
Tennis Center	49,166	14,287	29.1%
Transfers Out	3,019,921	1,006,640	33.3%
Total Expenditures	$ 20,729,661	$ 6,244,951	30.1%
Fund Balance Forward	15,527,056	17,541,260	113.0%
Current Fund Balance	$ 12,124,201	$ 20,088,328	165.7%

Debt Service Funds

Revenues	Budget	Year-to-Date	%
Transfers In	$ 631,921	$ 210,640	33.3%
Expenditures			
PIRRB Series 2007	$ 287,438	$ 276,340	96.1%
PIRRN Series 2012	$ 330,472	$ 283,140	85.7%

Special Revenue Funds

Revenues	Budget	Year-to-Date	%
Impact Fees	$ 35,810	11,746	32.8%
Cemetery Sales	4,000	1,500	37.5%
Fines & Forfeitures	12,000	3,122	26.0%
Investment Income/Other	5,650	2,100	37.2%
Total	$ 57,460	$ 18,468	32.1%
Expenditures			
Training	$ 18,000	$ 8,869	49.3%
Operating & DARE	12,500	7,276	58.2%
Contributions	13,000	1,600	12.3%
Capital	297,005	80,449	27.1%
Heritage Park	220,000	3,500	1.6%
Cemetery Operations	9,175	883	9.6%
Total	$ 569,680	$ 102,577	18.0%
Fund Balance Forward	1,118,062	1,004,102	89.8%
Current Fund Balance	$ 605,842	$ 919,993	151.9%

Capital Projects Fund

Revenues	Budget	Year-to-Date	%
Investment Income	$ 6	$ 980	16333.3%
Grants	-	-	0.0%
Intergovernmental/Other	255,600	308,034	120.5%
Transfers In	2,130,000	710,000	33.3%
Total	$ 2,385,606	$ 1,019,014	42.7%
Expenditures			
Capital Projects	2,891,822	644,579	22.3%
Total	$ 2,891,822	$ 644,579	22.3%
Fund Balance Forward	510,495	801,493	157.0%
Current Fund Balance	$ 4,279	$ 1,175,928	27481.4%

Water and Sewer Fund

Revenues	Budget	Year-to-Date	%
Water Sales	$ 2,100,000	$ 609,993	29.0%
Sewer Revenue	1,850,000	605,779	32.7%
Reclaimed Water	200,000	68,957	34.5%
Water Impact Fees	40,400	28,784	71.2%
Sewer Impact Fees	17,400	870	5.0%
Investment Income/Other	180,500	73,233	40.6%
Total	$ 4,388,300	$ 1,387,616	31.6%
Expenditures			
Operating Expenses	1,581,184	441,111	27.9%
Capital Projects	1,125,000	118,366	10.5%
Wholesale swr/reclaimed	1,325,000	330,049	24.9%
Transfers Out	1,027,000	342,333	33.3%
Total	$ 5,058,184	$ 1,231,859	24.4%
Beg Unrestrict Net Assets	14,029,242	14,264,472	101.7%
Available Net Assets	$ 13,359,358	$ 14,420,229	107.9%

Stormwater Utility Fund

Revenues	Budget	Year-to-Date	%
Stormwater Fees	$ 382,103	$ 121,252	31.7%
Interest/Other	4,000	2,128	53.2%
Total	$ 386,103	$ 123,380	32.0%
Expenditures			
Operating Expenses	239,889	95,085	39.6%
Capital Projects	807,500	-	0.0%
Total	$ 1,047,389	$ 95,085	9.1%
Unrestricted Net Assets	847,712	972,479	114.7%
Available Net Assets	$ 186,426	$ 1,000,774	536.8%

Fleet Maintenance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Fleet Transfers & Income	$ 990,619	$ 249,749	25.2%
Expenditures			
Operating Costs	$ 282,656	$ 82,386	29.1%
Vehicle Purchases	$ 792,700	$ 10,835	1.4%

Health Insurance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Charges for Service/Other	$ 1,864,998	$ 576,797	30.9%
Expenditures			
Health Insurance Expense	$ 1,629,600	$ 333,485	20.5%
Health Clinic Expense	$ 247,694	$ 50,299	20.3%

City of Lake Mary, Florida
General Fund Revenues
As of January 31, 2014

Account Code	Description	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	2014 Budget	2014 Y-T-D	% FYTD
	Millage Rate	3.6355	3.6355	3.6355	3.6355	3.5895	3.5895	
311-10	Ad valorem tax	$ 6,470,685	6,072,711	5,943,112	6,029,358	6,083,271	5,535,402	90.99%
	Franchise & Utility:							
313-10	Duke Energy - Franchise	1,283,358	1,224,950	1,219,190	1,128,047	1,150,078	251,211	21.84%
313-11	FP&L - Franchise	586,291	545,433	576,381	535,600	525,181	90,170	17.17%
313-40	Propane - Franchise	7,090	10,010	7,700	5,864	8,240	1,660	20.15%
313-70	Solid Waste - Franchise	402,902	419,745	420,000	428,368	428,033	142,021	33.18%
	Total Franchise	2,279,641	2,200,138	2,223,271	2,097,879	2,111,532	485,062	22.97%
314-10	Duke Energy - Utility	1,348,464	1,249,357	1,281,040	1,288,610	1,273,877	298,193	23.41%
314-11	FP&L - Utility	607,667	601,224	586,393	648,297	618,847	174,133	28.14%
314-20	Telecommunications	2,025,484	2,011,704	1,970,830	2,093,587	2,030,020	473,364	23.32%
314-80	Propane Gas - Utility	45,535	47,512	45,080	40,838	37,994	11,090	29.19%
	Total Utility	4,027,150	3,909,797	3,883,343	4,071,332	3,960,738	956,780	24.16%
	Total Franchise & Utility	6,306,791	6,109,935	6,106,614	6,169,211	6,072,270	1,441,842	23.74%
	Licenses and Permits:							
321-60	Business Tax Receipts	119,026	115,373	119,000	118,964	119,500	110,604	92.56%
322-10	Building Permits	501,449	851,192	755,000	1,543,828	915,000	349,224	38.17%
322-20	Electrical Permits	31,702	63,819	50,040	45,976	37,017	49,064	132.54%
322-30	Plumbing Permits	12,861	43,687	31,625	30,639	20,069	19,216	95.75%
322-40	Mechanical Permits	23,054	25,243	18,750	32,685	25,491	26,782	105.06%
	Total Licenses & Permits	688,092	1,099,314	974,415	1,772,092	1,117,077	554,890	49.67%
	Fines & Forfeitures:							
351-10	Court Fines	66,172	59,132	38,670	69,858	51,083	16,837	32.96%
351-30	False Alarm Fees	1,850	4,225	2,016	3,950	2,850	-	
351-50	Violation of Local Ordin.	12,901	7,810	7,000	33,586	15,000	22,456	149.71%
	Total Fines & Forfeitures	80,923	71,167	47,686	107,394	68,933	39,293	57.00%
	Intergovernmental:							
312-41	Local Option Gas Tax	204,746	224,965	244,939	249,978	241,466	66,062	27.36%
334-00	Grants	18,575	3,241	2,096	2,096	-	-	
335-12	State Rev. Share/Gas Tax	268,887	275,591	282,494	293,595	301,344	94,746	31.44%
335-14	Mobile Home License	35	108	50	114	80	-	
335-15	Alcoholic Beverage Lic.	20,566	9,829	9,500	5,572	13,000	-	
335-18	1/2 Cent Sales Tax	795,364	800,439	824,124	834,141	857,575	209,173	24.39%
	Firefighter Supplement	10,580	11,200	10,320	11,740	11,640	-	
	Total Intergovernmental	1,318,753	1,325,373	1,373,523	1,397,236	1,425,105	369,981	25.96%

City of Lake Mary, Florida
General Fund Revenues
As of January 31, 2014

Account Code	Description	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	2014 Budget	2014 Y-T-D	% FYTD
	Charges for Services:							
341-80	County Business License	12,665	10,715	11,000	10,836	11,500	7,862	68.37%
341-21	Zoning Fees	25,615	21,798	15,000	22,074	19,000	5,477	28.83%
341-22	Site Plan Fees	6,400	3,200	3,200	10,200	8,000	6,400	80.00%
341-22	Developer Bonus	-	-	-	-	-	-	
342-10	Police Services	71,190	63,085	45,000	57,744	53,000	12,777	24.11%
342-60	Rescue Transport Fees	657,144	609,044	465,000	597,065	495,000	197,146	39.83%
347-10	Community/Events Center Rent	499,973	513,448	495,000	489,532	500,000	175,297	35.06%
347-15	Community Center	-	-	-	-	15,000	-	
347-20	Summer Camp Fees	-	-	-	-	55,000	-	
347-30	Farmers Market	36,838	31,379	35,000	29,719	31,000	9,200	29.68%
347-40	Skate Park Fees	16,296	8,819	13,500	4,221	4,000	1,111	27.78%
347-45	Splash Park Fees	23,504	24,274	25,000	22,811	25,000	462	1.85%
347-50	Park Rentals	675	630	800	1,082	850	300	35.29%
347-60	Sports Complex Rentals	24,658	27,330	25,000	29,288	27,500	8,232	29.93%
347-70	Softball Leagues	16,875	13,930	17,000	16,575	17,500	4,550	26.00%
347-80	Concession Revenues	5,444	679	1,750	2,435	1,800	2,352	130.67%
347-90	Tennis Center Revenues	52,204	50,231	54,000	40,729	24,000	4,367	18.20%
	Total Charges for Services	1,449,481	1,378,562	1,206,250	1,334,311	1,288,150	435,533	33.81%
	Other:							
361-10	Interest	229,730	192,570	132,000	(1,038)	135,000	46,173	34.20%
363-10	Streetlighting	32,802	32,780	32,000	32,484	32,000	10,004	31.26%
364-00	Sale of Capital Assets	15815	51,917	-	388	-	64	
369-00	Other Miscellaneous Rev.	113,923	160,060	133,400	126,900	120,000	30,504	25.42%
	Total Other Revenue	392,270	437,327	297,400	158,734	287,000	86,745	30.22%
	Transfers In:							
381-00	Transfers from W&S	850,000	850,000	900,000	900,000	985,000	328,333	33.33%
381-00	Transfers from Cemetery FD		125,000					
	Total Transfers In	850,000		900,000	900,000	985,000	328,333	33.33%
	Total General Fund Revenue	17,556,995	16,494,389	16,849,000	17,868,336	17,326,806	8,792,019	50.74%
	Carry-forward Fund Balance	15,145,583	15,066,183	16,369,093	16,369,093	16,369,093	16,369,093	100.00%
	Total Available	$ 32,702,578	31,560,572	33,218,093	34,237,429	33,695,899	25,161,112	74.67%

FINANCE DEPARTMENT
MONTHLY REPORT
January 2014

Purchasing/AP Activity	Jan-14	FYTD	Jan-13	FYTD
Purchase Orders Encumbered	35	229	32	220
Bids/RFPs Processed	0	2	1	2
Express Purchase Orders Processed	16	55	7	37
Express P.O. - Average $ Value	$250		$171	
Checks Issued to Vendors	226	854	204	858
P-Card Transactions	241	1,008	267	989
P-Card Average $ Value	$114		$130	

Accounting/Payroll Activity				
Journal entries Prepared and Posted	42	168	34	136
Items Deposited	2,794	11,116	3,044	12,281
Deposited Items Returned	1	8	4	15
Credit/Debit Card transactions	495	1,736	331	1,316
Credit/Debit Card Sales	$75,238	$269,549	$57,214	$169,076
Employees Paid	241	1,766	375	1,874

Utilities Activity				
Utility Refund Checks	16	72	21	71
Utility Turn-offs for Non-payment	13	69	25	94
Door Hangers for Non-pay prepared	130	523	122	498
Delinquent Letters Mailed Out	335	1,407	355	1,543
Utility Service Complaints Handled	21	72	28	99
Garbage Service Complaints Handled	15	49	22	54
Existing Utility Accounts Closed	55	249	62	255
New Utility Accounts Opened	62	272	62	255
Utility Bank Draft Customers	1,083		1,029	
Electronic Utility Payments	1,174		1,010	
Paperless Billing Customers	695		563	
Current Residential Water Customers	4,724		4,982	
Current Residential Sewer Customers	2,582		2,551	
Current Residential Garbage Customers	4,887		4,820	
Current Commercial Water Customers	450		447	
Current Commercial Sewer Customers	383		377	
Current Commercial Garbage Customers	239		242	

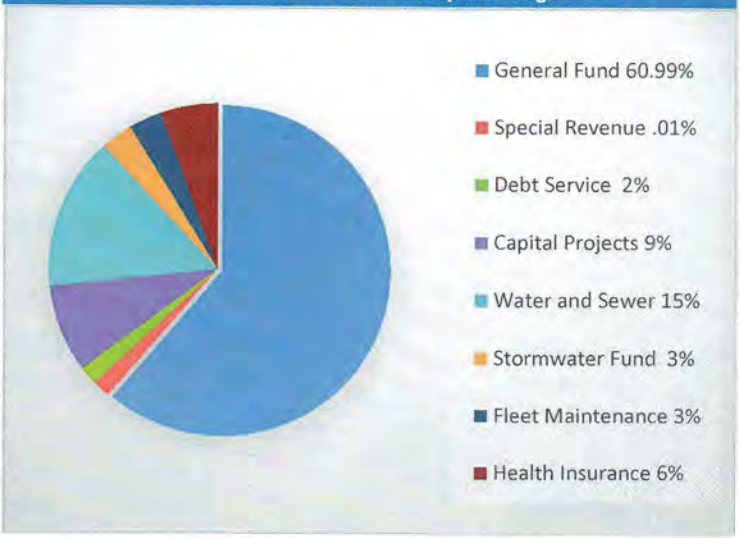
IT Activity				
Helpdesk tickets logged	104	409		
Computer/Server/Network tickets	99	394		
Cell Phone tickets	3	14		
Helpdesk tickets resolved	102	410		
Average resolution time (days)	1			
Intranet/Website Updates	6	35		
Unique Website Visitors	17,078	57,949		

Items of Interest During Reporting Period

City of Lake Mary
Budget Snapshot as of December 31, 2013

(25% of fiscal year elapsed)

Fiscal Year 2013 - 2014 Adopted Budget



General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad Valorem Taxes	$ 6,083,271	$ 5,416,295	89.0%
Franchise & Utility Taxes	6,072,270	974,501	16.0%
Business Tax Receipts	119,500	107,436	89.9%
Permits	997,577	344,424	34.5%
Fines & Forfeitures	68,933	32,577	47.3%
Intergovernmental	1,425,105	254,666	17.9%
Charges for Services	1,288,150	285,582	22.2%
Investment Income/Other	287,000	49,737	17.3%
Operating Transfers In	985,000	246,250	25.0%
Total Revenues	$ 17,326,806	$ 7,711,468	44.5%

General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
City Commission	$ 96,147	$ 22,323	23.2%
City Manager	586,465	107,003	18.2%
City Attorney	95,000	15,828	16.7%
City Clerk	226,596	55,055	24.3%
General Government	698,269	128,224	18.4%
Risk Management	15,550	10,275	66.1%
Finance	496,993	128,014	25.8%
Information Systems	213,454	74,061	34.7%
Community Development	612,329	141,405	23.1%
Building	488,410	111,891	22.9%
Facilities Maintenance	369,481	50,315	13.6%
Police Operations	4,906,162	1,167,192	23.8%
Fire Combat	4,516,235	1,025,235	22.7%
Fire Prevention	342,023	79,501	23.2%
Support Services	951,630	198,268	20.8%
PW Admin & Engineering	226,636	53,447	23.6%
Streets/Sidewalks	505,822	83,041	16.4%
Parks & Recreation	1,725,552	354,534	20.5%
Events Center	373,035	95,306	25.5%
Community Center	100,431	12,764	12.7%
Senior Center	114,354	23,525	20.6%
Tennis Center	49,166	11,144	22.7%
Transfers Out	3,019,921	754,980	25.0%
Total Expenditures	$ 20,729,661	$ 4,703,331	22.7%
Fund Balance Forward	15,527,056	17,541,260	113.0%
Current Fund Balance	$ 12,124,201	$ 20,549,397	169.5%

Debt Service Funds

Revenues	Budget	Year-to-Date	%
Transfers In	$ 631,921	$ 157,980	25.0%
Expenditures			
PIRRB Series 2007	$ 287,438	$ 276,340	96.1%
PIRRN Series 2012	$ 330,472	$ 283,140	85.7%

Special Revenue Funds

Revenues	Budget	Year-to-Date	%
Impact Fees	$ 35,810	3,334	9.3%
Cemetery Sales	4,000	-	0.0%
Fines & Forfeitures	12,000	2,551	21.3%
Investment Income/Other	5,650	1,061	18.8%
Total	$ 57,460	$ 6,946	12.1%
Expenditures			
Training	$ 18,000	$ 6,006	33.4%
Operating & DARE	12,500	7,176	57.4%
Contributions	13,000	1,600	12.3%
Capital	297,005	76,361	25.7%
Heritage Park	220,000	1,000	0.5%
Cemetery Operations	9,175	717	7.8%
Total	$ 569,680	$ 92,860	16.3%
Fund Balance Forward	1,118,062	1,004,102	89.8%
Current Fund Balance	$ 605,842	$ 918,188	151.6%

Capital Projects Fund

Revenues	Budget	Year-to-Date	%
Investment Income	$ 6	$ 619	10316.7%
Grants	-	-	0.0%
Intergovernmental/Other	255,600	308,034	120.5%
Transfers In	2,130,000	532,500	25.0%
Total	$ 2,385,606	$ 841,153	35.3%
Expenditures			
Capital Projects	2,891,822	617,325	21.3%
Total	$ 2,891,822	$ 617,325	21.3%
Fund Balance Forward	510,495	801,493	157.0%
Current Fund Balance	$ 4,279	$ 1,025,321	23961.7%

Water and Sewer Fund

Revenues	Budget	Year-to-Date	%
Water Sales	$ 2,100,000	$ 453,016	21.6%
Sewer Revenue	1,850,000	438,676	23.7%
Reclaimed Water	200,000	50,427	25.2%
Water Impact Fees	40,400	27,774	68.7%
Sewer Impact Fees	17,400	870	5.0%
Investment Income/Other	180,500	44,384	24.6%
Total	$ 4,388,300	$ 1,015,147	23.1%
Expenditures			
Operating Expenses	1,581,184	329,166	20.8%
Capital Projects	1,125,000	34,415	3.1%
Wholesale swr/reclaimed	1,325,000	218,690	16.5%
Transfers Out	1,027,000	256,750	25.0%
Total	$ 5,058,184	$ 839,021	16.6%
Beg Unrestrict Net Assets	14,029,242	14,264,472	101.7%
Available Net Assets	$ 13,359,358	$ 14,440,598	108.1%

Stormwater Utility Fund

Revenues	Budget	Year-to-Date	%
Stormwater Fees	$ 382,103	$ 87,998	23.0%
Interest/Other	4,000	1,060	26.5%
Total	$ 386,103	$ 89,058	23.1%
Expenditures			
Operating Expenses	239,889	46,458	19.4%
Capital Projects	807,500	-	0.0%
Total	$ 1,047,389	$ 46,458	4.4%
Unrestricted Net Assets	847,712	929,879	109.7%
Available Net Assets	$ 186,426	$ 972,479	521.6%

Fleet Maintenance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Fleet Transfers & Income	$ 990,619	$ 179,871	18.2%
Expenditures			
Operating Costs	$ 282,656	$ 62,679	22.2%
Vehicle Purchases	$ 792,700	$ 10,835	1.4%

Health Insurance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Charges for Service/Other	$ 1,864,998	$ 433,745	23.3%
Expenditures			
Health Insurance Expense	$ 1,629,600	$ 231,554	14.2%
Health Clinic Expense	$ 247,694	$ 44,450	17.9%

City of Lake Mary, Florida
General Fund Revenues
As of January 31, 2014

Account Code	Description	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	2014 Budget	2014 Y-T-D	% FYTD
	Millage Rate	3.6355	3.6355	3.6355	3.6355	3.5895	3.5895	
311-10	Ad valorem tax	$ 6,470,685	6,072,711	5,943,112	6,029,358	6,083,271	5,535,402	90.99%
	Franchise & Utility:							
313-10	Duke Energy - Franchise	1,283,358	1,224,950	1,219,190	1,128,047	1,150,078	251,211	21.84%
313-11	FP&L - Franchise	586,291	545,433	576,381	535,600	525,181	90,170	17.17%
313-40	Propane - Franchise	7,090	10,010	7,700	5,864	8,240	1,660	20.15%
313-70	Solid Waste - Franchise	402,902	419,745	420,000	428,368	428,033	142,021	33.18%
	Total Franchise	2,279,641	2,200,138	2,223,271	2,097,879	2,111,532	485,062	22.97%
314-10	Duke Energy - Utility	1,348,464	1,249,357	1,281,040	1,288,610	1,273,877	298,193	23.41%
314-11	FP&L - Utility	607,667	601,224	586,393	648,297	618,847	174,133	28.14%
314-20	Telecommunications	2,025,484	2,011,704	1,970,830	2,093,587	2,030,020	473,364	23.32%
314-80	Propane Gas - Utility	45,535	47,512	45,080	40,838	37,994	11,090	29.19%
	Total Utility	4,027,150	3,909,797	3,883,343	4,071,332	3,960,738	956,780	24.16%
	Total Franchise & Utility	6,306,791	6,109,935	6,106,614	6,169,211	6,072,270	1,441,842	23.74%
	Licenses and Permits:							
321-60	Business Tax Receipts	119,026	115,373	119,000	118,964	119,500	110,604	92.56%
322-10	Building Permits	501,449	851,192	755,000	1,543,828	915,000	349,224	38.17%
322-20	Electrical Permits	31,702	63,819	50,040	45,976	37,017	49,064	132.54%
322-30	Plumbing Permits	12,861	43,687	31,625	30,639	20,069	19,216	95.75%
322-40	Mechanical Permits	23,054	25,243	18,750	32,685	25,491	26,782	105.06%
	Total Licenses & Permits	688,092	1,099,314	974,415	1,772,092	1,117,077	554,890	49.67%
	Fines & Forfeitures:							
351-10	Court Fines	66,172	59,132	38,670	69,858	51,083	16,837	32.96%
351-30	False Alarm Fees	1,850	4,225	2,016	3,950	2,850	-	
351-50	Violation of Local Ordin.	12,901	7,810	7,000	33,586	15,000	22,456	149.71%
	Total Fines & Forfeitures	80,923	71,167	47,686	107,394	68,933	39,293	57.00%
	Intergovernmental:							
312-41	Local Option Gas Tax	204,746	224,965	244,939	249,978	241,466	66,062	27.36%
334-00	Grants	18,575	3,241	2,096	2,096	-	-	
335-12	State Rev. Share/Gas Tax	268,887	275,591	282,494	293,595	301,344	94,746	31.44%
335-14	Mobile Home License	35	108	50	114	80	-	
335-15	Alcoholic Beverage Lic.	20,566	9,829	9,500	5,572	13,000	-	
335-18	1/2 Cent Sales Tax	795,364	800,439	824,124	834,141	857,575	209,173	24.39%
	Firefighter Supplement	10,580	11,200	10,320	11,740	11,640	-	
	Total Intergovernmental	1,318,753	1,325,373	1,373,523	1,397,236	1,425,105	369,981	25.96%

City of Lake Mary, Florida
General Fund Revenues
As of January 31, 2014

Account Code	Description	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	2014 Budget	2014 Y-T-D	% FYTD
	Charges for Services:							
341-80	County Business License	12,665	10,715	11,000	10,836	11,500	7,862	68.37%
341-21	Zoning Fees	25,615	21,798	15,000	22,074	19,000	5,477	28.83%
341-22	Site Plan Fees	6,400	3,200	3,200	10,200	8,000	6,400	80.00%
341-22	Developer Bonus	-	-	-	-	-	-	
342-10	Police Services	71,190	63,085	45,000	57,744	53,000	12,777	24.11%
342-60	Rescue Transport Fees	657,144	609,044	465,000	597,065	495,000	197,146	39.83%
347-10	Community/Events Center Rent	499,973	513,448	495,000	489,532	500,000	175,297	35.06%
347-15	Community Center	-	-	-	-	15,000	-	
347-20	Summer Camp Fees	-	-	-	-	55,000	-	
347-30	Farmers Market	36,838	31,379	35,000	29,719	31,000	9,200	29.68%
347-40	Skate Park Fees	16,296	8,819	13,500	4,221	4,000	1,111	27.78%
347-45	Splash Park Fees	23,504	24,274	25,000	22,811	25,000	462	1.85%
347-50	Park Rentals	675	630	800	1,082	850	300	35.29%
347-60	Sports Complex Rentals	24,658	27,330	25,000	29,288	27,500	8,232	29.93%
347-70	Softball Leagues	16,875	13,930	17,000	16,575	17,500	4,550	26.00%
347-80	Concession Revenues	5,444	679	1,750	2,435	1,800	2,352	130.67%
347-90	Tennis Center Revenues	52,204	50,231	54,000	40,729	24,000	4,367	18.20%
	Total Charges for Services	1,449,481	1,378,562	1,206,250	1,334,311	1,288,150	435,533	33.81%
	Other:							
361-10	Interest	229,730	192,570	132,000	(1,038)	135,000	46,173	34.20%
363-10	Streetlighting	32,802	32,780	32,000	32,484	32,000	10,004	31.26%
364-00	Sale of Capital Assets	15815	51,917	-	388	-	64	
369-00	Other Miscellaneous Rev.	113,923	160,060	133,400	126,900	120,000	30,504	25.42%
	Total Other Revenue	392,270	437,327	297,400	158,734	287,000	86,745	30.22%
	Transfers In:							
381-00	Transfers from W&S	850,000	850,000	900,000	900,000	985,000	328,333	33.33%
381-00	Transfers from Cemetery FD		125,000					
	Total Transfers In	850,000		900,000	900,000	985,000	328,333	33.33%
	Total General Fund Revenue	17,556,995	16,494,389	16,849,000	17,868,336	17,326,806	8,792,019	50.74%
	Carry-forward Fund Balance	15,145,583	15,066,183	16,369,093	16,369,093	16,369,093	16,369,093	100.00%
	Total Available	$ 32,702,578	31,560,572	33,218,093	34,237,429	33,695,899	25,161,112	74.67%

FINANCE DEPARTMENT
MONTHLY REPORT
January 2014

Purchasing/AP Activity	Jan-14	FYTD	Jan-13	FYTD
Purchase Orders Encumbered	35	229	32	220
Bids/RFPs Processed	0	2	1	2
Express Purchase Orders Processed	16	55	7	37
Express P.O. - Average $ Value	$250		$171	
Checks Issued to Vendors	226	854	204	858
P-Card Transactions	241	1,008	267	989
P-Card Average $ Value	$114		$130	

Accounting/Payroll Activity				
Journal entries Prepared and Posted	42	168	34	136
Items Deposited	2,794	11,116	3,044	12,281
Deposited Items Returned	1	8	4	15
Credit/Debit Card transactions	495	1,736	331	1,316
Credit/Debit Card Sales	$75,238	$269,549	$57,214	$169,076
Employees Paid	241	1,766	375	1,874

Utilities Activity				
Utility Refund Checks	16	72	21	71
Utility Turn-offs for Non-payment	13	69	25	94
Door Hangers for Non-pay prepared	130	523	122	498
Delinquent Letters Mailed Out	335	1,407	355	1,543
Utility Service Complaints Handled	21	72	28	99
Garbage Service Complaints Handled	15	49	22	54
Existing Utility Accounts Closed	55	249	62	255
New Utility Accounts Opened	62	272	62	255
Utility Bank Draft Customers	1,083		1,029	
Electronic Utility Payments	1,174		1,010	
Paperless Billing Customers	695		563	
Current Residential Water Customers	4,724		4,982	
Current Residential Sewer Customers	2,582		2,551	
Current Residential Garbage Customers	4,887		4,820	
Current Commercial Water Customers	450		447	
Current Commercial Sewer Customers	383		377	
Current Commercial Garbage Customers	239		242	

IT Activity				
Helpdesk tickets logged	104	409		
Computer/Server/Network tickets	99	394		
Cell Phone tickets	3	14		
Helpdesk tickets resolved	102	410		
Average resolution time (days)	1			
Intranet/Website Updates	6	35		
Unique Website Visitors	17,078	57,949		

Items of Interest During Reporting Period

MEMORANDUM

DATE: February 20, 2014

TO: Mayor & City Commission

FROM: Bryan Nipe, Parks and Recreation Director

THRU: Jackie Sova, City Manager

SUBJECT: January 2014 Parks and Recreation Report Summary

Recreation:

- The sports complex rentals are trending upwards.
  - Soccer fields – 47 rentals compared to 37 in January 2013
  - Basketball courts – 21 rentals compared to 5 in January 2013
- Skate Park was up for the month of January, but it is down 19% for the fiscal year. 19 new visitors were documented.

Lake Mary Events Center:

- 9% increase in revenue this fiscal year over last.

Senior Center:

- 16% increase in participation in classes this fiscal year over last.
- A huge thank you to Jim Gudinas, the Elder Affairs Commission and all of the sponsors and volunteers during this year's Shred-A-Thon! Nearly $10K was raised through sponsorship and donations, 858 cars were counted and new to the event – 99 hard drives were destroyed and recycled.

Tennis Center:

- Tennis membership is at 155. This is compared to 128 in the January 2013 report.
- Hosted a large Men's tournament Saturday Jan 25th with 40 participants
- USPTA Junior Grand Prix - March 29th 2014 Saturday

Community Events:

- WineART Wednesday – March 5th St. Patty's Day theme with an authentic Irish Band.
- Lake Mary Celebrates is scheduled for March 1st.
- Lake Mary Family Fun Day is scheduled for April 6th. This year the event partners with SunRail for free tours of a train at the Lake Mary SunRail station from 11am-1pm on the day of the event.
- The Trailblazer 5k is scheduled for the morning of April 26th and will run through downtown Lake Mary.
- A list with links to Event Details has been created on the City's website: http://www.lakemaryfl.com/sites/lakemaryfl/files/file/file/lmpr_events3_4.pdf

Farmers Market:

- 15% increase in revenue this fiscal year. In speaking with the vendors, the market is steadily increasing traffic. Facebook posting may be contributing to the success closing in on 1,000 "likes".

Grounds and Facilities:

- The Lake Mary Community Center is under construction with an anticipated opening of Spring 2014. The first rental has been booked – Full Building in late May. Updates can be found on the City's website: http://www.lakemaryfl.com/parks-and-recreation/pages/community-center-0
- Heritage Park will be bid in its first phase with the Palmetto roadway improvements.

Accreditation:

- Panel Review of City of Lake Mary Parks and Recreation Standards is scheduled for May 2014.

MEMO

PARKS & RECREATION DEPARTMENT

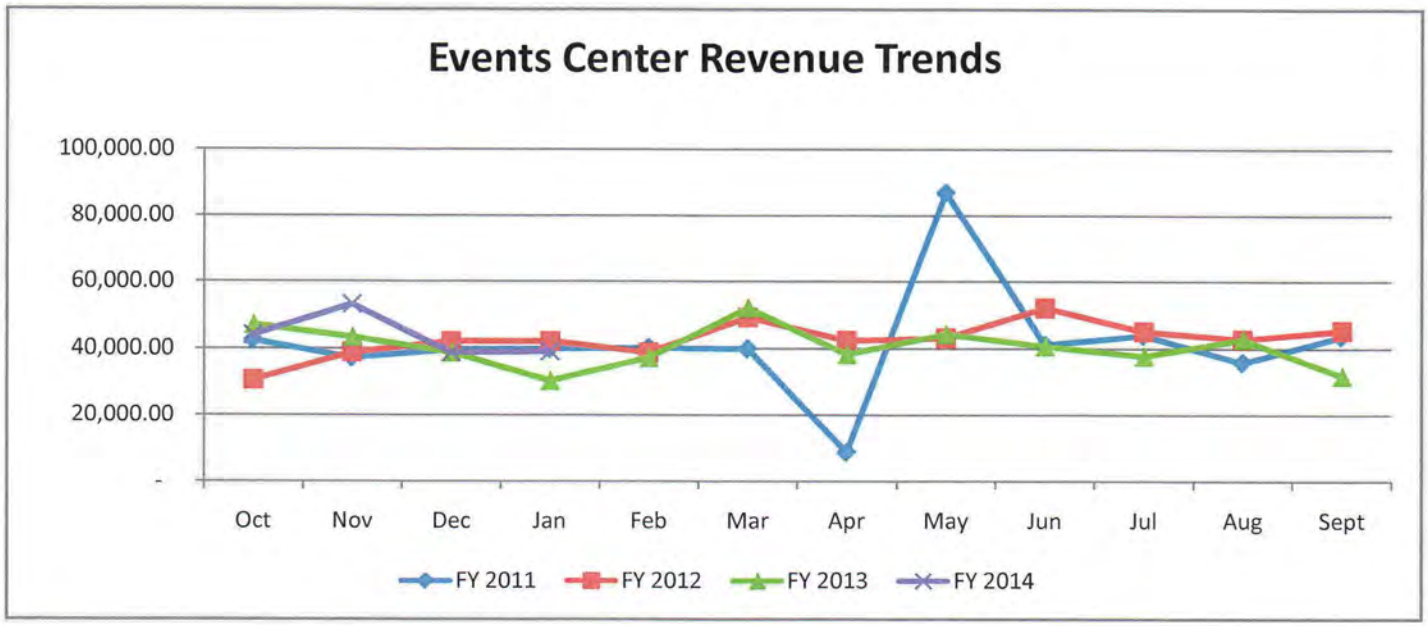
TO: Bryan Nipe, Director of Parks & Recreation

FROM: Radley Williams, Recreation Chief

DATE: February 10, 2014

PARKS AND RECREATION MONTHLY REVENUE AND EXPENSE REPORT
FOR THE MONTH OF: January 2014

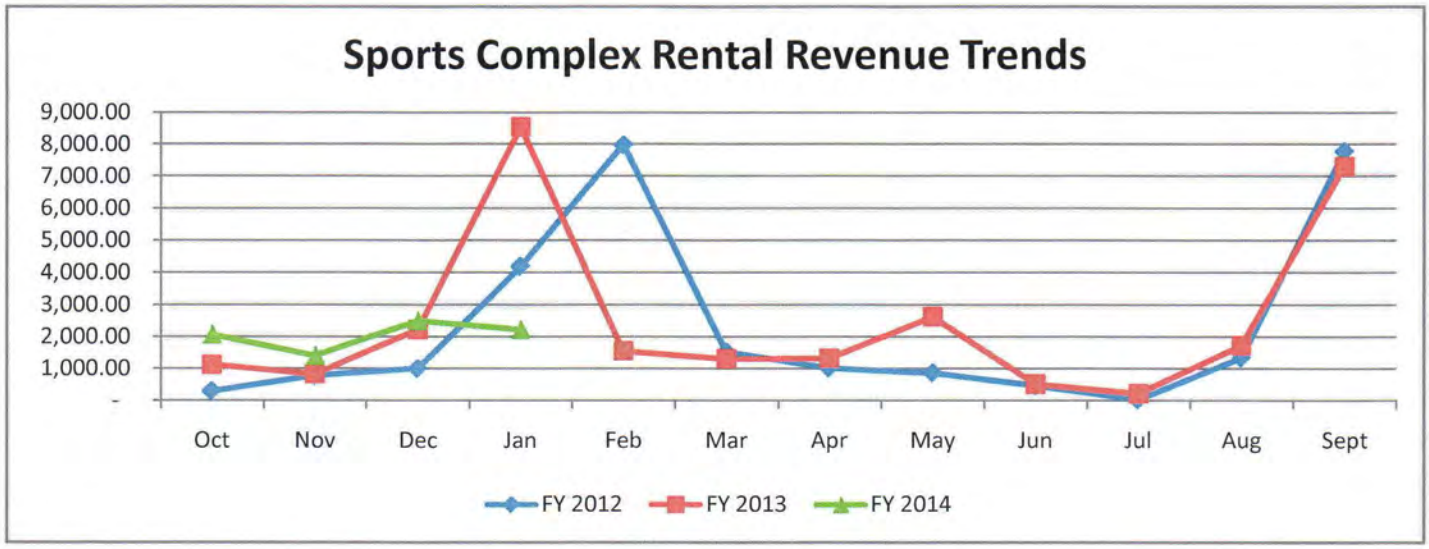
ACTIVITY	CURRENT MONTH	THIS MONTH LAST YEAR	CURRENT YTD	PREVIOUS YTD
EVENTS CENTER				
non-revenue uses	9	10	42	41
rentals	20	16	94	91
revenue	$ 39,204.69	$ 30,396.63	$ 175,297.37	$ 160,114.52
expenses	$ 28,567.82	$ 26,904.66	$ 123,873.93	$ 111,725.34
SENIOR CENTER				
non-revenue uses	3/6.0 hrs	5/11.75 hrs	13/29.0 hrs	13/31.75 hrs
rentals	2	1	7	5
classes	128	122	439	436
individual participants	2371	1840	7,532	6,496
revenue	$ 8,637.09	$ 7,774.24	$ 13,330.76	$ 11,705.17
expenses	$ 8,574.90	$ 9,425.08	$ 32,099.90	$ 33,594.16
TENNIS CENTER				
memberships	155	128		
revenue	$ 985.25	$ 4,615.52	$ 4,367.25	$ 16,598.63
expenses	$ 3,142.24	$ 5,950.04	$ 14,286.60	$ 20,625.16
OTHER REVENUES				
Farmers Market	$ 2,359.45	$ 1,951.12	$ 9,200.01	$ 8,008.56
Skate Park	$ 271.68	$ 263.19	$ 1,110.47	$ 1,365.81
Splash Park	$ -	$ -	$ 462.27	$ -
Park Rentals	$ 75.00	$ -	$ 300.00	$ 325.00
Sports Complex	$ 2,229.88	$ 8,543.01	$ 8,232.31	$ 12,717.15
Leagues	$ 325.00	$ 1,630.00	$ 4,550.00	$ 5,525.00
Concession (Trailhead & Sports Comp.)	$ 625.00	$ -	$ 2,352.07	$ 232.52
TOTAL OTHER REVENUES	$ 5,886.01	$ 12,387.32	$ 26,207.13	$ 28,174.04



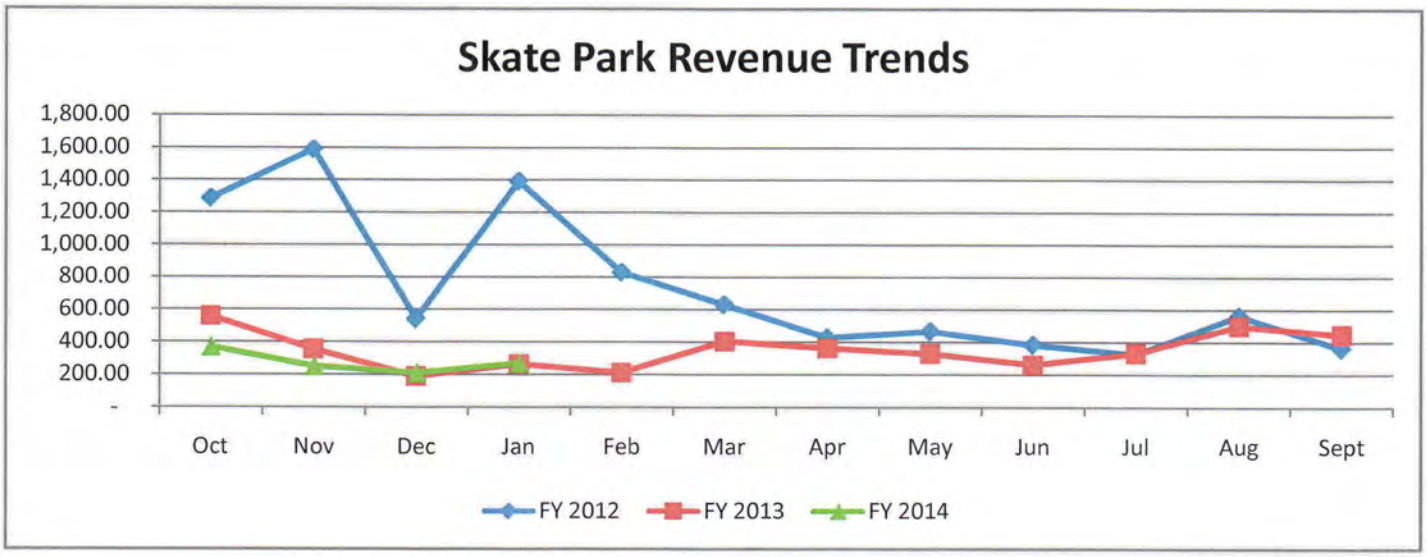
	Revenue				Expenses			
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2011	FY 2012	FY 2013	FY 2014
Oct	42,516.89	30,627.71	47,245.73	44,065.85	-	36,241.32	31,837.02	33,735.16
Nov	37,193.51	38,877.40	43,518.38	53,192.78	-	25,134.01	30,195.88	33,869.05
Dec	39,694.57	42,152.14	38,953.78	38,834.05	-	32,478.58	22,787.78	27,701.90
Jan	39,878.79	42,192.04	30,396.63	39,204.69	-	30,551.40	26,904.66	28,567.82
Feb	40,275.19	38,834.23	37,286.87		-	24,109.15	21,878.20	
Mar	39,915.11	49,320.02	52,232.16		-	23,711.04	20,927.49	
Apr	8,756.25	42,489.96	38,368.11		-	26,928.96	27,325.44	
May	86,980.61	43,240.91	44,423.25		-	30,217.31	34,664.38	
Jun	41,165.60	52,182.65	40,785.13		-	29,033.61	24,094.37	
Jul	44,035.28	45,224.94	37,826.02		-	28,925.29	28,765.21	
Aug	35,849.93	42,809.63	42,872.75		-	24,572.88	23,947.40	
Sept	43,711.11	45,496.78	31,954.27		-	35,644.27	24,560.40	
	499,972.84	513,448.41	485,863.08	175,297.37	-	347,547.82	317,888.23	123,873.93

Profit/Loss Estimate			
FY 2012	FY 2013	FY 2014	
499,972.84	513,448.41	175,297.37	Revenues YTD
(347,547.82)	(317,888.23)	(123,873.93)	**minus** Operating Costs YTD
(32,430.60)	(36,139.21)	(13,036.42)	**minus** Maintenance Staff Costs YTD
119,994.42	159,420.97	38,387.02	**Profit/Loss Estimate***

* Estimated Profit/Loss does not inlcude repayment of bond.



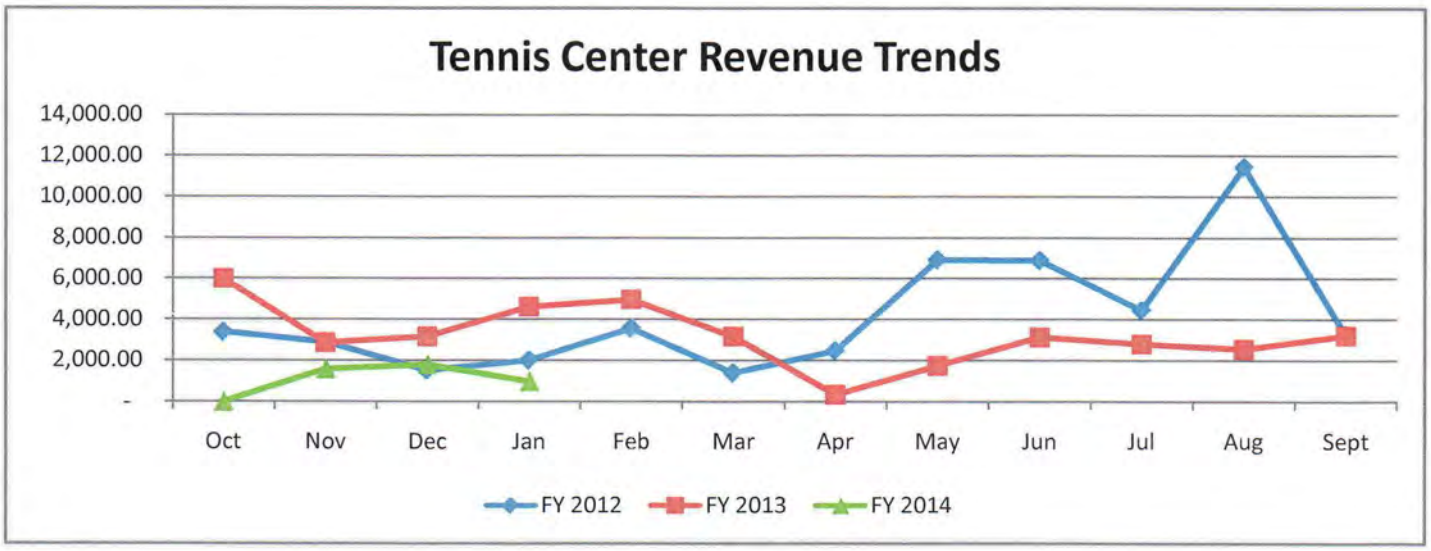
	Revenue							
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Oct	297.97	1,120.49	2,078.79					
Nov	787.50	828.07	1,413.64					
Dec	1,004.58	2,225.58	2,510.00					
Jan	4,193.17	8,543.01	2,229.88					
Feb	7,995.06	1,557.09						
Mar	1,527.08	1,311.34						
Apr	1,020.23	1,328.08						
May	869.86	2,625.66						
Jun	475.00	510.00						
Jul	30.00	216.10						
Aug	1,347.59	1,721.25						
Sept	7,781.94	7,307.26						
	27,329.98	29,293.93	8,232.31	-	-	-	-	-



	Revenue							
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Oct	1,288.54	557.51	372.62					
Nov	1,589.61	355.41	254.70					
Dec	542.99	189.70	211.47					
Jan	1,392.54	263.19	271.68					
Feb	830.14	212.25						
Mar	631.83	404.46						
Apr	430.87	362.29						
May	469.22	330.92						
Jun	386.77	262.25						
Jul	328.28	332.76						
Aug	563.57	498.08						
Sept	365.07	446.91						
	8,819.43	4,215.73	1,110.47	-	-	-	-	-

Profit/Loss Estimate				
FY 2012	FY 2013	FY 2014	FY 2015	
8,819.43	4,215.73	1,110.47	-	FY Revenues
(27,825.71)	(26,540.22)	(8,907.70)	-	**minus** Operating Costs YTD*
(19,006.28)	(22,324.49)	(7,797.23)	-	**Profit/Loss Estimate**

*Costs are estimated



	Revenue				Expenses			
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2012	FY 2013	FY 2014	FY 2015
Oct	3,375.69	5,981.39	-		4,475.29	6,432.02	2,865.60	
Nov	2,899.54	2,848.98	1,589.00		4,319.82	3,484.87	5,795.89	
Dec	1,513.79	3,152.74	1,793.00		5,081.00	4,758.23	2,482.87	
Jan	2,011.99	4,615.52	985.25		4,468.32	5,950.04	3,142.24	
Feb	3,564.81	4,966.32			3,926.30	4,910.27		
Mar	1,395.36	3,157.07			10,603.54	11,551.92		
Apr	2,473.11	334.22			5,568.57	4,165.60		
May	6,926.87	1,733.60			6,389.06	1,811.63		
Jun	6,902.53	3,123.40			8,047.27	2,178.60		
Jul	4,462.91	2,788.10			6,039.08	2,456.01		
Aug	11,447.28	2,534.35			5,347.52	1,927.63		
Sept	3,256.81	3,199.35			16,550.52	8,625.19		
	50,230.69	38,435.04	4,367.25		80,816.29	58,252.01	14,286.60	

Profit/Loss Estimate				
FY 2012	FY 2013	FY 2014	FY 2015	
50,230.69	38,435.04	4,367.25	-	Revenues YTD
(80,816.29)	(58,252.01)	(14,286.60)	-	**minus** Operating Costs YTD
(8,107.68)	(8,357.26)	(5,075.07)	-	**minus** Maintenance Staff Costs YTD
(38,693.28)	(28,174.23)	(14,994.42)	-	**Profit/Loss Estimate**

FY2014

FACILITIES MAINTENANCE MONTHLY REPORT

JANUARY 2014

WORK ORDER EXPENSES

TYPE	Jan-14	YTD	Jan-13	YTD	Jan-14	YTD	Jan-13	YTD
LABOR	14%	40%	27%	27%	$ 3,190.36	$ 10,885.72	$ 3,848.84	$ 19,261.46
MATERIALS	28%	25%	39%	17%	$ 6,006.45	$ 13,016.43	$ 5,413.06	$ 14,853.82
CONTRACTOR	58%	35%	34%	56%	$ 12,830.53	$ 20,223.28	$ 4,819.17	$ 36,096.08
TOTALS	100%	100%	100%	100%	$ 22,027.34	$ 44,125.43	$ 14,081.07	$ 70,211.36

WORK ORDERS BY BUILDING

FACILITY	Jan-14	YTD	Jan-13	YTD
CITY HALL	16	51	11	42
EVENTS CENTER	5	28	6	25
EMPLOYEE HEALTH CLINIC	0	2	2	4
FLEET	1	4	2	5
FRANK EVANS MUSEUM	1	5	0	7
LIBERTY PARK	0	0	0	2
MUNICIPAL COMPLEX	5	28	2	21
PARKS BUILDING	5	12	2	9
POLICE DEPARTMENT	9	21	5	24
PUBLIC WORKS BUILDING	8	17	5	17
SPORTS COMPLEX	3	10	6	9
STATION #33	5	12	1	10
STATION #37	3	6	1	6
TENNIS CENTER	2	17	2	8
TRAILHEAD PARK	0	2	1	6
WATER TREATMENT PLANT	1	6	1	7
TOTALS	64	221	47	202

WORK ORDERS BY CATEGORY

FACILITY	Jan-14	YTD	Jan-13	YTD
APPLIANCES	2	7	0	8
DOORS - INT, EXT, & HARDWARE	9	14	2	12
ELECTRICAL	20	77	22	65
FIRE ALARM SYSTEMS	1	6	0	0
FIRE SPRINKLER SYSTEMS	0	0	0	0
HVAC	7	13	5	16
JANITORIAL	1	12	1	4
MISCELLANEOUS	13	34	5	14
PAINT - INTERIOR & EXTERIOR	1	1	1	5
PEST CONTROL	1	3	0	4
PLUMBING	3	21	5	18
PREVENTATIVE MAINTENANCE	5	32	6	55
SECURITY SYSTEMS	1	1	0	0
SEPTIC TANKS	0	0	0	0
VENDING	0	0	0	1
TOTALS	64	221	47	202

MEMORANDUM

DATE: January 29, 2013

TO: Mayor & City Commission

FROM: Bryan Nipe, Parks and Recreation Director

THRU: Jackie Sova, City Manager

SUBJECT: December 2013 Parks and Recreation Report Summary

Recreation:

- Lake Mary Little League is currently off season and will resume registration in January for the Spring
- Polar Bear softball begins January 3rd

Lake Mary Events Center:

- 5% increase in revenue this fiscal year over last

Tennis Center:

- Tennis membership is at 152. This is compared to 125 in the December 2012 report
- HEART HEALTHY MIXER - Saturday Feb. 8th 6pm
- USPTA Junior Grand Prix - March 29th 2014 Saturday

  For info. on registration or any other questions
  Call Steve Huber Lake Mary Tennis Center Director
  407-782-3625
  407-324-3088

Community Events:

- WineART Wednesdays will resume the first Wednesday in February 2014 with a Cajun theme!
- Lake Mary Celebrates is scheduled for March 1st
- Lake Mary Family Fun Day is scheduled for April 5th
- The Trailblazer 5k is scheduled for the morning of April 26th
- A list with links to Event Details has been created on the City website:
  http://www.lakemaryfl.com/sites/lakemaryfl/files/file/file/lmpr_events3_4.pdf

Grounds and Facilities:

- The Lake Mary Community Center is under construction with an anticipated opening of Spring 2014. The first rental has been booked – Full Building in late May. Updates can be found on the City website:
  http://www.lakemaryfl.com/parks-and-recreation/pages/community-center-0
- Heritage Park will be bid in its first phase with the Palmetto roadway improvements

Accreditation:

- Panel Review of City of Lake Mary Parks and Recreation Standards is scheduled for May 2014

MEMO

PARKS & RECREATION DEPARTMENT

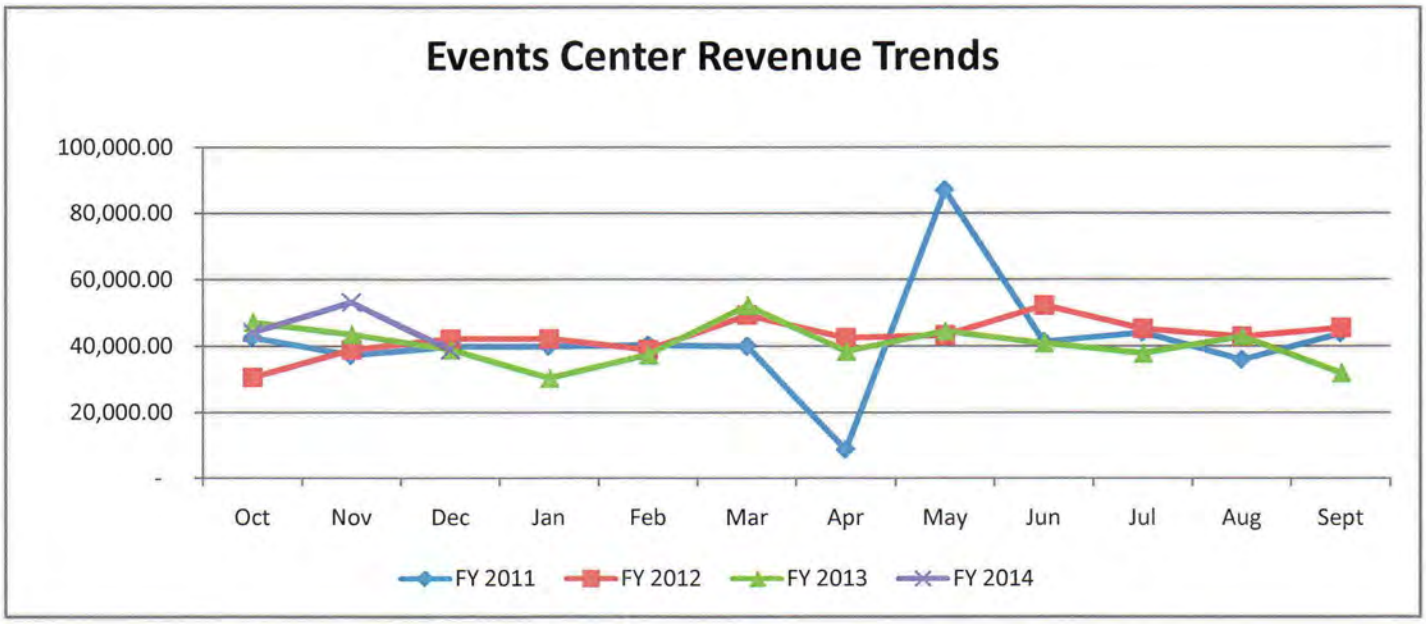
TO: Bryan Nipe, Director of Parks & Recreation

FROM: Radley Williams, Recreation Chief

DATE: January 10, 2014

PARKS AND RECREATION MONTHLY REVENUE AND EXPENSE REPORT
FOR THE MONTH OF: December 2013

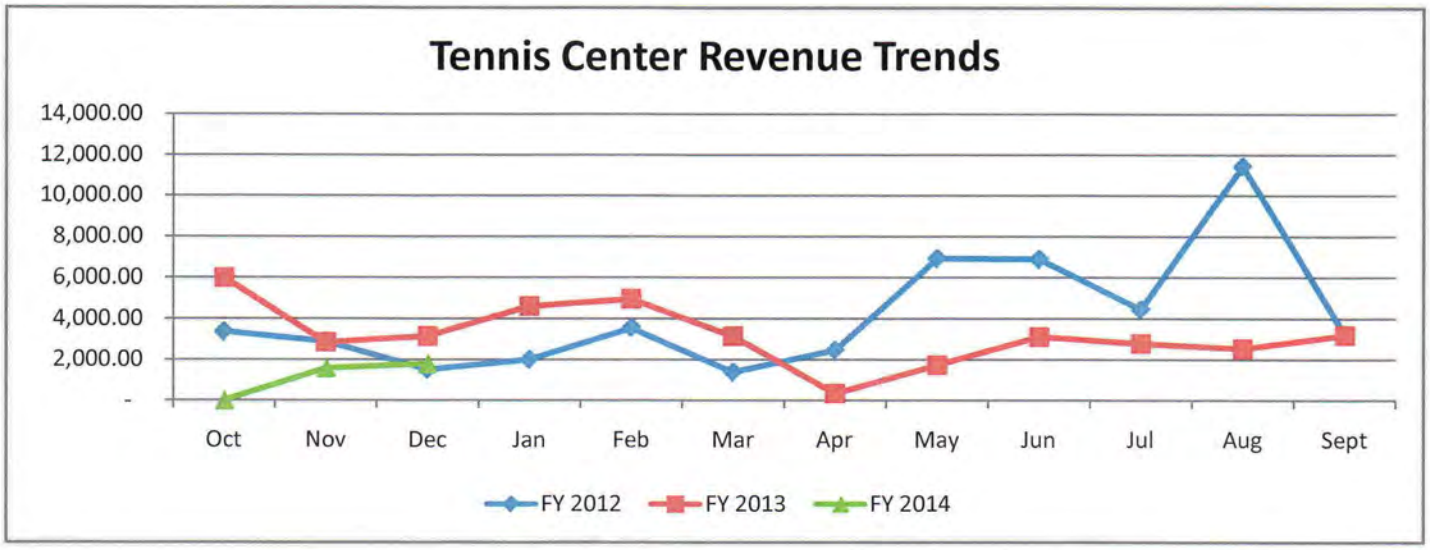
ACTIVITY	CURRENT MONTH	THIS MONTH LAST YEAR	CURRENT YTD	PREVIOUS YTD
EVENTS CENTER				
non-revenue uses	12	8	33	31
rentals	20	21	74	75
revenue	$ 38,834.05	$ 38,953.78	$ 136,092.68	$ 129,717.89
expenses	$ 27,701.90	$ 22,787.78	$ 95,306.11	$ 84,820.68
SENIOR CENTER				
non-revenue uses	3/7.0 hrs	3/6.25 hrs	10/23.0 hrs	8/20.0 hrs
rentals	2	1	5	4
classes	88	81	311	314
individual participants	1295	1282	5,161	4,656
revenue	$ 1,442.72	$ 2,084.13	$ 4,693.67	$ 3,930.93
expenses	$ 7,322.89	$ 7,436.19	$ 23,525.00	$ 24,169.08
TENNIS CENTER				
memberships	152	125		
revenue	$ 1,793.00	$ 3,152.74	$ 3,382.00	$ 11,983.11
expenses	$ 2,482.87	$ 4,758.23	$ 11,144.36	$ 14,675.12
OTHER REVENUES				
Farmers Market	$ 2,200.46	$ 1,737.12	$ 6,840.56	$ 6,057.44
Skate Park	$ 211.47	$ 189.70	$ 838.79	$ 1,102.62
Splash Park	$ -	$ -	$ 462.27	$ -
Park Rentals	$ 125.00	$ 125.00	$ 225.00	$ 325.00
Sports Complex	$ 2,510.00	$ 2,225.58	$ 6,002.43	$ 4,174.14
Leagues	$ 3,575.00	$ 3,895.00	$ 4,225.00	$ 3,895.00
Concession (Trailhead & Sports Comp.)	$ 1,516.79	$ -	$ 1,727.07	$ 232.52
TOTAL OTHER REVENUES	$ 10,138.72	$ 8,172.40	$ 20,321.12	$ 15,786.72



	Revenue				Expenses			
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2011	FY 2012	FY 2013	FY 2014
Oct	42,516.89	30,627.71	47,245.73	44,065.85	-	36,241.32	31,837.02	33,735.16
Nov	37,193.51	38,877.40	43,518.38	53,192.78	-	25,134.01	30,195.88	33,869.05
Dec	39,694.57	42,152.14	38,953.78	38,834.05	-	32,478.58	22,787.78	27,701.90
Jan	39,878.79	42,192.04	30,396.63		-	30,551.40	26,904.66	
Feb	40,275.19	38,834.23	37,286.87		-	24,109.15	21,878.20	
Mar	39,915.11	49,320.02	52,232.16		-	23,711.04	20,927.49	
Apr	8,756.25	42,489.96	38,368.11		-	26,928.96	27,325.44	
May	86,980.61	43,240.91	44,423.25		-	30,217.31	34,664.38	
Jun	41,165.60	52,182.65	40,785.13		-	29,033.61	24,094.37	
Jul	44,035.28	45,224.94	37,826.02		-	28,925.29	28,765.21	
Aug	35,849.93	42,809.63	42,872.75		-	24,572.88	23,947.40	
Sept	43,711.11	45,496.78	31,954.27		-	35,644.27	24,560.40	
	499,972.84	513,448.41	485,863.08	136,092.68	-	347,547.82	317,888.23	95,306.11

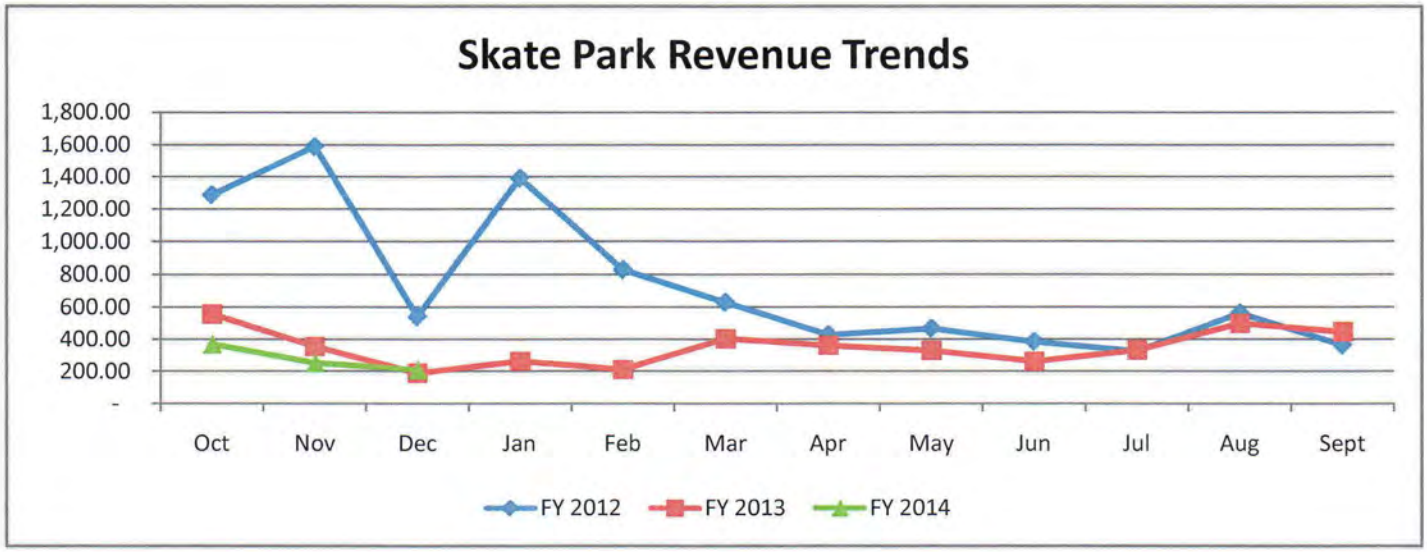
Profit/Loss Estimate			
FY 2012	FY 2013	FY 2014	
499,972.84	513,448.41	136,092.68	Revenues YTD
(347,547.82)	(317,888.23)	(95,306.11)	**minus** Operating Costs YTD
(32,430.60)	(36,139.21)	(8,814.39)	**minus** Maintenance Staff Costs YTD
119,994.42	159,420.97	31,972.18	**Profit/Loss Estimate***

* Estimated Profit/Loss does not inlcude repayment of bond.



	Revenue				Expenses			
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2012	FY 2013	FY 2014	FY 2015
Oct	3,375.69	5,981.39	-		4,475.29	6,432.02	2,865.60	
Nov	2,899.54	2,848.98	1,589.00		4,319.82	3,484.87	5,795.89	
Dec	1,513.79	3,152.74	1,793.00		5,081.00	4,758.23	2,482.87	
Jan	2,011.99	4,615.52			4,468.32	5,950.04		
Feb	3,564.81	4,966.32			3,926.30	4,910.27		
Mar	1,395.36	3,157.07			10,603.54	11,551.92		
Apr	2,473.11	334.22			5,568.57	4,165.60		
May	6,926.87	1,733.60			6,389.06	1,811.63		
Jun	6,902.53	3,123.40			8,047.27	2,178.60		
Jul	4,462.91	2,788.10			6,039.08	2,456.01		
Aug	11,447.28	2,534.35			5,347.52	1,927.63		
Sept	3,256.81	3,199.35			16,550.52	8,625.19		
	50,230.69	38,435.04	3,382.00		80,816.29	58,252.01	11,144.36	

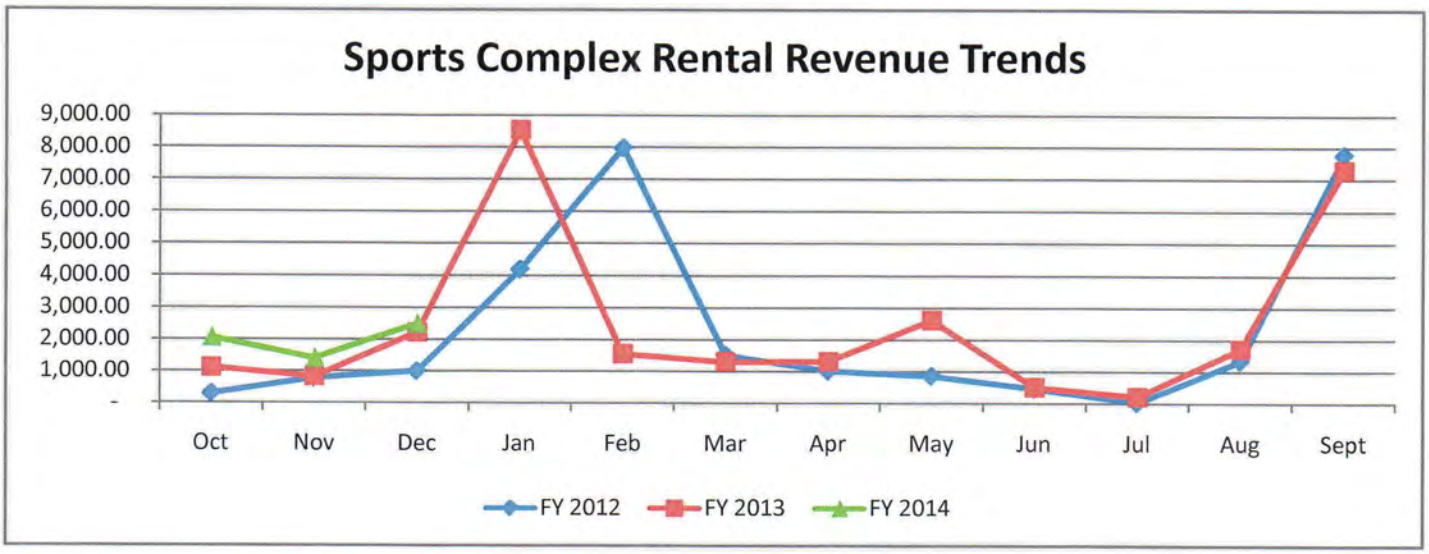
Profit/Loss Estimate				
FY 2012	FY 2013	FY 2014	FY 2015	
50,230.69	38,435.04	3,382.00	-	Revenues YTD
(80,816.29)	(58,252.01)	(11,144.36)	-	**minus** Operating Costs YTD
(8,107.68)	(8,357.26)	(3,335.85)	-	**minus** Maintenance Staff Costs YTD
(38,693.28)	(28,174.23)	(11,098.70)	-	**Profit/Loss Estimate**



	Revenue							
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Oct	1,288.54	557.51	372.62					
Nov	1,589.61	355.41	254.70					
Dec	542.99	189.70	211.47					
Jan	1,392.54	263.19						
Feb	830.14	212.25						
Mar	631.83	404.46						
Apr	430.87	362.29						
May	469.22	330.92						
Jun	386.77	262.25						
Jul	328.28	332.76						
Aug	563.57	498.08						
Sept	365.07	446.91						
	8,819.43	4,215.73	838.79	-	-	-	-	-

Profit/Loss Estimate				
FY 2012	FY 2013	FY 2014	FY 2015	
8,819.43	4,215.73	838.79	-	FY Revenues
(27,825.71)	(26,540.22)	(6,099.87)	-	**minus** Operating Costs YTD*
(19,006.28)	(22,324.49)	(5,261.08)	-	**Profit/Loss Estimate**

*Costs are estimated



	Revenue							
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Oct	297.97	1,120.49	2,078.79					
Nov	787.50	828.07	1,413.64					
Dec	1,004.58	2,225.58	2,510.00					
Jan	4,193.17	8,543.01						
Feb	7,995.06	1,557.09						
Mar	1,527.08	1,311.34						
Apr	1,020.23	1,328.08						
May	869.86	2,625.66						
Jun	475.00	510.00						
Jul	30.00	216.10						
Aug	1,347.59	1,721.25						
Sept	7,781.94	7,307.26						
	27,329.98	29,293.93	6,002.43	-	-	-	-	-

FY2014

FACILITIES MAINTENANCE MONTHLY REPORT

DECEMBER 2013

WORK ORDER EXPENSES

TYPE	Dec-13	YTD	Dec-12	YTD	Dec-13	YTD	Dec-12	YTD
LABOR	34%	40%	29%	27%	$ 2,126.57	$ 7,695.36	$ 2,461.67	$ 15,412.62
MATERIALS	50%	25%	23%	17%	$ 3,067.95	$ 7,009.98	$ 1,878.35	$ 9,440.76
CONTRACTOR	16%	35%	48%	56%	$ 980.00	$ 7,392.75	$ 4,108.94	$ 31,276.91
TOTALS	100%	100%	100%	100%	$ 6,174.52	$ 22,098.09	$ 8,448.96	$ 56,130.29

WORK ORDERS BY BUILDING

FACILITY	Dec-13	YTD	Dec-12	YTD
CITY HALL	11	35	4	31
EVENTS CENTER	5	23	5	19
EMPLOYEE HEALTH CLINIC	1	2	1	2
FLEET	0	3	0	3
FRANK EVANS MUSEUM	0	4	2	7
LIBERTY PARK	0	0	0	2
MUNICIPAL COMPLEX	7	23	7	19
PARKS BUILDING	0	7	2	7
POLICE DEPARTMENT	0	12	2	19
PUBLIC WORKS BUILDING	1	9	3	12
SPORTS COMPLEX	1	7	2	3
STATION #33	3	7	3	9
STATION #37	2	3	2	5
TENNIS CENTER	5	15	0	6
TRAILHEAD PARK	0	2	3	5
WATER TREATMENT PLANT	1	5	1	6
TOTALS	37	157	37	155

WORK ORDERS BY CATEGORY

FACILITY	Dec-13	YTD	Dec-12	YTD
APPLIANCES	1	5	3	8
DOORS - INT, EXT, & HARDWARE	3	5	1	10
ELECTRICAL	16	57	15	43
FIRE ALARM SYSTEMS	2	5	0	0
FIRE SPRINKLER SYSTEMS	0	0	0	0
HVAC	3	6	3	11
JANITORIAL	2	11	1	3
MISCELLANEOUS	3	21	2	9
PAINT - INTERIOR & EXTERIOR	0	0	1	4
PEST CONTROL	0	2	1	4
PLUMBING	7	18	3	13
PREVENTATIVE MAINTENANCE	0	27	7	49
SECURITY SYSTEMS	0	0	0	0
SEPTIC TANKS	0	0	0	0
VENDING	0	0	0	1
TOTALS	37	157	37	155

Monthly Report – JANUARY 2014

Community Development Department

TO: City Commission

FROM: Gary Schindler, City Planner

VIA: Jackie Sova, City Manager

DATE: February 20, 2014

RE: Planning and Development Activity

FY2013-2014 WORKLOAD DATA

	2013		2014	
	JAN	Total YTD	JAN	Total YTD
Land Use Amendments	0	1	0	0
Rezoning	0	0	0	3
Conditional Use	0	1	0	1
Subdivisions/Plat	0	3	1	3
Site Plans	2	5	2	4
Variances	0	1	0	1
Vacates	0	0	0	0
Annexations	0	0	0	0
DRI Development Agreement & Amendments	0	1	0	0
PUD Development Agreement & Amendments	0	1	1	1
Development Agreements, New	0	1	0	0
DRC Reviews	1	4	1	1
Home Occupation Review	7	16	8	19
Business License Review	19	99	36	105
Arbor Permits (non-development related)	18	50	12	53
Zoning Verification Letters	0	6	0	3
Site Permits Issued	0	1	1	5
Building Permits Review	31	143	35	126
Number of Pages Scanned	0	0	0	0

Significant Meetings and Issues

January 2 – Field arbor inspection with Bryan Nipe
January 6 – Bike/Ped County Training
January 7 – SunRail Enhancements Procurement Meeting
January 8 – Central Parc Heathrow DRC Meeting
January 9 – MetroPlan Bike/Ped Count
January 14 – Sanford Airport Noise Abatement Committee Meeting
January 15 – State of the City Meeting

January 16 – Advisory Board Merger Meeting / SEED Meeting
January 21 – First Step Meetings (3200 Lake Emma & 2692 W. Lake Mary Blvd.) / Traffic Circle Meeting
January 22 – North Pointe DRI Recision Meeting / MetroPlan Advisory Committee Meeting
January 24 – MetroPlan Transportation Committee Meeting
January 27 – Seminole County Public Schools Planning Technical Advisory Committee Meeting
January 29 – Tijuana Flats Seating Increase Meeting
January 30 – 4th Street Entry Feature Meeting / Florida Hospital Rinehart Place Status Meeting / County Arborist Presentation

Monthly Report – DECEMBER 2013

Community Development Department

TO: City Commission

FROM: Gary Schindler, City Planner

VIA: Jackie Sova, City Manager

DATE: January 16, 2014

RE: Planning and Development Activity

FY2012-2013 WORKLOAD DATA

	2012 DEC	2012 Total YTD	2013 DEC	2013 Total YTD
Land Use Amendments	0	1	0	0
Rezoning	0	0	0	3
Conditional Use	0	1	0	1
Subdivisions/Plat	1	3	1	2
Site Plans	1	3	1	2
Variances	0	1	1	1
Vacates	0	0	0	0
Annexations	0	0	0	0
DRI Development Agreement & Amendments	0	1	0	0
PUD Development Agreement & Amendments	0	1	0	0
Development Agreements, New	0	1	0	0
DRC Reviews	0	3	0	0
Home Occupation Review	2	9	1	11
Business License Review	12	80	6	69
Arbor Permits (non-development related)	12	32	10	41
Zoning Verification Letters	1	6	1	3
Site Permits Issued	1	1	0	4
Building Permits Review	30	112	26	91
Number of Pages Scanned	0	0	0	0

Significant Meetings and Issues

December 2 – Florida Hospital Meeting
December 4 – MetroPlan Bike/Ped Advisory Board Meeting
December 6 – MetroPlan Transportation Technical Advisory Committee Meeting
December 16 – Seminole Schools Planning Technical Committee Meeting
December 17 – MetroPlan SunRail Spur Meeting
December 18 – MetroPlan Train Horn Meeting
December 26 – Staff meeting to discuss proposed Business License Pain Management Clinic questionnaire

Lake Mary Police Department

MONTHLY REPORT - JANUARY 2014

	FY 2014 JAN	FY 2014 YTD	FY 2013 JAN	FY 2013 YTD
Monthly Call Volume	4,605	20,571	4,279	13,086
Response Times (in minutes)				
Priority 1	3.19		4.00	
Priority 2	3.53		5.56	
Priority 3	7.09		9.46	
UCR Crimes				
Murders	0	0	0	0
Sex Offenses, Forcible	2	2	0	2
Robbery	0	1	0	0
Assault/Battery	15	31	9	35
Burglary	6	21	6	21
Theft, all other	18	66	22	82
Motor Vehicle Theft	0	2	1	3
Theft of Motor Vehicle Parts	2	6	3	10
Arson	0	0	0	0
D.U.I.	2	6	3	11
Total Arrests				
Adults	38	113	37	149
Juveniles	1	15	6	22
Traffic Calls				
Crashes	46	207	58	223
Criminal Citations	13	48	17	70
Citations- non criminal	267	1,166	307	1,348
Parking citations	10	32	4	20
K9 Deployments	11	42	4	19
Agency Assist; outside Jurisdiction	56	213	39	148
Alarms				
Total	86	392	104	404
Business	58	261	71	278
Residential	28	131	33	126
Total Responses to City Ordinance Violations	22	111	42	166

Lake Mary Police Department
IMPORTANT EVENTS

Patrol Division

Ofc. Doug Wheeler and K-9 Urs received their Drug Certification.
Special Ops participated in Lake Mary's Shred-A-Thon.
Ofc. Jason McDaniel competed in the Matt Miller Motorcycle Skills event, placing 12th out of 60+ teams and 3rd in the team ride.
Pfc. Lena DelGenio and K-9 Neso had 11 deployments.
Pfc. DelGenio was selected as Employee of the 4th Quarter.
Pfc. Carraway attended the"Cops and Kids" car show in Oviedo.

Criminal Investigations Division

Significant cases assigned in Criminal Investigations:
- Suicide by gunshot
- Sexual Assault (2)
- Residential Burglaries (3)
- Grand Theft (2)

One arrest was made, and six requests for capias filed on previous cases.
Detectives Umana and Riddle attended an advanced session on Domestic Violence.

Community Relations Division

Provided a Senior's Safety training class to 20 seniors at a local bank.
Taught a Stranger Danger and Bullying Prevention session to the lower school at Lake Mary Prep.
Assisted with traffic control at Lake Mary's Shred-A-Thon.
The Seniors Intervention Group (SIG) fixed plumbing for a 91 year old widow.
SIG provided transportation for several seniors, and provided 96 meals for low income seniors.

Support Services Division

ECO's Yarimar Woods and Erin Ward received an "On the Spot Award" from the City Manager for their roles in assisting LEO and FD in locating an elderly woman who was injured and lost.

Lake Mary Police Department

MONTHLY REPORT - DECEMBER 2013

	FY 2014 OCT	FY 2014 YTD	FY 2013 OCT	FY 2013 YTD
Monthly Call Volume	5,431	15,966	4,279	13,086
Response Times (in minutes)				
Priority 1	2.66		4.00	
Priority 2	3.38		5.56	
Priority 3	7.98		9.46	
UCR Crimes				
Murders	0	0	0	0
Sex Offenses, Forcible	0	0	0	2
Robbery	1	1	0	0
Assault/Battery	6	16	9	26
Burglary	9	15	6	15
Theft, all other	18	48	22	60
Motor Vehicle Theft	2	2	1	2
Theft of Motor Vehicle Parts	2	4	3	7
Arson	0	0	0	0
D.U.I.	2	4	3	8
Total Arrests				
Adults	29	75	37	112
Juveniles	2	14	6	16
Traffic Calls				
Crashes	46	161	58	165
Criminal Citations	19	35	17	53
Citations- non criminal	320	899	307	1,041
Parking citations	3	22	4	16
K9 Deployments	18	31	4	15
Agency Assist; outside Jurisdiction	64	157	39	109
Alarms				
Total	105	306	104	300
Business	76	203	71	207
Residential	29	103	33	93
Total Responses to City Ordinance Violations	20	89	42	166

Lake Mary Police Department
IMPORTANT EVENTS

Patrol Division

New body cameras have been delivered to patrol, updates on usage will be reported.

Traffic Ops participated in the City's Santa Parade; Motor Units participated in the Boy's Town Christmas Ride.

Pfc. Lena DelGenio had 18 K-9 Deployments during the month of December.

Officers Matviak and Smith participated in the "Shop With A Cop" program.

Criminal Investigations Division

Over $20,000 in jewelry was stolen from a residence, the case was investigated and the victim's niece was arrested by Det. Claudia Umana.

Victim struck several times in face over parking dispute at City Hall, identity of suspect unknown as of yet.

Armed robbery at Homewood Suites, two suspects w/handguns demanded money from safe. CID is working with other local agencies with similar robberies.

Two vehicle burglaries and five residential burglaries under investigation.

Community Relations Division

Officer Hudson attended a Seniors Transportation Symposium with County, Commissioner Bob Dallari, and Lynx. 49 seniors were in attendance.

Over 1,000 children and their families attended Holiday in the Park, CRD assisted Santa Claus.

CRD hosted a Lock-In at Lake Elementary School, featuring games for 55 children.

CRD held their Shop With A Cop program helping 15 children from our public elementary schools over the holidays.

200 low income seniors were hosted at the Lake Mary Events Center by the Seniors Intervention Group along with the City. They had a meal, entertainment, and each senior received a wrapped gift from Santa and Mrs. Claus.

Human Resources

January 2014 Report

Employment	01/14	YTD	01/13	YTD
Applications received/acknowledged	36	49	175	401
New Hire Orientations	1	3	1	11
Resignations/Terminations	2	6	4	13
Current Vacancies (FT/PT Employment Opportunities)	2	5	7	14
Positions filled in house	0	4	1	3
Positions filled outside	1	3	1	11
Surveys Conducted/Completed	4	16	2	7
Employee Evaluations	16	60	16	57
Employee Verifications	2	13	3	13
Personnel Actions Initiated	21	102	23	120
Grievances Filed	0	1	0	0
Employee Insurance Assistance	5	17	3	18
Current Full Time Employees	176		172	
Current Part Time Employees	16		19	

Special Projects

Insurance	01/14	YTD	01/13	YTD
On the Job Injuries - Medical Attention Required	0		0	0
On the Job Injuries - No Medical Attention Required	0		0	1
City Vehicle Accidents Reported - Under $500	2		0	3
City Vehicle Accidents Reported - Over $500	1		0	1
Loss/Damage Reports - Under $500	1		2	5
Loss/Damage Reports - Over $500	0		1	2
Damage to City Property by Others - Under $500	0		0	0
Damage to City Property by Others - Over $500	0		0	1
Liability/Claimant Incident Reports - Under $500	0		0	0
Liability/Claimant Incident Reports - Over $500	0		1	1
Special Hearings/Mediations	0		1	1

Human Resources

December 2013 Report

Employment	12/13	YTD	12/12	YTD
Applications received/acknowledged	0	13	40	226
New Hire Orientations	1	2	2	10
Resignations/Terminations	2	4	2	9
Current Vacancies (FT/PT Employment Opportunities)	1	3	1	7
Positions filled in house	0	4	0	2
Positions filled outside	1	2	2	10
Surveys Conducted/Completed	5	12	1	5
Employee Evaluations	9	44	4	41
Employee Verifications	3	11	2	10
Personnel Actions Initiated	22	81	31	97
Grievances Filed	0	1	0	0
Employee Insurance Assistance	4	12	5	15
Current Full Time Employees	175		173	
Current Part Time Employees	15		16	

Special Projects

Insurance	12/13	YTD	12/12	YTD
On the Job Injuries - Medical Attention Required	0		0	0
On the Job Injuries - No Medical Attention Required	0		0	1
City Vehicle Accidents Reported - Under $500	0		1	3
City Vehicle Accidents Reported - Over $500	0		1	1
Loss/Damage Reports - Under $500	1		0	3
Loss/Damage Reports - Over $500	1		1	1
Damage to City Property by Others - Under $500	0		0	0
Damage to City Property by Others - Over $500	0		0	1
Liability/Claimant Incident Reports - Under $500	0		0	0
Liability/Claimant Incident Reports - Over $500	0		0	0
Special Hearings/Mediations	0		0	0

CITY CLERK'S OFFICE MONTHLY REPORT
JANUARY 2014

	FY 2014		FY 2013	
	JAN. 14	YTD	JAN. 13	YTD
MINUTES PREPARED (SETS)	1	6	1	6
ORDINANCES CREATED	0	0	0	0
ORDINANCES PREPARED	1	2	0	2
RESOLUTIONS CREATED	0	0	0	0
RESOLUTIONS PREPARED	0	0	0	0
PROCLAMATIONS PREPARED	1	2	2	3
PUBLIC HEARING NOTICES PUBLISHED	0	1	0	2
OCCUPATIONAL LICENSES				
NEW	32	102	16	121
RENEWALS	16	168	12	347
TRANSFERS	6	18	5	16
REVENUE GENERATED	$4,492.50	$21,248.50	$2,110.00	$28,751.75
FOOD TRUCKS LICENSED (WineART Wednesday)	0	10	0	12
REVENUE GENERATED	$0.00	$370.00 ($100 CREDIT FROM 9/14/13	$0.00	$850.00
CITY ELECTIONS HELD	0	0	0	0
DOCUMENTS RECORDED	4	11	2	11
RECORDS DESTROYED (CUBIC FEET)	0	0	0	0

CITY CLERK'S OFFICE MONTHLY REPORT
DECEMBER 2013

	FY 2014		FY 2013	
	DEC. 13	YTD	DEC. 12	YTD
MINUTES PREPARED (SETS)	2	5	2	6
ORDINANCES CREATED	0	0	0	0
ORDINANCES PREPARED	0	1	0	2
RESOLUTIONS CREATED	0	0	0	0
RESOLUTIONS PREPARED	0	0	0	0
PROCLAMATIONS PREPARED	0	1	0	1
PUBLIC HEARING NOTICES PUBLISHED	0	1	1	2
OCCUPATIONAL LICENSES				
NEW	5	70	18	105
RENEWALS	37	152	12	335
TRANSFERS	2	12	1	11
REVENUE GENERATED	$2,628.00	$16,756.00	$1,520.00	$26,641.75
FOOD TRUCKS LICENSED (WineART Wednesday)	4	10	5	12
REVENUE GENERATED	$170.00	$370.00 ($100 CREDIT FROM 9/14/13	$250.00	$850.00
CITY ELECTIONS HELD	0	0	0	0
DOCUMENTS RECORDED	2	7	4	9
RECORDS DESTROYED (CUBIC FEET)	0	0	0	0

Building Division Monthly Report January 2014

Community Development Department

TO: City Commission

FROM: Joe Lancaster, Building Official
Bobbie Jo Keel, Permit/Zoning Coordinator

VIA: Jackie Sova, City Manager

DATE: February 7 , 2014

FY2014-2015 WORKLOAD DATA

BUILDING PERMITS ISSUED					BUILDING PERMIT VALUATIONS			
ACTIVITY - PERMIT TYPE	Jan-14	YTD	Jan-13	YTD	Jan-14	YTD	Jan-13	YTD
COMMERCIAL - NEW	0	2	0	0	$ -	$ 624,599	$ -	$ 624,599
COMMERCIAL - ALTERATION	11	58	10	18	$ 1,209,986	$ 2,933,307	$ 440,132	$ 11,724,775
RESIDENTIAL - NEW	11	13	2	19	$ 2,468,900	$ 340,598	$ 488,731	$ 340,598
RESIDENTIAL - ALTERATION	10	36	10	21	$ 479,351	$ 115,990	$ 56,781	$ 173,478
ELECTRICAL - NEW/ALTERATION	20	88	20	38	$ 193,588	$ 2,073,184	$ 96,655	$ 2,074,584
ELECTRICAL - TEMP/PREPOWER	19	43	5	5	$ 1,200	$ 1,700	$ 500	$ 3,100
MECHANICAL - NEW/ALTERATION	26	107	15	33	$ 712,999	$ 615,563	$ 98,519	$ 2,866,679
PLUMBING - NEW/ALTERATION	14	56	15	24	$ 113,970	$ 926,706	$ 56,309	$ 1,369,536
ROOFING - TILE, METAL & FLAT	9	39	9	7	$ 74,784	$ 989,169	$ 236,958	$ 1,104,969
RE-ROOFING	7	40	11	18	$ 155,595	$ 405,848	$ 141,482	$ 586,412
SWIMMING POOL	0	33	0	2	$ -	$ 153,826	$ -	$ 176,270
SCREEN ENCLOSURE	3	10	2	0	$ 18,355	$ 29,113	$ 20,550	$ 54,131
FENCE	4	17	2	12	$ 7,265	$ 26,773	$ 8,500	$ 32,998
SIGN	6	15	4	12	$ 143,829	$ 16,964	$ 22,500	$ 20,260
FOUNDATION ONLY	0	0	0	1	$ -	$ -	$ -	$ -
DEMOLITION	0	0	0	3	$ -	$ 4,000	$ -	$ 4,000
TOTALS	140	557	105	213	$ 5,579,822	$ 9,253,340	$ 1,667,617	$ 21,156,389

BUILDING INSPECTIONS PERFORMED				
TYPE	Jan-14	YTD	Jan-13	YTD
BUILDING	255	856	227	395
ELECTRICAL	108	307	101	167
MECHANICAL	53	205	31	77
PLUMBING	68	165	66	86
TOTALS	484	1533	425	725

MAJOR PROJECTS

1. Fountain Parke
2. Enclave @ Tuscany
3. Verizon
4. Colonial Grand Ph.2A
5. Station House

First Step Meetings

1. 3200 Lake Emma Rd.
2. 2692 W. Lake Mary Blvd.

Building Division Monthly Report December 2013

Community Development Department

TO: City Commission

FROM: Joe Lancaster, Building Official
Bobbie Jo Keel, Permit/Zoning Coordinator

VIA: Jackie Sova, City Manager

DATE: January 7, 2014

FY2014-2015 WORKLOAD DATA

BUILDING PERMITS ISSUED					BUILDING PERMIT VALUATIONS			
ACTIVITY - PERMIT TYPE	Dec-13	YTD	Dec-12	YTD	Dec-13	YTD	Dec-12	YTD
COMMERCIAL - NEW	0	2	0	0	$ -	$ 624,599	$ -	$ -
COMMERCIAL - ALTERATION	18	47	7	18	$ 8,791,468	$ 11,724,775	$ 254,570	$ 1,317,516
RESIDENTIAL - NEW	0	2	1	19	$ -	$ 340,598	$ 512,082	$ 4,282,664
RESIDENTIAL - ALTERATION	7	26	7	21	$ 57,488	$ 173,478	$ 36,959	$ 149,407
ELECTRICAL - NEW/ALTERATION	18	68	17	38	$ 15,550,375	$ 17,623,559	$ 751,726	$ 4,593,155
ELECTRICAL - TEMP/PREPOWER	10	24	12	5	$ 1,400	$ 1,700	$ 300	$ 800
MECHANICAL - NEW/ALTERATION	30	81	13	33	$ 2,251,116	$ 2,866,679	$ 122,520	$ 422,179
PLUMBING - NEW/ALTERATION	11	42	10	24	$ 442,830	$ 1,369,536	$ 37,395	$ 100,713
ROOFING - TILE, METAL & FLAT	7	30	0	7	$ 115,800	$ 1,104,969	$ -	$ 41,090
RE-ROOFING	15	33	12	18	$ 180,564	$ 586,412	$ 369,943	$ 818,275
SWIMMING POOL	1	33	2	2	$ 22,444	$ 176,270	$ -	$ 33,500
SCREEN ENCLOSURE	3	7	0	0	$ 25,018	$ 54,131	$ -	$ -
FENCE	3	13	3	12	$ 6,225	$ 32,998	$ 10,807	$ 34,117
SIGN	2	9	7	12	$ 3,296	$ 20,260	$ 27,762	$ 67,855
FOUNDATION ONLY	0	0	0	1	$ -	$ -	$ 186,180	$ 186,180
DEMOLITION	1	1	1	3	$ 4,000	$ 4,000	$ 75,000	$ 75,000
TOTALS	126	418	92	213	$ 27,452,024	$ 36,703,964	$ 2,385,244	$ 12,122,451

BUILDING INSPECTIONS PERFORMED				
TYPE	Dec-13	YTD	Dec-12	YTD
BUILDING	252	853	159	554
ELECTRICAL	113	312	82	249
MECHANICAL	42	194	35	112
PLUMBING	58	155	51	137
TOTALS	465	1514	327	1052

MAJOR PROJECTS

1. Fountain Parke
2. Enclave @ Tuscany
3. Verizon
4. Colonial Grand Ph.2A
5. Station House

City of Lake Mary

Fire Department

911 Wallace Court, Lake Mary, Florida 32746

Monthly Report
January 2014

Administration and Emergency Operations

We responded to 327 emergency alarms, had 143 transports, and logged over 828 hours of training during the month of December.

Emergency Operations personnel had an additional 79 public contacts for sharps boxes, blood pressures, child car seat installations, public relations, etc.

Fire Administration worked on information and programming for the "State of the City" presentation.

Administration worked on data and statistics for transport fees.

We conducted training for City staff on NIMS 300 and 400, which is required federal training.

Fire Prevention

Fire Prevention conducted 278 combined inspections and 70 plan reviews.

Activities included - gate checks, follow up on fire sprinkler activation, false alarm issues at several buildings, occupant load and egress study, storage and generator issues, worked on pictures and information for "State of the City" presentation and submitted an article for website "Fire Safety Corner".

Attended First Step, DRC, Seminole County Fire Marshals, Awards Committee and Verizon meetings and met with FFCA regarding FFMIA issues and fireworks legislation.

Attended 3 days of training at Fire Rescue East Conference.

Conducted 4 – 911 tests in local businesses

Participated in Seminole County Juvenile Fire setter Program – 4 attendees and coordinated with Boy Scout's for training for their troop.

City of Lake Mary

Fire Department

911 Wallace Court-Lake Mary, Florida 32746

Monthly Report
December 2013

Administration and Emergency Operations

We responded to 319 emergency alarms, had 151 transports, and logged over 737 hours of training during the month of December.

Emergency Operations personnel had an additional 68 public contacts for sharps boxes, blood pressures, child car seat installations, public relations, etc.

Our Department teams have taken a break for the holidays and will resume in January.

Fire Department held the Santa Parade for two Saturdays during the month.

Fire Prevention

Fire Prevention conducted 254 combined inspections and 39 plan reviews.

Activities included, addressing reviews for North Point bldgs., holiday drive pick-up and fire alarm testing with UL Representative. Conducted gate checks and created spreadsheet with access information. Staff performed a site inspection for a potential new ALF in the City.

We attended First Step, Awards Committee and Verizon Phasing Coordination meetings. Staff met with BOMA, Seminole County Addressing and North Point representatives regarding addressing issues.

Conducted 9 – 911 tests in local businesses

Conducted - (1) PR – Station Tour at 37 – 20 attendees

PUBLIC WORKS UPDATE

January 2014

Streets/Sidewalks – 432

1. Station House area parking, utility and road improvements under way; expected completion August 2014.
2. Parking lot on Lakeview, CFE Corp, expected completion March 2014.
3. Parking on E. Wilbur, design to be complete by 2/24/14.

Water Treatment – 434

1. 12-month average daily water demand 3.00 million gallons (4% less than previous 12 months). CUP allowance 4.94 MGD. 12-month maximum day demand 4.84, plant capacity 9.99 MGD.
2. Painting of elevated storage tank by Spensieri Diversified expected completion May 2014.
3. Air stripper media replacement No. 1 complete, Nos. 2 & 3 scheduled for February.

Water Distribution/Wastewater Collection – 435

1. Meter Change-out Program – ongoing.
2. Continuing decommission of galvanized water mains downtown.
3. Lift station pump maintenance program – all stations have been repaired/modified; we are experiencing a 25% reduction in electric use over 2011.
4. New lift station SCADA system, Santis Engineering preconstruction mtg 1/10/14.
5. Lake Mary Blvd/TOD sewer design due by 3/17/14.

	Jan-14	FYTD	Jan-13	FYTD
Work Orders Completed	24	98	21	99
Sidewalks Repaired (Feet)	20	1,360	0	515
Street Signs Installed	9	50	16	57
Streets Paved (Miles)	0	3	0.4	0
Paved Streets Maintained (Asphalt - Tons)	2.50	12.00	8.50	25
Millions Gallons Treated	79	359	86	363
New Water Meters Installed	2	18	9	13
Waterlines Installed (Feet)	0	160	0	0
Waterline Breaks Repaired	12	78	4	47
Meters Exchanged	42	156	57	193
Turn-On/Turn-Off (Customer Request)	117	521	124	510
Turn-Offs/Non-Payment	13	69	25	94
Water System Dist. Valves Exercised	40	130	10	20
Vehicle Preventative Maint. Inspections	45	189	49	188
Vehicles/Equipment Serviced	77	307	87	365

PUBLIC WORKS UPDATE
December 2013

Streets/Sidewalks – 432

1. Cold Mix Paving Project awarded to North Florida Emulsions, working on punch list items.
2. Station House area parking, utility and road improvements under way; expected completion May 2014.
3. Parking lot on Lakeview, CFE Corp preconstruction mtg 1/9/14.
4. Parking on E. Wilbur, design to be complete by 2/12/14.

Water Treatment – 434

1. 12-month average daily water demand 3.02 million gallons (4% less than previous 12 months). CUP allowance 4.94 MGD. 12-month maximum day demand 4.84, plant capacity 9.99 MGD.
2. Painting of elevated storage tank by Spensieri Diversified began 1/2/14.
3. Air stripper media replacement began 1/6/14.

Water Distribution/Wastewater Collection – 435

1. Meter Change-out Program – Goal for 2013 was to change out 489 meters to keep track with a 12-year change out program. 479 meters were changed out through December.
2. Continuing decommission of galvanized water mains downtown.
3. Lift station pump maintenance program – all stations have been repaired/modified; we are experiencing a 25% reduction in electric use over 2011.
4. New lift station SCADA system, Santis Engineering preconstruction mtg 1/10/14.
5. Lake Mary Blvd/TOD sewer design due by 3/17/14.
6. The Public Works/Fleet Maintenance building and appurtenances have been painted.

	Dec-13	FYTD	Dec-12	FYTD
Work Orders Completed	23	74	22	78
Sidewalks Repaired (Feet)	1,020	1,340	130	515
Street Signs Installed	19	41	19	41
Streets Paved (Miles)	0	3	0	0
Paved Streets Maintained (Asphalt - Tons)	3.50	9.50	10.50	16
Millions Gallons Treated	89	280	88	277
New Water Meters Installed	1	16	3	4
Waterlines Installed (Feet)	0	160	0	0
Waterline Breaks Repaired	16	66	18	43
Meters Exchanged	41	114	53	136
Turn-On/Turn-Off (Customer Request)	116	404	126	386
Turn-Offs/Non-Payment	19	56	30	69
Water System Dist. Valves Exercised	30	90	0	10
Vehicle Preventative Maint. Inspections	47	144	47	139
Vehicles/Equipment Serviced	72	230	84	278